FORM 17

Application for internal review of decision

V 01.09.2026

Work Health and Safety Act 2011. Electrical Safety Act 2002. Safety in Recreational Water Activities Act 2011

Complete this form to apply for an internal review of decision under the *Work Health and Safety Act 2011, Work Health and Safety Regulation 2011, Electrical Safety Act 2002* or *Safety in Recreational Water Activities Act 2011*.

Please read the *Internal review of decisions: Guidance for applicants* information sheet prior to completing this form.

It is your responsibility to ensure you have completed the required fields and supplied all required documents. Incomplete applications will be returned to you and will result in delays in the review process. The review timeframes only apply from the date when all required information is received.

Section a: Application details

1. Applicant details

Are you making this application as: ☐ an individual applicant? ☐ on behalf of a company, government department or other body corporate?
Provide your details below. If you are the applicant's legal or union representative you will also need to provide your details.
Name of applicant/company/government department/body corporate:
Name of contact person (if not the same as applicant):
Postal address:
Postcode: Phone: Fax:
Email:
Can we send the decision by email? ☐ Yes ☐ No

2. Under which legislation are you applying for review?

☐ *Work Health and Safety Act 2011* *Go to section 3a*	☐ *Work Health and Safety Regulation 2011* *Go to section 3b*
☐ *Electrical Safety Act 2002* *Go to section 3c*	☐ *Safety in Recreational Water Activities Act 2011* *Go to section 3d*

3. Which decision would you like reviewed? *Complete section a, b, c or d. If the decision is not in the list it cannot be reviewed.*

a) The inspector's decision under the *Work Health and Safety Act 2011* **in relation to the:**

☐ review of a provisional improvement notice – section 102	☐ issue of a non-disturbance notice – section 198
☐ issue of an improvement notice – section 191	☐ issue of a subsequent notice – section 20$_1$
☐ extension of time for an improvement notice – section 194	☐ refusal to make any of the above decisions *(please specify below)*
☐ issue of a prohibition notice – section 195	

If you require more space, attach a separate sheet outlining your response

b) A reviewable decision under Chapter 11 of the Work Health and Safety Regulation 2011

- ☐ High risk work licence
- ☐ Demolition work licence
- ☐ General induction Training (construction)
- ☐ other decision (please specify below)
- ☐ Accreditation of assessors
- ☐ Asbestos licence
- ☐ Major amusement park

If you require more space, attach a separate sheet outlining your response

c) an original decision under the Electrical Safety Act 2002 (including the Electrical Safety Regulation 2026)

- ☐ issue of an improvement notice, s146
- ☐ issue of an electrical safety protection notice, s147
- ☐ issue of a non-disturbance notice, s149
- ☐ a decision about the issue, removal or re-instatement of an electrical licence under Part 4 of the *Electrical Safety Act 2002*
- ☐ extension of time for an improvement notice, s146C
- ☐ issue of an unsafe equipment notice, s148
- ☐ issue of a subsequent notice, s149C
- ☐ other decision *(please specify below)*

If you require more space, attach a separate sheet outlining your response

d) The inspector's decision under the S*afety in Recreational Water Activities Act 2011* **applied section of the** *Work Health and Safety Act 2011* **in relation to the:**

- ☐ issue of an improvement notice, s191
- ☐ extension of time for an improvement notice, s194
- ☐ issue of a prohibition notice, s195
- ☐ issue of a non-disturbance notice, s198
- ☐ issue of a subsequent notice, s201
- ☐ refusal to make any of the above decisions *(please specify below)*

If you require more space, attach a separate sheet outlining your response

4. Date the decision was made or notice issued

Date: / /

5. Which of the following applies to you as being eligible to seek a review?

- ☐ a worker or his/her representative who is affected by the decision
- ☐ a person conducting a business or undertaking who is affected by the decision
- ☐ the person with management or control of the workplace, plant or substance
- ☐ a person who received a notice
- ☐ a health and safety representative who represents a worker who is affected by the decision
- ☐ a health and safety representative who issued a provisional improvement notice
- ☐ a person whose interests are affected by an original decision (*Electrical Safety Act 2002*)
- ☐ an eligible person under Part 11 of the *Work Health and Safety Regulation 2011*

6. If this application is lodged outside the prescribed time, provide a reasonable explanation for the delay

Note: In general the prescribed time is 14 days unless the matter is in relation to an improvement notice. The prescribed time for matters relating to an improvement notice is whichever is lesser – 14 days or the period stated for compliance in the notice. Applications for a review of a decision to forfeit a thing under the *Electrical Safety Act 2002* or a review of decision under Part 11 of the *Work Health and Safety Regulation 2011* can be made within 28 days of receiving the notice of the original decision.

If you require more space, attach a separate sheet outlining your response

7. Decision for review

Select one option

☐ attached is a copy of the decision to be reviewed ☐ a description of the decision for review is provided below

Include the number of the notice, date the decision was made, name of the inspector or officer who made the decision, date you received notice of the decision and any other relevant details.

If you require more space, attach a separate sheet outlining your response

8. Why do you think the decision should be reviewed?

Select one option

You may attach additional information to support your request.

If you require more space, attach a separate sheet outlining your response

9. Are you seeking a stay (i.e. suspension) of the decision?

If you wish to have a decision relating to a **non-disturbance, prohibition notice, unsafe equipment notice or electrical safety protection notice** *stayed you must apply for a stay of the decision. Stays are automatically granted for all other reviews of decisions under the Work Health and Safety Act 2011, Electrical Safety Act 2002 and Safety in Recreational Water Activities Act 2011.*

Note: You cannot apply for a stay of a reviewable decision under Chapter 11 of the Work Health and Safety Regulation 2011

☐ No ☐ Yes If yes, why should the operation of the decision be stayed during the determination of the review?

If you require more space, attach a separate sheet outlining your response

Section B: Signature

10. Signature of applicant or applicant's legal representative *(not required where lodged via email)*

Name: Signature:

Date: / /

Section C: Lodging your application

Submit your completed application to the **Internal Review Officer** by email or post.

Email: whsrod@oir.qld.gov.au

Post: Licensing and Regulatory Interventions
Office of Industrial Relations
PO Box 820
LUTWYCHE QLD 4030.

Applications will only be accepted and processed when all required fields on the form have been completed and the relevant supporting information (if required) has been supplied. Incomplete applications will be returned to the applicant.

Lodgement timeframes

If your application relates to an improvement notice, lodge your application before the compliance date on the notice or within 14 days of the date the notice was issued (whichever is earlier).

If your application relates to a review of a decision to forfeit a thing under the *Electrical Safety Act 2002*, or a review of a decision under Part 11 of the *Work Health and Safety Regulation 2011*, lodge your application within 28 days of receiving the notice of the original decision.

Applications for all other reviewable decisions under the *Work Health and Safety Act 2011*, *Electrical Safety Act 2002* and *Safety in Recreational Water Activities Act 2011* should be lodged within 14 days of the date on which the decision was advised.

Lodgement outside these timeframes may be permitted in some circumstances. The reviewer will consider a number of factors including your explanation for the late lodgement, whether it would adversely affect anyone else if the application were to be accepted and the views of the original decision maker.

What happens next?

You will be provided with written confirmation that your application has been received. A decision on the review will be made within 14 days of receipt of the application*. The decision may confirm or vary the original decision or substitute the original decision for another decision. Once a decision has been made, you will be provided with written confirmation of the decision and the reasons for it.

** A review of a decision about the issue, removal or re-instatement of an electrical licence under the Electrical Safety Act 2002 is made by the Electrical Licensing Committee. Reviews made by the Committee are not subject to 14 days but are made as soon as is reasonably practicable.*

Further information

For further information about internal reviews of decisions visit worksafe.qld.gov.au or phone 1300 362 128.

NOTE: Notification to Workplace Health and Safety Queensland (WHSQ) or the Electrical Safety Office (ESO) is not a notification to Work Cover Queensland. If you have any questions about filling out the form, please call 1300 362 128. Please keep a copy of this form for your own records before submission.

External review

If your review is unsuccessful you may apply to the Queensland Civil and Administrative Tribunal (QCAT) for an external review of the decision.

For more information go to: worksafe.qld.gov.au/laws-and-compliance/compliance-and-enforcement/workplace-inspections/review-of-decisions

PRIVACY STATEMENT: The Office of Industrial Relations is collecting your personal information in order to process your application for an internal review of a decision in accordance with s224 of the *Work Health and Safety Act 2011*, s678 of the *Work Health and Safety Regulation 2011*, s168 of the E*lectrical Safety Act 2002*, or s35 of the *Safety in Recreational Water Activities Act 2011*. Our office may disclose your personal information to Commonwealth, state or territory regulator/s in order to obtain information relevant to making a decision on your application. © State of Queensland.