

Small Business Rebate Program

Do you have a business with 0–50 full-time employees or equivalent?
If so, you can receive up to \$500 to help your business to be smarter and safer.



How will the rebate help my business?

Smarter businesses are more competitive

The small business rebate gives money back to small business owners who adopt a solution to a safety problem in their workplace. Investing in safety solutions helps you:

- prevent incidents, illnesses and costs to your business
- access free safety advice
- build safety skills for you and your staff
- demonstrate to your community that you are serious about workplace health and safety.

What is covered?

Reduce your highest risks

The rebates aim to reduce the highest potential costs and risks to your business.

You can receive a rebate on a full cost basis up to a maximum \$500 towards the cost of purchasing and installing eligible safety equipment that addresses:

- manual tasks
- chemicals and dangerous goods
- injuries from moving objects.
- slips, trips and falls
- hazardous noise

Eligible rebate items are indicated on pages 2 and 3 of this application form. The rebate item must be purchased **after** you have attended an eligible safety activity (see Step 1 below).

Note: rebates do not cover GST, freight or insurance.

For further information call **13 10 50**.

What do I need to do?

To apply for a rebate

You must be a small business owner in NSW, with 0–50 full-time employees (or equivalent).

You can claim for more than one safety solution at the same time but can only apply for the rebate once. Applications must be lodged within six months of the date of an eligible WorkCover safety workshop, live webinar, program, event or advisory visit attendance.

Step 1 – Attend

First, attend an eligible WorkCover safety workshop, live webinar, program, event conducted by WorkCover, or have an advisory visit from a WorkCover officer.

Call **13 10 50** or book online at workcover.nsw.gov.au

Step 2 – Solution

Select and implement a safety solution from the list on pages 2 and 3 and get a *paid tax invoice, receipt or proof of purchase.

The item you would like to purchase must be purchased after you attend an eligible safety WorkCover event, as outlined in Step 1.

Step 3 – Claim

Claim up to a \$500 rebate by completing and signing page 5 of the application form.

The application form is available by calling **13 10 50** or at workcover.nsw.gov.au

Step 4 – Receive

Send copies of your paid tax invoice(s), receipt or proof of purchase with your completed application form to WorkCover:

Small Business Rebate Program
Locked Bag 2906
Lisarow NSW 2252
Email: safetyrebate@workcover.nsw.gov.au
Fax: (02) 9287 5514

*Paid invoice, receipt or proof of purchase needs to be from a registered business. State supplier's name, address, ABN/ACN/BRN, payment date, cost and description of product or work undertaken.

STEP 2 – SOLUTION Tick the rebate solution(s)

You have implemented and wish to claim a rebate for, and get a tax invoice and receipt.

Manual handling

Lifting, carrying or transporting

- Manual, mechanical, hydraulic, vacuum or magnetic lifting devices eg – turntable, scissor lift or spring-loaded trolley, pallet jack or truck, trolley, cart, glass handling frames
- Hoist, crane, fork lift, tool suppression system
- Adjustable loading platform, jigs, trestles, racking or stacking systems
- Conveyor or elevator systems, stock picking machine
- Access ramps, skids, tailgate lifter, dock leveller
- Patient handling and/or transfer devices – eg sling, board, hoist, aid, belt or equipment
- Safety items that improve animal handling – eg yard systems, animal catching pens, pen doors/chutes, drafting gates, races, sloping pen floors, overhead shearing plant
- Light-weight portable fencing or site security devices

Handling objects

- Air table, hover mat, gravity roller system
- Shearing back harness
- Fixing points for shearing back harness
- Pulley system and harnesses for confined spaces
- Back-pack industrial vacuum cleaner
- Impact absorbing spade or shovel
- Rotary, tilt and carousel table/platform
- Power stretchers for carpet installation
- Telephone headsets

Muscular stress

- Adjustable or tilting work bench, table, or work station
- Ergonomic office furniture
- Ergonomic adjustable truck seat
- Anti-fatigue and high density, absorbent floor matting
- Shock absorbing flooring
- Anti-vibration seat suspension in vehicles

Repetitive work

- False bottoms for deep sinks or containers
- Vibration dampening devices or absorbing padding on grips, or handles
- Light curtain system for repetitive opening of doors or access areas
- Installation of retractable hoses/leads
- Document folding machine
- Low vibration, ergonomic nail or frame gun with silencer

Slips, trips and falls

Falls from a height

- Portable ladder for short-term light weight work
- Portable/retractable stairs, steps or platforms
- Accessories for fixed access ladder – eg cage or boarding rail
- Scaffolding or elevating work platforms
- Warning signage
- Industrial fall arrest systems and devices
- Industrial rope access equipment and devices with fall arrest harness support
- Access ladders, grab rails/handles, stair treads
- Physical restraint barrier and guard railing system – eg edge protection, rails, and screens
- Extension equipment for height access – eg water jets for window height
- Emergency position-indicating radio beacons – 406 MHz (EPIRBs)
- Pit cover or open penetration and void protection
- Mechanical tripod to support people, loads and materials being lifted or lowered from openings
- Storage system to improve work design

Falls on the same level

- Installation of improved general, entrance or exit lighting, including sensor lighting
- Portable or battery-powered lighting and generators
- Non-slip floor treatment or waterproofing
- Self-clean wire mesh flooring
- Anti-slip treading or matting, stair capping, nosings and safe plates
- Surface treatment machinery, including high pressure water cleaning equipment.
- Storage systems and installation of chutes, tubs or bins for disposal of off-cuts
- Drainage system to prevent or alleviate slippery surfaces and water pooling
- Installation of balancers or restraint supports to mount processing equipment, tools, power cords, leads or hoses to prevent trip hazards.
- Cable guards for floor areas, hose suspension system or stand
- Hand and guard rail system

Stepping, kneeling or sitting on objects

- Non-slip overshoes for transport vehicle drivers
- Driver posture support cushioning to prevent long haul driver fatigue
- All spring suspension seats for industrial vehicles
- Kneeling pads and knee protection equipment

Excluded items (The following items would not qualify for a Small Business Rebate)

- Retrospective improvements made before attending a current eligible WorkCover safety workshop, live webinar, program, event or workplace advisory visit.
- Solutions that have already received rebates from another WorkCover safety initiative or rebate program.
- GST, freight and insurance costs. Activities deemed as training, safety promotion or advertising, computer or software systems, repairs, maintenance, general business or administration signage, tools and equipment, salaries or amenities, housekeeping or cleaning, personal protection equipment, temperature control equipment, silos, licensing, certification, safety investigations, infringement activities, penalties or fees, premiums, registers, diagnostic, testing or auditing services (including consultants), first-aid, emergency programs, general alarm systems, return-to-work, rehabilitation, counselling or vaccination programs or equipment, or operational items.
- The design or manufacturing of new items, or purchase of second-hand items.
- Domestic, recreational or social products or equipment, including items for home-based businesses that may be deemed as being used for domestic/household purposes or contributing to the value of residential assets. A home-based business is deemed to be a business whose primary office or place of work is in the owner's residential home.
- Items and services that are not purchased from a registered business ABN/ACN/BRN, and do not meet all relevant standards, approvals, local government and legislative requirements.

Injuries from moving objects

Being hit by falling objects

- Guard and foot rails
- Falling object protective structure
- Signage for access and egress walkways
- Restraint supports for equipment and tools
- Vehicle load covers and load restraints
- Tarp spreader, tag lines, non-rebounding tensioners or strapping to secure loads

Being hit or bitten by an animal

- Animal restraint equipment, device, cradle or crush
- Fall protection rail system for animal transport vehicles
- Sliding segregation gate for livestock transport vehicles

Being trapped by machinery or equipment

- Machine guarding including fixed, interlocked, photoelectric or combination
- Emergency stop switches
- Electronic guarding and sensing devices, including trip bars or electronic curtains
- Rollover protective structures (ROPs), runover protective devices, and side access steps/platforms for tractors
- Power take off guards

Colliding with moving or stationary objects

- Warning/safety lights
- Corner vision or convex mirrors
- Traffic management tools – eg signage, marking, safety cone, flag, barricade or bunting
- Reversing cameras, sensor devices or alarms
- Speed control bumps
- Elevated walkway or crossing gates
- Safety cages or guarding for tyre rim assembly/fitting
- Stanchions or chokes to secure log stacking
- Bollards

Being assaulted

- Communication radios or vehicle tracking systems
- Closed circuit television (CCTV)
- Entrance electronic sensors
- Personal duress alarms
- Anti-jump barriers or screens
- Emergency egress doors
- Office mirrored glass panel
- Safe rooms
- High-value goods storage – eg drop/time-delay safes
- Installation of improved internal/external lighting

Chemicals and dangerous goods

Contact with chemicals, substances, or sun exposure

- Chemical/dangerous goods (DG) storage cabinets or wire mesh secure partitioning
- Bunding, spills containment system
- Installation of safe ventilation, exhaust or extraction systems
- Air filtering systems for machinery
- Dust suppression tools and attachments
- Asbestos and hazardous dust vacuum cleaners with dust class level 'H' filter and compliant with AS 60335.2.69:2003
- Safe DG cylinder and pressure equipment storage and protection
- DG pressure and temperature control device
- Detection system, alarm or shut down device
- Installation or repositioning of emergency stop buttons
- Closed chemical delivery system
- Automatic chemical dispensing system
- ADG Code approved containers for decanting chemicals
- Chemical signage, marking and placarding system
- Upgrade and removal of ignition source
- Safe equipment for use in hazardous zones, including pumps and switches
- Bottom fill equipment for fuel tanks
- Sun shade protection for rural and outdoor work areas
- Sharps disposal container
- Cytotoxic handling equipment

Hazardous noise

Exposure to sound

- Sound absorbent surface/film, barriers or screens to block direct path of sound
- Enclosures, door seals, or sound proof covers around noise sources
- Vibration isolation mountings and impact absorbers, with anchor brackets and tie-downs
- Acoustic silencers or mufflers for intake or exhaust systems
- Fitting of mufflers or silencers, silencers for air tools
- Personal hearing protectors, such as ear muffs or ear plugs as part of hearing conservation program
- Labelling of plant to inform noise levels and protection required
- Signage to indicate areas of hazardous noise and protection required
- Visual warning signal system
- Acoustic shock protection devices for telecommunication headsets
- Hand-held noise monitor

Remember

The rebate helps you to manage safety better and achieve best practice. It does not relieve you of your obligations to comply with safety laws.

When controlling hazards in the workplace do the following:

1. **Eliminate** the hazard if practical to do so.
2. If it's not practical to eliminate the hazard, **substitute** it with a lesser risk – eg change equipment or materials.
3. **Isolate** the hazard – eg sound proof enclosure.
4. Use **engineering** control – eg design in safety.
5. Use **administrative** controls – eg safety signage.
6. Use **personal protective equipment** (PPE) – eg wear safety hearing protection equipment.

SPECIAL PROMOTION/WEBINAR

WorkCover may also provide additional assistance to businesses to address specific high risks. As part of this special assistance, WorkCover may include additional safety solution items, financial support and/or amend the criteria for a limited time to qualify for a small business rebate.

WorkCover also provides a range of eligible safety activities to help small businesses build their safety knowledge and skills, such as live webinars, workshops, field safety days, and advisory visits. Webinars allow you to participate in online safety presentations from your own workplace.

For details about these eligible safety activities and additional assistance go to the rebate page at workcover.nsw.gov.au

Join our webinars on work health and safety

Find out what you need to do at your workplace



Further information

For further information about the Small Business Rebate Program:  **Call 13 10 50**  **Fax (02) 9287 5514**

Email: safetyrebate@workcover.nsw.gov.au **Web:** workcover.nsw.gov.au

STEP 3/4 COMPLETE AND SEND SMALL BUSINESS REBATE APPLICATION FORM

Send completed form below to: Mail: Small Business Rebate Program, Locked Bag 2906, Lisarow, NSW 2252
Fax: (02) 9287 5514 or Email: safetyrebate@workcover.nsw.gov.au

BUSINESS AND PAYMENT DETAILS

Business owner name Trading name

Business name

Number of workers Workers compensation policy number ABN

How long has business been operating? (Please tick one) 0-5 years 6-10 years More than 10 years

Address State Postcode

Daytime contact number Mobile number Fax number

Email

Your industry type (Please tick)

- | | | |
|--|---|--|
| <input type="checkbox"/> Site preparation (demolition) | <input type="checkbox"/> Plastic product manufacturing | <input type="checkbox"/> Plant nurseries and grape growing |
| <input type="checkbox"/> Sheep and beef cattle farming | <input type="checkbox"/> Concrete construction services | <input type="checkbox"/> Wood product manufacturing |
| <input type="checkbox"/> Landscaping services | <input type="checkbox"/> Road and bridge construction | <input type="checkbox"/> Road freight transport |
| <input type="checkbox"/> House construction | <input type="checkbox"/> Other (please describe) <input type="text"/> | |

Description of predominant business activity

Payment details

BSB Account number

Account name

Indicate WorkCover safety activity you have attended? (Please tick one)

- Workshop Live webinar Program Event Advisory visit Special promotion

Name of activity Date(s) attended

Description of safety solution implemented

FURTHER HELP

Would you like to receive further information? Yes No

How did you find out about this rebate (Please tick)

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Direct mail | <input type="checkbox"/> WorkCover website | <input type="checkbox"/> Industry association | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> Radio | <input type="checkbox"/> Word of mouth | <input type="checkbox"/> WorkCover brochure | <input type="checkbox"/> WorkCover staff |
| <input type="checkbox"/> WorkCover News | <input type="checkbox"/> Other (please give details) <input type="text"/> | | |

DECLARATION

I declare that I am a small business owner in NSW with 0–50 full-time employees (or equivalent), and am not claiming this rebate on behalf of another business. I confirm that I have implemented an eligible safety solution for my own business and ABN as described above, and have not previously claimed or received a small business rebate for the same solution or any other business. I confirm that the safety solutions installed are existing manufactured safety items that meet all relevant standards and legislative requirements. I declare that all information contained in this application is true and correct and is not false or misleading. I agree with the terms and conditions as outlined below.

Print name

Signature

Date (DD/MM/YYYY)
//

TERMS AND CONDITIONS

The following terms and conditions apply to the WorkCover NSW Small Business Rebate Program. Please read them carefully before signing this form.

1. Application for the Small Business Rebate Program
 - 1.1 To be eligible for the Program, you must fulfil the following criteria.
 - 1.1.1 Be an owner of a business operating in NSW with 0–50 full-time employees (or equivalent). Eligible small businesses (including sole traders) must come within the scope of the WHS legislation in NSW and be currently conducting a commercial business that is producing or providing goods and/or services in NSW. Businesses outside this scope are ineligible to apply – eg investment trusts, managed funds, strata title schemes, subsidiaries of larger businesses, voluntary associations. Please contact us on **13 10 50** if you are unsure of whether your business would be eligible.
 - 1.1.2 Attend an eligible WorkCover safety workshop, live webinar, program, event conducted by WorkCover or have an advisory visit by a WorkCover officer.
 - 1.1.3 Implement an eligible safety solution outlined on pages 2 and 3 of this form.
 - 1.1.4 Complete and sign the Small Business Rebate application form (above).
 - 1.1.5 Send a copy of your paid invoice(s), receipt(s) or proof of purchase and required documentation with this completed application form to WorkCover. Invoice(s) and receipt(s) need to be purchased from a registered business and state the business/contractor's name, address, ABN/ACN/BRN number, payment date, description and cost of product or work undertaken. Applications must be lodged within six (6) months of the date of the WorkCover safety workshop, live webinar, program, event or advisory visit attendance.
2. Eligibility for a rebate
 - 2.1 Eligible rebate solutions must be existing manufactured safety items that meet all relevant standards, approvals, and legislative requirements and are available for purchase by small businesses at commercial outlets – eg competitive existing commercial products. Rebates will not cover the design or manufacturing of new items, purchase of second-hand items, service repairs or maintenance. Rebates will not subsidise retrospective improvements made before attending a current WorkCover safety workshop, live webinar, program, event, or advisory visit. The rebate program does not endorse or promote any individual safety product or service, or provide an unfair competitive advantage to any commercial safety item, product or service.
 - 2.2 Items eligible for the rebate must be installed by a licensed tradesperson where required by law – eg installation of electrical items must be carried out by a licensed electrical contractor, and a *Certificate of Compliance – Electrical Work* must be provided.
 - 2.3 Rebate solutions do not cover products or equipment for domestic, recreational or social activities. Items for home-based businesses that may be deemed as being used for domestic/household purposes or contributing to the value of residential assets are not included. A home-based business is deemed to be a business whose primary office or place of work is in the owner's residential home.
 - 2.4 The rebate is not available for solutions that have already received a rebate from another WorkCover safety initiative or rebate. Nor is it available to government agencies, or for businesses claiming on behalf of another business – eg agents or consultants lodging applications on behalf of their clients.
 - 2.5 You can claim for more than one safety solution at the same time (up to \$500 full cost) but can only apply for the small business rebate once, irrespective of the number, name, registration or NSW location of individual businesses/ABNs that you own. The maximum eligible one-off small business rebate is \$500 total per business.
 - 2.6 You can apply for different rebate programs – ie apply for separate items under separate WorkCover rebate programs, as or where these become available – but you must meet the terms and conditions of each respective program.
 - 2.7 Activities listed under 'Excluded items' on page 2, including GST, freight and insurance costs, do not qualify for the rebate.
3. Refund of a rebate
 - 3.1 As part of providing this rebate, WorkCover reserves the right to confirm that the rebate solution is effective and durable.
 - 3.2 Applicants may be required to repay the rebate if any of these terms and conditions are found to have been breached.
4. Feedback and publicity
 - 4.1 WorkCover may contact participants for feedback on the Small Business Rebate and may publicise their business's involvement in the Program with their prior approval.
5. Program changes
 - 5.1 WorkCover reserves the right to exercise its discretion to change any or all of the terms and conditions of the program or to cancel the program at any time.
6. Liability
 - 6.1 The applicant acknowledges and agrees that as far as the law permits, WorkCover (and its successors) accepts no liability in respect to any claim, cause of action or loss or damage arising out of, or in relation to, an improvement that is the subject of this funding assistance.
 - 6.2 The applicant agrees that they release WorkCover from any claim or liability arising out of, or in relation to, the rebate that is the subject of the registration or rebate application, to the extent that claim or liability is not caused by WorkCover's negligence or breach of this application or any other term implied by law.
7. Privacy Notice
 - 7.1 WorkCover collects and manages the personal information you provide in accordance with the *Privacy and Personal Information Protection Act 1998*. WorkCover collects this information to determine whether your application is eligible for a rebate, to provide our services to you, to improve the quality of our services, and to provide you with information about other services we offer. Your personal information may be provided to the Australian Government as a matter of course to ensure that the total of government benefits you receive does not exceed the total cost of your installed safety solution. Failure to provide the information may result in us not being able to process your application form.
 - 7.2 You have the right to access and correct any of your personal information at any time, once we have collected it. To access or amend your personal information relating to your rebate application, applications should be made in writing to the Privacy Contact Officer, WorkCover Head Office, Locked Bag 2906, Lisarow, NSW 2252. Further information on our privacy policy is available at workcover.nsw.gov.au.