

Inspection report



Ref: DHR-219151

Issued to

Legal name:	INSCRIBE AUSTRALIA PTY. LTD.
ACN:	151372379
ABN:	44151372379
Legal address:	27 Northgate Dr THOMASTOWN VIC 3074
Person given to:	Chris Calleja
Copy(s) given to:	Chris Calleja (Employer Representative)
Service method:	Email
Email:	chris@inscribe.com.au

Entry details

I entered this place as part of WorkSafe Victoria's proactive intervention program to provide guidance and assess and enforce compliance with specific health and safety laws.	
Date and time of entry: 05/08/2024 10:30 AM	Date and time of departure: 05/08/2024 11:45 AM
Interaction address:	27 Northgate Dr THOMASTOWN VIC 3074

Inspector(s) findings

Forklift safety project

I entered this workplace as part of WorkSafe Victoria's focus on safety of forklifts and other powered mobile plant. The purpose of this visit is to proactively address known hazards associated with forklifts, with the primary aim to prevent future injuries and fatalities from occurring.

This visit forms part of WorkSafe Victoria's engagement strategy which may result in multiple visits to your workplace.

I met with Mr Calleja and discussed the purpose of my visit as well as the legislative requirements. I was also accompanied on an inspection of the workplace.

During today's workplace visit, I made enquiries into the following:

The company manufacture labels and signs using laser or engraving techniques. There are 9 employees.

- Forklifts used at this workplace. The company have a pedestrian operated forklift. Deliveries received are small with usually 1 incomplete pallet received. A height adjustable trolley is also used when cartons are being unloaded and may be slid across to the trolley.
- Forklift attachments used by employees. There are no attachments used on the forklift
- Operating environment – lighting, floor surfaces and gradients. The operating environment appeared appropriate with flat concrete in good condition and good artificial and natural lighting.

The following guidance material can be accessed on the WorkSafe website

Forklift Safety – guidance booklet

Further information can be found at [Worksafe.vic.gov.au/forklifts](https://www.worksafe.vic.gov.au/forklifts)

I observed that the laser and engraving machines are interlocked. The high intensity laser has a filtered viewing perspex. UV glasses are also provided for this task. The linisher machine has a bump bar to prevent access to the rotating drums. The guillotine has a fixed guard at the front and light curtain at the rear to prevent bodily access during operation. Hearing and eye protection is provided for machining work. The laser printers are interlocked and there is fume extraction for the inks.

At this stage no further visits are planned in relation to this matter.

Noted by inspector : Simon Anthony Renehan

Consultative Mechanisms

I was advised that consultation on health and safety matters occur at this workplace by:

- meetings
- one-on-one discussions
- informal meetings during meal breaks
- raising issues as they arise with management

Guidance may be obtained from WorkSafe's Consultation web page (including videos):
<https://www.worksafe.vic.gov.au/consultation>

Noted by inspector : Simon Anthony Renehan

Inspector(s) information

Inspector:	Simon Anthony Renehan
Phone:	0413845952
Email:	simon_renehan@worksafe.vic.gov.au

Legal power(s) exercised

The following legal powers were exercised during this inspection:

ACT: Occupational Health and Safety Act 2004		
Action	Section Description	Used By
Enter workplace	Under section 98(1) of the Occupational Health and Safety Act 2004, the workplace was entered during working hours.	Simon Anthony Renehan
Inspect, examine and make enquiries	Under section 99(a) of the Occupational Health and Safety Act 2004, things were inspected, examined and/or enquiries were made.	Simon Anthony Renehan

If this report states that the inspector has taken photographs, made sketches, made audio recordings, or made video recordings during this visit, they will be available for inspection at 171-191 Hammond Avenue Essendon Fields VIC 3041 Australia

Please note that where there are multiple duty holders at a site, the powers exercised during an inspection focus on the workplace / interaction and may not specifically apply to you or the duty holder that you represent. To clarify or seek further information, speak to the inspector.

Internal review of certain inspector decisions

You, a person acting on your behalf or another eligible person (an applicant) may apply to have the decision made by an inspector during this visit (reviewable decision) internally reviewed by WorkSafe Victoria's Internal Review Unit (IRU) within 14 days after the day on which an applicant first becomes aware of the decision. If an application for internal review is not made within this timeframe, an applicant may request that the time limit for lodging an internal review application be extended, which IRU will allow or deny.

The Internal Review Unit must conduct the internal review within 7 or 14 days depending on the legislated time frame for the type of reviewable decision. If IRU does not notify you of the internal review decision within the required time frame, WorkSafe is taken to have made a decision to affirm the reviewable decision. Not all decisions can be internally reviewed and you must be an eligible person in order to seek internal review of a reviewable decision.

Applications must be completed using WorkSafe's internal review form:

- **online** (visit www.worksafe.vic.gov.au/request-review-ohs-inspector-decision); or
- **download the form** (visit www.worksafe.vic.gov.au/resources/internal-review-ohs-inspectors-decision-application-form) and submit to WorkSafe Victoria by email (internalreviewunit@worksafe.vic.gov.au), or post to *Internal Review Unit, WorkSafe Victoria, PO Box 279, Geelong VIC 3220*

When lodging an application for internal review, an applicant may also request that IRU stay (stop) the operation of the reviewable decision, until the outcome of the internal review application. IRU must make a decision to grant or deny a stay (with or without conditions) and communicate that decision within 24-hours of receiving the stay request, otherwise WorkSafe is deemed to have granted a stay of the reviewable decision. If no request for a stay is made by an applicant or if the stay is requested and it is denied, the reviewable decision remains in effect.

If you or the applicant are dissatisfied with an IRU decision, you/ they can apply to the Victorian Civil and Administrative Tribunal for an external review within 14 days of first becoming aware of a decision:

- made by the IRU; or
- that is deemed to have been affirmed by IRU because it was not made within the required time frame

The IRU can be contacted by telephone (03) 4243 7060 or email internalreviewunit@worksafe.vic.gov.au

Offence

The following Acts, including any regulations made under them carry varying offences such as failure to meet duties and obligations, non compliance with a notice or direction issued or made by an inspector and hindering or obstructing an inspector in the exercise of their powers:

- *Occupational Health and Safety Act 2004*
- *Dangerous Goods Act 1985*
- *Equipment (Public Safety) Act 1994*
- *Public Health and Wellbeing Act 2008*

For specific details about offences and subsequent penalties refer to the specific Act or regulation.

Feedback

If you want to contact WorkSafe in relation to this entry by our Inspector other than for Internal Review purposes (see above), please use the following guide:

- to clarify any matter that is covered by the inspection report and any associated notices or directions contact the issuing Inspector, whose name and contact details appear above in the Inspector Information section in this Inspection Report
- write to WorkSafe Victoria, Advisory Service, PO Box 279, Geelong 3220.

For general enquiries contact our Advisory Service on 1800 136 089 (toll free) otherwise email info@worksafe.vic.gov.au

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personal information for research purposes. Research by, or on behalf of WorkSafe, is carried out in compliance with the Privacy Act. Note that noncompliance with privacy laws is permissible to the extent that those laws conflict with other legislative provisions allowing or requiring the collection of information. Note also that privacy laws do not apply to the collection of information by WorkSafe to the extent that it is exercising its law enforcement functions and non-compliance with privacy legislation is deemed necessary to fulfil those functions.

WorkSafe's Privacy Policy is on our website at [worksafe.vic.gov.au/resources/worksafe-privacy-policy](https://www.worksafe.vic.gov.au/resources/worksafe-privacy-policy).

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Further information

Information to help inform you about your legal responsibilities and to help make your premises/ site safer is available at www.worksafe.vic.gov.au or by calling (03) 9641 1444 or 1800 136 089.

[end of report]