

Work Health and Safety Policy and Procedures

Policy Statement

The occupational health and safety of all persons working for the Thoracic Society of Australia and New Zealand (TSANZ), is considered to be of utmost importance. The TSANZ is committed to providing a safe and healthy environment for its workers, contractors, volunteers and members.

Relevant Legislation

- “Work Health and Safety Act 2011” (Comm)
- Workers Compensation Regulation 2010.

Responsibility

The cooperation and involvement of all staff is required to achieve the health and safety objectives and procedures contained in this policy.

To support this occurring, the Chief Executive Officer (CEO) will put in place:

- Safety management systems that are continuously reviewed for effectiveness
- Resources including equipment and training to manage safety.
- Processes to eliminate risks wherever possible
- Consultation with staff on the development, implementation and refinement of OHS systems and programs
- Processes that investigate and report on all incidents, including near misses.

The CEO is responsible for the implementation and monitoring of this policy.

In fulfilling the objectives of this policy, the CEO is committed to regular consultation with workers to ensure that the policy operates effectively and that health and safety issues are regularly reviewed.

The TSANZ Board will regularly check compliance to this policy and other risks at the regular risk and compliance reviews conducted by the Board.

The responsibilities for workplace health and safety are also outlined in the TSANZ OHS Policy Statement, 2015 (Attachment 1).

Definition of ‘Workplace’ and working from home

Workers must be clear that if they are conducting TSANZ business from home, this must be done with prior approval of the CEO.

The workers must understand that if working from home, their home becomes an extension of the TSANZ workplace and so all the TSANZ policies and procedures need to be followed.

If the worker wishes to work from home on a regular basis, a written agreement needs to be made between the worker and TSANZ outlining expectations and requirements. Prior to the agreement being implemented, an OHS site inspection needs to be conducted of the home office to make sure it complies with workplace safety requirements and privacy requirements. The home office will also be included in monthly OHS site inspections to check that the requirements are being maintained.

If the safety and other requirements are not being maintained, then the working from home agreement will be terminated and the worker will be required to work from the TSANZ office.

Duties

TSANZ will take all reasonable practicable steps to provide and maintain a safe and healthy work environment for all workers.

The CEO is responsible for the effective implementation of the health and safety policy and shall:

- observe, implement and fulfil TSANZ's responsibilities under the Work Health and Safety Act 2011 and regulations
- provide relevant information, training and supervision for all workers in the correct use of equipment and safe work practices
- ensure that all workers and visitors inform the CEO of incidents and accidents occurring where TSANZ business is being conducted so that health and safety performance can be accurately gauged.

All Workers

- have a duty to work safely at all times to protect themselves and those working with them
- should comply with the safety procedures and directions as provided by the TSANZ
- must act in accordance with agreed procedures for accident and incident reporting and report potential hazards to the CEO

Contractors

Outsourcing work to contractors does not remove an employer's work health and safety obligations.

TSANZ shall, as far as practicable, confirm that a contractor and its workers:

- Carry out their work in safe premises using proper and safe plant and equipment
- Employ systems of work that are safe and in which there has been adequate instruction, training and supervision.

For the purposes of this policy, contractors engaged to do work for TSANZ also have obligations to ensure safe work practices and shall comply with their contractor's policy.

Contractors need to be:

- (i) Suitably experienced to perform tasks;
- (ii) In possession of all necessary licenses, permits, registrations and insurance to perform the works safely and in compliance with the appropriate regulations;

- (iii) Notified of any potential hazards associated with the location or use of the area where the works are to be carried out.

The duties of a contractor at a workplace are to undertake the works in a responsible and safe manner and as outlined in writing in the scope of works.

The duties of a contractor at the workplace relate only to matters over which, and the extent to which, the contractor has control or can reasonably be expected to have control at the site.

Prior to the commencement of work the contractor shall

- Confirm with the CEO that they are in receipt of all necessary information regarding the task
- Provide a copy of their Safety Management plan if applicable
- Provide copies of licenses & permits
- Provide copy of currency of WorkCover Certificate and public liability
- Perform a risk assessment to ensure the work place is free of hazards.

Upon the **completion of work** the CEO will inspect the works to ensure that the area is left free from hazards and presents no risk of injury to any person.

Consultation with Workers

All staff meetings shall contain work health and safety as an agenda item in which the CEO can provide information on general changes to the work place and staff can raise any concerns at this stage.

The work health and safety issues that are raised and discussed will be minuted and any actions taken to address the issues, minuted in subsequent meetings.

Any draft policies and procedures will be shared with staff as an opportunity for them to provide feedback and participate in the consultation process.

Induction of new staff

All new workers will be informed of the Work Health and Safety policies through the normal induction process. Workers will be trained in any required safety procedures and be given a copy of the TSANZ OHS Policy Statement 2015 by the CEO.

Work Health and Safety Representative

Due to TSANZ being a Small to Medium Enterprise (SME), it is not obliged by law to have a Work Health and Safety Representative.

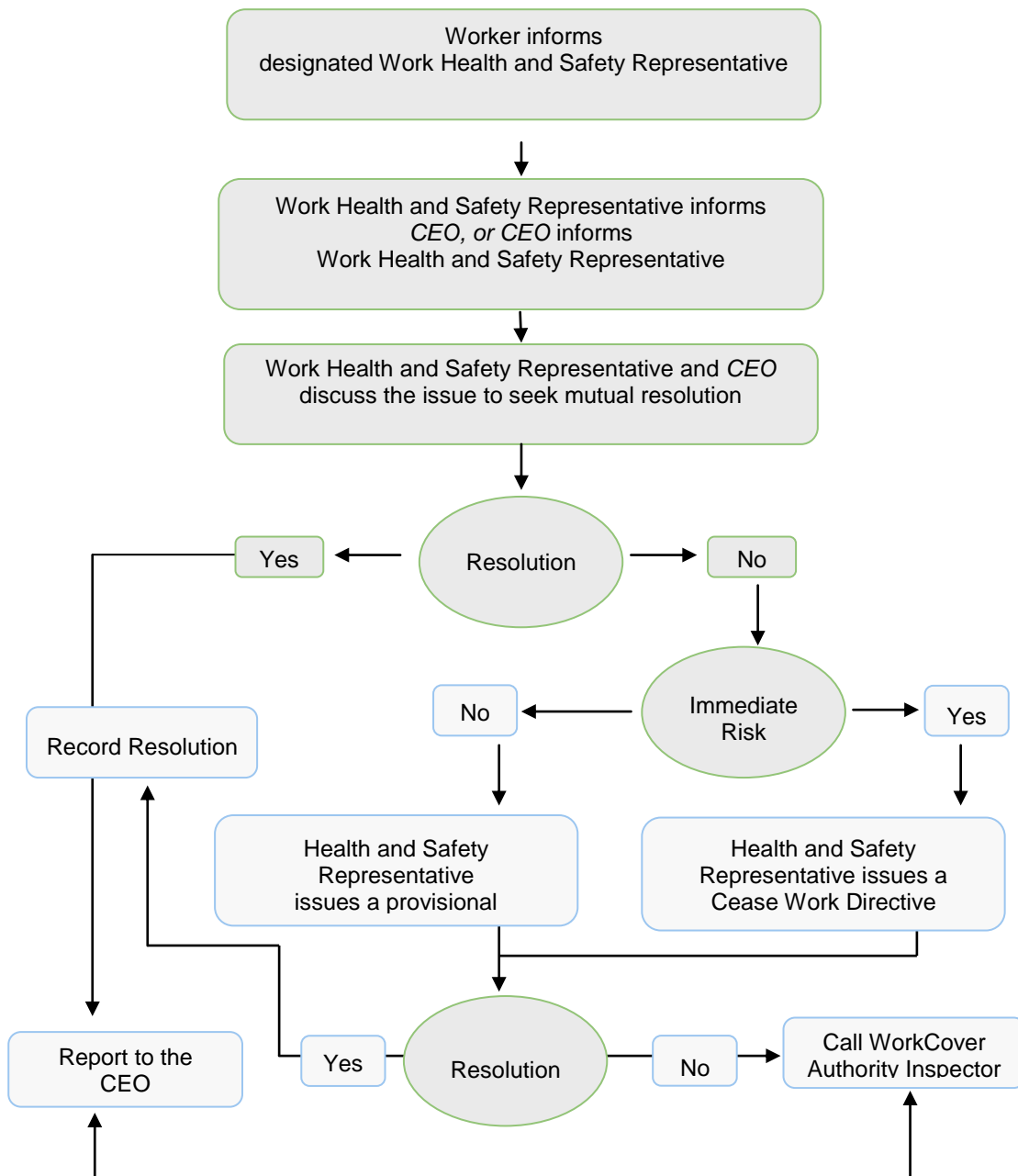
As a small team, the responsibilities of a Work Health and Safety Representatives can be shared as appropriate. It is also anticipate that any disputes should be resolved quickly amongst the team without the need for any formal intervention.

The representative's responsibilities include:

- inspecting the work place once a quarter using the available workplace inspection checklist,
or

- immediately in the event of any accident, hazardous situation, dangerous occurrence or immediate risk to the health and safety of any person:
- accompany any inspector during an inspection of the workplace
- to be present at any interview between any worker, an inspector or the CEO, concerning a health and safety matter

Issue Resolution Procedures



Work Health Safety and Risk Management Procedures

TSANZ actively works towards meeting the safety needs of its workers as effectively as it can. A systematic process of risk review is in place to provide information on which to base plans for improvement and reducing the risk factors for accidents.

Annual OHS Audit

An annual work health and safety risk audit is conducted by the CEO. This involves:

- collection of information to identify potential hazards
- analysis of potential risks
- prevention of future accidents through risk control
- audit of practices, equipment and facilities.
- **Attachment 2** sets out the areas that will comprise this **annual audit**
- A report of the audit and any recommendations will be tabled for the TSANZ Finance, Risk and Audit Sub-Committee (FRASC) to discuss
- The final annual OHS audit report will be tabled at the TSANZ Board meeting for acknowledgement and endorsement.

Hazard Alert Register

In addition to the annual audit, TSANZ has a process of identifying hazards and risks. This process involves keeping a Hazard Alert Register (**Attachment 3**) as a means of identifying and controlling hazards in TSANZ. This register contains:

- a. date
- b. description of hazard or near miss
- c. reported by
- d. reported to
- e. action taken

Slips, Trips and Falls

To reduce the incidents of slip hazards in the general environment TSANZ uses a checklist to identify slip hazards. See **Attachment 4**.

Dangerous goods and equipment

TSANZ has put into place a system to manage dangerous goods and equipment with the objective of ensuring their use, storage and maintenance are safe and that all workers are aware of any potential safety risks involving the goods and equipment. If there are dangerous goods or equipment on premises, then TSANZ will record the items and put in place the required warnings and safety measures.

Electrical

TSANZ organises regular safety checks of all electrical equipment on the premises. The electrical checks are to be done by a qualified electrician with experience in doing electrical equipment inspections.

This includes:

- an annual inspection of leads if mobile and 5 yearly if location is permanent. The inspection includes testing and tagging of equipment.
- safe use of double adaptors/ power boards
- power points and switches are securely fixed to the wall
- cracked and broken power plates to be replaced
- frayed or damaged leads to be replaced
- no temporary leads on floor

Environmental issues

TSANZ has put into place a system to manage environmental issues with the objective of ensuring that environmental issues are safe and that all persons are aware of any potential safety risks involving environmental issues.

Fire, Explosion and Emergency management.

TSANZ's office is located in a multistorey office building that is managed by the building owner LEDA. They provide the required procedures in case of fire, explosion or other emergency. Emergency exits in case of fire are clearly marked as the central stairwell and the lifts are not to be used during an emergency.

Health

First Aid Policy

The policy of TSANZ in respect to first aid is as follows:

- all staff required to provide first aid are to be trained and hold first aid qualifications
- in case of an emergency, staff are to contact 000 for an ambulance.
- There is a medical general practice located on the 2nd floor of the building.

Infection Control

To keep the workplace as free as possible from bacteria and viruses, staff are requested to use routine infection control practices including washing hands after going to the toilet, keeping the sink area clear of dirty dishes, covering coughs and sneezes, and regularly cleaning out the refrigerator.

AIDS/HIV Protection

TSANZ staff are instructed not to handle blood spills or other body fluids without the use of gloves available in the first aid kit. If there is a major concern then external professional assistance will be sought.

Bullying and harassment

TSANZ is aware of the risks of workplace bullying. TSANZ defines workplace bullying as repeated, unreasonable behaviour directed toward a worker or workers that creates a risk to health and safety. The CEO will provide information to staff on a regular basis to assist in:

- recognising bullying in the workplace
- the possible effects of bullying
- steps to take in elimination of such behaviour

Smoke free workplaces

TSANZ has a smoke free policy. Smoking is not permitted in or around the places where it conducts its business.

Use of Alcohol and Drugs

Drinking alcohol is permitted within reason at a TSANZ organised event or function. However if the worker is considered overly affected by the alcohol they will be asked to leave the workplace or venue of the event and to go home.

If the worker is considered under the influence of alcohol and /or drugs during normal working hours and may be a danger to themselves and others, they will be asked to leave the workplace and to go home. The event will be documented by the CEO.

If a worker is asked to leave the workplace more than two times due to being under the influence of drugs and alcohol, it will be recommended they undertake a rehabilitation program at their own expense and leave without pay. If the situations are considered severe and the worker is not implementing recommendations, then their employment will be terminated.

PHYSICAL HAZARDS

Manual handling

The CEO is aware of the need to protect workers from the risk of musculoskeletal injuries. The usual practices of lifting heavy objects by bending the knees and seeking assistance if the item is too heavy to lift alone, are to be followed. A ladder is kept in the office cupboard and is to be used when accessing items from higher shelves. The use of the ladder is to be supervised by another worker. Office chairs are not to be used as step ladders. **Attachment 5** is used to identify and address manual handling risks.

ACCIDENTS

Collecting information about the accident

Notification - Register of Injuries

If a worker has been injured at work he or she must:

- notify the CEO as soon as possible
- enter details in the Register of Injuries as soon as possible. **Attachment 6** is a copy of a Register of Injuries.
- see a doctor and have the doctor complete a WorkCover medical certificate
- sign the WorkCover medical certificate to:
 - indicate the doctor has been chosen as your nominated treating doctor, and
 - permit your nominated treating doctor to release information to the Scheme Agent or insurer and TSANZ to help with an injury management and return to work plan
- give the completed medical certificate to the CEO and attach any bills or receipts for treatment
- participate and cooperate with the development and implementation of an injury management plan
- comply with requests made by the Scheme Agent or insurer within seven days (this may include obtaining a WorkCover medical certificate or completing a claim form).

Copies of all documentation relating to the injury must be kept.

Sample of the Register of Injuries

Employers can draw up their own injury register. However, it must include the following:

- (a) name of the injured worker
- (b) the worker's address
- (c) the worker's age at the time of injury
- (d) the worker's occupation at the time of injury
- (e) the industry in which the worker was engaged at the time of injury
- (f) the nature of the injury
- (g) the cause of the injury.

<http://www.workcover.nsw.gov.au/Pages/default.aspx> - Website link to Workcover NSW for further information.

Notice of serious injury

TSANZ is aware of its obligations to immediately notify WorkCover NSW by telephoning **13 10 50** in the event of:

- a. the death of any person
- b. a person requiring medical treatment within 48 hours of exposure to a substance
- c. a person requiring immediate treatment as an in-patient in a hospital.
- d. a person requiring immediate treatment for:
 - the amputation of any part of his or her body
 - a serious head injury
 - a serious eye injury
 - the separation of his or her skin from an underlying tissue (eg de-gloving or scalping)
 - electric shock
 - a spinal injury
 - the loss or partial loss of the use of any part of a person's body
 - the loss by any person of a bodily function
 - serious lacerations
- e. Any other serious bodily injury the loss or partial loss of the use of any part of a person's body

Written notification of the event (**Attachment 7**) will also be sent to WorkCover within 48 hours of the incident. The incident notification form is to be sent to the nearest WorkCover office by facsimile as a written record of workplace deaths or serious injuries. TSANZ will keep a copy of this record for five years.

Accident Investigation

The CEO will advise the WH&S representative (if appropriate) when an injury occurs and the WH&S representative will implement steps to reduce the risk of further injury in the workplace by identifying and, as far as practicable, reducing the risk of subsequent injury of that kind. However, confidentiality for the injured worker will be maintained at all times as best possible considering the small size of the team.

Injured Workers

TSANZ recognises that injuries may occur, and in the event that an injury does occur, TSANZ will try to find alternative tasks for the worker to do whilst they are recovering from their injury.

To achieve this, TSANZ has the following objectives:

- return to work should be a normal expectation of all workers following a work related injury. The intention is to return the injured worker to work as soon as possible.
- all workers are encouraged to report all work related illnesses and injuries immediately
- occupational rehabilitation will commence immediately and be carried out in the appropriate manner with the involvement of all parties
- each workers' occupational rehabilitation program will be developed individually, and on a confidential basis, with the worker concerned

The return to work coordinator is the CEO. The role of the return to work co-ordinator is as follows:

- assist the injured worker to remain at work wherever practicable or to return to suitable work as soon as possible after injury
- develop a return to work plan for the worker who has an injury that involves 20 or more days of total incapacity for work
- liaise with any parties involved in the treatment or occupational rehabilitation of the injured worker
- ensure the confidentiality of personal information made available while co-ordinating return to work activities, organising occupational rehabilitation services or in any other activity related to the management of an injured worker's claim
- monitor the progress of the return to suitable work following injury and of any occupational rehabilitation services provided under a return to work plan
- provide a referral to an approved occupational rehabilitation provider for assistance to return to suitable work

Review of policy

The CEO will seek cooperation from all workers in realising these health and safety objectives and creating a safe work environment. Consequently the policy will be reviewed regularly in the light of legislative and other changes.

All workers will be advised of agreed changes and arrangements for their implementation.

Endorsed by the Board: September 2015

Due for Review: September 2017

TSANZ Occupational Health and Safety Statement¹**Our safety beliefs:**

We believe that:

- All injuries can be prevented
- Safety first, work second
- Everyone is responsible for their safety
- Working safely is a condition of employment.

Our actions:

The cooperation and involvement of all staff is required to achieve the health and safety objectives.

Our manager will put in place:

- Safety management systems that are continuously reviewed for effectiveness
- Resources including equipment and training to manage safety.
- Processes to eliminate risks wherever possible
- Consultation with staff on the development, implementation and refinement of OHS systems and programs
- Processes that investigate and report on all incidents, including near misses.

Our staff will:

- Work safely at all times to protect themselves and those working with them
- Participate in OHS training, consultation and initiatives to improve health and safety
- Report all hazards and incidents, including near misses, to their supervisor and assist with actions to reduce and eliminate risks.

Our contractors will:

- Comply with all the OHS requirements
- Work safely at all times to protect themselves and those working with them
- Report all hazards and incidents, including near misses, to the manager.

Our performance:

We will actively monitor and review our organisation's performance to ensure that we succeed in meeting our health and safety commitments.

¹ OHS statement is based on the OHS Policy Statement 2010 of the RTA (accessed 11 May 2011)

Thoracic Society of Australia and New Zealand Ltd

ANNUAL AUDIT

	Yes	No	Action
▪ Is the no-smoking policy observed?	?	?	?
▪ Is there enough space for staff to carry out their duties?	?	?	?
▪ Are there enough cupboards, shelving, in room for work requirements?	?	?	?
▪ Are lighting levels adequate?	?	?	?
▪ Are all exits and entry free from hazards?	?	?	?
▪ Do staff have training in use of ladders to reach elevated areas?	?	?	?
▪ Are computer screens placed so that there is no glare on the screen?	?	?	?
▪ Are monitors fully adjustable for height, tilt and distance from front of desk?	?	?	?
▪ Are adjustable chairs provided and correctly adjusted for the person using it, eg back support?	?	?	?
▪ Are desks at the right height for the work being done?	?	?	?
▪ Are keyboards/books/files/paper within easy reach?	?	?	?
▪ Does the worker have an adjustable document holder?	?	?	?
▪ Are emergency numbers attached to phones?	?	?	?
▪ Is the first aid kit fully equipped, and available, and their location known to all staff?	?	?	?
▪ Are fire extinguishers correctly marked with identifying markings?	?	?	?
▪ Are there staff trained in the use of fire extinguishers?	?	?	?
▪ Is ventilation sufficient for the area?	?	?	?

Yes **No** **Action**

Kitchen area

▪ Is crockery chip and crack free?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are the facilities hygienically clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are waste bins available and accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are lighting levels adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Do all electrical/leads/cables/sockets fit properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is all electrical equipment safely maintained, eg if an urn is well balanced and secured to the bench? Does the outside get hot to the touch?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is rubbish left lying around?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HAZARD ALERT REGISTER

DATE	Description of HAZARD	REPORTED BY	REPORTED TO	ACTION TAKEN

Check list for slip hazards

	Yes	No	Action
Are cleaning of floor surfaces done outside working hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is an effective cleaning and maintenance program in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are hazardous warning signs in place for the immediate management of spills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are any electrical leads or cables on the floor or in walkways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are computer cable leads secured and not on floors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are carpet, tiles in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there folders, brief cases, bags on the floor or in passageways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dangerous Goods and Equipment

	Yes	No	Action
▪ Has an audit of dangerous goods been undertaken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Do you have a chemical register?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Do you have material safety data sheets for all chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are these available to all staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are these data sheets in an accessible place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are fume cabinets installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is storage for the area adequate, well laid out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Has chemical segregation/storage been carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Have procedures for the disposal of chemicals been established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Does any work process generate dust, smoke, fumes, gases or solvents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ If so what options are there to deal with this?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is there an effective system of ventilation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are tests of air conditioning systems conducted regularly and reports obtained and filed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is there adequate circulation of fresh air?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Do staff in this area suffer from eye, nose, throat or skin irritations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are work areas, equipment and machines kept clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Ventilation, heating and cooling

	Yes	No	Action
▪ Is there adequate fresh air circulating in all areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is air conditioning, if used, tested regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is air conditioning, temperature, air flow balanced to all locations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are there draughts in rooms that are inconvenient, uncomfortable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is heating ample?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Have passive insulation measures been fully assessed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Storage

▪ Are stored materials regularly assessed and unused materials disposed of?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is storage laid out so that heavier materials are stored at waist height?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are staff required to reach above shoulder height for extended periods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are ladders freely available for use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are staff trained in the principles of safe use of a ladder?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is any lifting or exertion required to reach articles in storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are there mechanical aides available to assist in materials storage and handling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Have manual handling tasks been identified and assessed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TSANZ Register of Injuries

No

1.	Worker's name: Surname: Given:
2.	Worker's occupation or job title:
3.	Date and Time of Injury: Date: Time:
4.	Worker's exact location at time of injury:
5.	Describe in detail how the injury was sustained:
6.	Describe the harm (nature) and body parts affected by injury: Harm: Body Parts :
7.	Witnesses, if any to the injury: Surname: Given: Surname: Given:
8.	TSANZ person making entry. Date of entry and declaration: I declare that all particulars given are a true and accurate account of details of the injury as know by me. Signature: Date:
9.	TSANZ representative acknowledging receipt of advice of injury. Date of entry and declaration: Surname: Given: Job Title: I acknowledge receipt of advice of injury and confirm that written acknowledgement of injury advice has been given to the injured worker. Signature:Date:

**COMPLETED COPY TO BE GIVEN TO INJURED WORKER BY EXECUTIVE OFFICER AS
ACKNOWLEDGEMENT OF NOTIFICATION OF INJURY**

Workcover NSW
Incident Notification Form

Person submitting details

Name: Telephone:

Date: Date and Time of Incident:

Employer: **TSANZ**.....

Place/location where incident
occurred:

Business Address:

Name of employer of deceased/injured person(s), if any, different from above:

.....

Brief description of incident (Give details of type of injury, if any, caused by incident):

.....

.....

.....

.....

Details of injured person(s)

Name: Male Female

Residential Address:

Date of Birth: Telephone No

Occupation/job title/description:

Employee/contractor/member of public:

Work activity being undertaken at time of incident (identify any plant, substance,
equipment involved):

.....

.....

Person(s) who saw incident or first came to scene:

.....

Action taken/intended, if any, to prevent recurrence of incident:

.....

Declaration

I declare that where I provide personal or health information to the NSW WorkCover Authority about any other individual, I am authorised to provide that information. The information has been collected in accordance with the applicable privacy legislation and the individual will be made aware when personal or health information is collected about them.

Signature:

Name:

Date: