

A Guide to lead-risk jobs forms

The *Workplace Health and Safety Regulation 2008* Part 17 Lead, requires the relevant person to provide Workplace Health and Safety Queensland with information about lead-risk jobs.

Notification of lead-risk job

- The relevant person is to notify Workplace Health and Safety Queensland of a lead-risk job within 28 days after a risk assessment identifies a new, or confirms an existing, lead-risk job.

Health surveillance report

- When health surveillance for a worker is required, the relevant person is to complete Part A of the report and give it to a designated doctor.
- The designated doctor is to:
 - complete Part B of the report
 - give the relevant person a health surveillance report
 - give the worker a health surveillance report and an explanation of the report
- The health surveillance report is to be retained by the relevant person.

Summary of health surveillance reports

- The relevant person is to notify Workplace Health and Safety Queensland of the results of the health surveillance within six months of receiving the report.

Copies of the forms are available from the Department of Justice and Attorney-General Workplace Health and Safety Queensland website www.worksafe.qld.gov.au

Please return the original to the Hazardous Industries and Chemicals Branch, Workplace Health and Safety Queensland, P.O. Box 820, LUTWYCHE Qld 4030. For further information, call 1300 369 915 or fax 3247 9426.

Notification of a lead-risk job

Please read the guide before completing this form — please print

The relevant person is to complete the form within 28 days after a risk assessment shows a job is a lead-risk job.

1. Name of the relevant person

Surname

First name

2. Organisation's details

Trading name

Workplace location

Postcode

Contact person _____ Telephone (____) _____

3. What is the lead process carried out by the worker?

Tick more than one box if appropriate.

- work that exposes a person to lead dust, or lead fume, arising from the manufacture or handling of dry lead compounds
- work connected with the manufacture, assembly, handling or repair of electrical accumulators (batteries), or parts of electrical accumulators, that involves manipulating dry lead compounds, pasting, casting or soldering of lead
- breaking up, or dismantling, lead accumulators and the sorting, packing and handling of plates, or other parts of accumulators, that contain lead
- spraying molten lead, or alloys containing more than 5% by weight of lead
- melting or casting lead alloys containing more than 5% by weight of lead in which the temperature of the molten material is more than 450°
- recovering lead from ore, oxides or other compounds by thermal reduction process
- using a power tool to dry grind, disc, buff or cut lead or alloys containing more than 5% by weight of lead
- using a power tool to sand or buff surfaces coated with a substance containing more than 1% by dry weight of lead
- any process by which arc, oxyacetylene, oxy gas, plasma arc or a flame is applied (for the purposes of welding, cutting or cleaning) to:
 - i. lead; or
 - ii. metal coated with lead; or
 - iii. metal coated with paint containing more than 1% by dry weight of lead
- radiator repairs that generate lead dust or lead fume
- fire assay in which lead is used
- foundry work using alloys containing more than 2% by dry weight of lead
- spray painting with lead paint containing more than 1% by dry weight of lead

4. The relevant/contact person

Name

Signature

Date

Copies of the forms are available from the Department of Justice and Attorney-General Workplace Health and Safety Queensland website www.worksafe.qld.gov.au

Please return the original to the Hazardous Industries and Chemicals Branch, Workplace Health and Safety Queensland, P.O. Box 820, LUTWYCHE Qld 4030. For further information, call 1300 369 915 or fax 3247 9426.

PRIVACY STATEMENT: The Department of Justice and Attorney-General respects your privacy and is committed to protecting personal information. The information provided on this form is for the purpose of notifying Workplace Health and Safety Queensland and/or the Electrical Safety Office of a lead-risk job that might fall under the legislation that it regulates such as the *Workplace Health and Safety Act 1995* and *Regulation 2008*, *Electrical Safety Regulation 2002* and *Dangerous Goods Safety Management Act and Regulation 2001*. The information will be managed within the requirements of the current state government privacy regime. The Department may be required to disclose your personal information to other agencies such as the Queensland Police Service, Queensland Health, WorkCover, Q-Comp and other agencies in accordance with other law enforcement activities which may be conducted as part of an investigation. Further information on our privacy policy is available at www.justice.qld.gov.au.