

Entry permit holders

To enter a workplace, a union official must apply for a work health and safety (WHS) entry permit.

A union official with a WHS entry permit may:

- advise and / or consult with relevant [workers](#)
- assist [health and safety representatives](#) (HSR) if requested
- assist in resolving issues as part of issue resolution
- inspect any work system, plant, substance, structure or other thing relevant to a suspected contravention of the [Work Health and Safety Act 2011](#) (WHS Act)
- consult with relevant workers and the relevant [person conducting a business or undertaking](#) (PCBU - the new term that includes employers) in relation to a suspected contravention of the WHS Act
- assist with [conducting an election](#) of an HSR.

Permits

To obtain a WHS entry permit, a union official must:

- have satisfactorily completed the prescribed work health and safety training that relates to the entry permit
- hold an entry permit under the [Fair Work Act 2009](#) or the [Industrial Relations Act 1996](#)
- have had the application for a WHS entry permit endorsed by their union.

An entry permit is valid for three years but can be revoked if the permit is misused.

Conditions for entering a workplace

No prior notice to the business or undertaking is required if the union official is entering to investigate a [suspected contravention](#) of the WHS Act.

However, if the entry relates to other WHS issues such as [consultation and advice](#), a permit holder must give a written notice of entry to the relevant PCBU during usual working hours and at least 24 hours before entry (but not more than 14 days before the entry).

The WHS entry permit holder must have a valid permit and photo identification available for inspection upon request by any person when exercising a right of entry to a workplace.