	ole 2 - Regional response - for matters that would typically require regulatory ponse.	No - go to	Yes go to
1	Can the matter be dealt with administratively, e.g. letter to PCBU seeking investigation report and confirmation of follow up?	2	С
	Can the matter be assessed via use of appropriate notices, prior to determination of site attendance? a. Non disturbance notice b. Prohibition notice c. ESPN d. Coercive powers – s.155 WHS Act, 122C ES Act	3	D
3	Is immediate site visit required?	D	E

- C Draft appropriate correspondence and issue via email.
- Part Relevant notices are to be issued as soon as possible with short timeframes for response. Once notices are responded to mandatory case management to determine OIR response.
- E <u>Mandatory case management meeting</u>² to determine appropriate controls to be implemented and then arrange allocation to inspector for response.

COVID19 Reactive Response additional triaging requirements V1.1 24 March 2020

Page 2

² Mandatory case management meeting must include attendance by the Director of that unit, in the event the Director is unavailable the matter is to be referred to the relevant Executive Director. Advice from the Occupational Health and Hygiene Unit may also be sought to inform the case management meeting, at the discretion of the Director/Executive Director.

s 73 RTI Act

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s 47(3)(b) RTI Act

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ASSESSO 3)(b) RTI Act (b) RTI Act	CLEAN CLEAN CLEAN OMPLET	PULL CLEAN REPUGES POLL CLEAN REPUGES REPUGES

Page 84 of 143

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