

SMALL BUSINESS REBATE

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.

WHAT IS COVERED?

Reduce your highest risks

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

You can receive a rebate on a full cost basis up to a maximum of \$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.

A comprehensive list of eligible items is available on our website www.safework.nsw.gov.au.

For further information call 13 10 50.

ARE YOU ELIGIBLE FOR A SMALL BUSINESS REBATE?

have you attended an eligible free SafeWork NSW safety workshop, webinar, industry program, event, or had an advisory visit from a SafeWork NSW officer?

are you the owner of a small business or a sole trader who employs less than 50 people (equivalent full time)?

are you conducting a commercial business producing goods or providing services in NSW?

is your business registered in NSW and comes within the scope of the NSW WHS legislation in NSW?

WHAT CAN I CLAIM FOR?

Eligible safety items

There is a wide range of safety items eligible for purchase under this program. A list of eligible items is available [online](#) as well as on pg 2-3 of this application form. Read more about how they can make you safe.

WHAT DO I DO NEXT?

Applying for a rebate

- Identify, purchase and implement your eligible safety item (as per the list of [eligible items](#)). Get a paid tax invoice and receipt (or proof of purchase).
- The item you would like to purchase must be purchased **after** you attend an eligible SafeWork NSW safety activity.
- Complete and sign the rebate application form (agreeing to the terms and conditions) and attach a copy of your paid tax invoice and receipt.
- The items you are claiming for must be paid for, received and installed prior to your application.
- If you are not making an online application, print or email the application form to us within six months of the advisory visit, safety workshop, program or event by:
 - **email** to safetyrebate@safework.nsw.gov.au
 - **post** to Small Business Rebate, SafeWork NSW, Locked Bag 2906, Lisarow NSW 2252.



CHECKLIST: SAFETY SOLUTIONS

Tick the rebate solution you have purchased and implemented and wish to claim a rebate for. Make sure you have a tax invoice and receipt for the goods, to send in with your application.

The items in the list below are eligible items and represent solutions already identified for the highest risks and hazards.

If you have a solution that addresses an identified high risk hazard, please contact the Small Business rebate team to confirm your proposed solution is eligible.

Manual handling	Slips, trips and falls
Lifting, carrying or transporting	Falls from a height
Manual, mechanical, hydraulic, vacuum or magnetic lifting devices	Portable ladder, retractable stairs, steps or platforms
Hoist, crane, fork lift, tool suppression system Adjustable loading platform, jigs, trestles, racking or stacking systems	Accessories for fixed access ladder - eg cage
Conveyor or elevator systems, stock picking machine	Access ladders, grab rails/handles, stair treads
Access ramps, skids, tailgate lifter, dock leveller	Scaffolding or elevating work platforms
Patient handling and/or transfer devices	Warning signage
Animal handling	Industrial fall arrest systems and devices
Light-weight portable fencing or site security devices	Industrial rope access equipment
Handling objects	Physical restraint barrier and guard railing system - eg edge protection, rails, and screens
Pulley system and harnesses for confined spaces	Extension equipment for height access - eg water jets for window height
Back-pack industrial vacuum cleaner	Emergency position-indicating radio beacons - 406 MHz (EPIRBs)
Rotary, tilt and carousel table/platform	Pit cover or open penetration and void protection
Power stretchers for carpet installation	Mechanical tripod to support people, loads and materials being lifted or lowered from openings
Telephone headsets	Falls on the same level
Muscular stress	Installation of improved general, entrance or exit lighting, including sensor lighting
Adjustable or tilting work bench, table, or work station	Portable or battery-powered lighting and generators
Ergonomic adjustable work vehicle seats including anti-vibration and all spring suspension	Anti-slip treatment treading or matting, stair capping, nosings and safe plates
Anti-fatigue and high density, absorbent floor matting	Surface treatment machinery, including high pressure water cleaning equipment
Repetitive work	Installation of balancers or restraint supports to mount processing equipment, tools, power cords, leads or hoses to prevent trip hazards
Retractable hoses/leads	Cable guards for floor areas, hose suspension system or stand
Low vibration, ergonomic nail or frame gun with silencer	Storage system to improve work design

Stepping, kneeling or sitting on objects
Kneeling pads and knee protection equipment
Injuries from moving objects
Being hit by falling objects
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
Sliding segregation gate for livestock transport vehicles
Being trapped by machinery or equipment
Machine guarding including fixed, interlocked, photoelectric or combination
Emergency stop switches
RCD - Residual Current Device
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, bollards
Reversing cameras, sensor devices or alarms
Elevated walkway or pedestrian crossing gates
Safety cages or guarding for tyre rim assembly/fitting
Being assaulted
Communication radios or vehicle tracking systems
Closed circuit television (CCTV)
Personal duress alarms
Installation of improved internal/external security 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
Detection system, alarm or shut down device Installation or repositioning of emergency stop buttons Closed chemical delivery system
Automatic chemical dispensing system
Chemical signage, marking and placarding system
Bottom fill equipment for fuel tanks
Sun shade protection for rural and outdoor work areas
Sharps disposal container
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
Acoustic silencers or mufflers for intake or exhaust systems or for air tools
Specialised personal hearing protectors, such as ear muffs or ear plugs as part of hearing conservation program
Signage and labeling to indicate areas of hazardous noise and protection required
Visual warning signal system
Hand-held noise monitor

THERE ARE A NUMBER OF EXCLUDED ITEMS FROM THE SMALL BUSINESS REBATE. THEY INCLUDE:

- Personal protection equipment eg. gloves, boots, hi-vis clothing
- GST, freight and insurance costs
- Retrospective improvements made before attending a current eligible SafeWork NSW safety workshop, live or recorded webinar, industry event, field day, trade expo, business forum, intensive engagement program, or workplace advisory visit.
- Solutions that have already received rebates from another SafeWork NSW safety initiative or rebate program.
- 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
- Temperature control equipment
- 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
- 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.

FOR FURTHER INFORMATION ABOUT THE SMALL BUSINESS REBATE PROGRAM:

Call 13 10 50

Email safetyrebate@safework.nsw.gov.au

Web www.safework.nsw.gov.au/health-and-safety/how-we-can-help/small-business-rebates

SMALL BUSINESS REBATE FORM

COMPLETE AND SEND SMALL BUSINESS REBATE APPLICATION FORM

Send your completed form, tax invoice(s) and proof of payment/receipt(s) for goods to:

Mail: Small Business Rebate Program, Locked Bag 2906, Lisarow, NSW 2252 **or**

Email: safetyrebate@safework.nsw.gov.au

SECTION 1. BUSINESS AND PAYMENT DETAILS

Business owner name	Mobile number	
Trading name	Email	
Registered business (trading) name (if applicable)	*BUSINESS ADDRESS (MUST NOT BE A PO BOX) Unit number/Street number/Property number (include Lot or DP number if applicable)	
Number of workers		
Workers compensation policy number	Street name	
ABN (for Australian businesses only)	Suburb	
Daytime contact number	State	Postcode

PAYMENT DETAILS

BSB	Business account number
Business account name	

How long has business been operating? (Please tick one)

0-5 years 6-10 years More than 10 years

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

Workshop	Industry Event
webinar – live	Trade expo
webinar – recorded	Advisory visit
Intervention Program	Special promotion
Field day	Intensive engagement
Business forums	

Name of activity	Date(s) attended (DD/MM/YYYY)
------------------	-------------------------------

Description of safety solution implemented

YOUR INDUSTRY TYPE (PLEASE TICK):

Site preparation (demolition)	Road and bridge construction	Construction
Sheep and beef cattle farming	House construction	Manufacturing
Landscaping	Plant nurseries and grape growing	Transport
Plastic product manufacturing	Wood product manufacturing	Health
Concrete construction services	Road freight transport	Agriculture
Other (please describe predominant business activity)		

SECTION 2. FURTHER HELP

Would you like to receive further information? Yes No

How would you like to receive the information? (Please tick one or more)

<input type="checkbox"/> Email	<input type="checkbox"/> LinkedIn
<input type="checkbox"/> SafeWork NSW website	<input type="checkbox"/> Direct mail
<input type="checkbox"/> Twitter	<input type="checkbox"/> SafeWork NSW News
<input type="checkbox"/> SafeWork Facebook page	<input type="checkbox"/> Other (please give details)

How did you hear about the rebate? (Please tick one or more)

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

SECTION 3. DECLARATION

I agree with the terms and conditions outlined below and I declare and acknowledge that:

- I am a small business owner in NSW with 0-50 full-time employees (or equivalent).
- I am not claiming this rebate on behalf of another business.
- My safety solutions were purchased AFTER my interaction with SafeWork NSW.
- 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.

Print name

Signature

Date (DD/MM/YYYY)

SECTION 4. TERMS AND CONDITIONS

THE FOLLOWING TERMS AND CONDITIONS APPLY TO THE SAFEWORK NSW SMALL BUSINESS REBATE PROGRAM.

Please read them carefully before signing your application form.

1. Eligibility

- 1.1 To apply for the rebate you must meet the following criteria:
 - 1.1.1 you must own a business registered in NSW and have a current ABN at the time you attend the eligible SafeWork NSW activity.
You are NOT eligible to apply if your business is registered in another state or territory or is a business that is an investment trust, managed fund, strata title scheme, subsidiary of a larger business, or a voluntary association.
 - 1.1.2 Your business must produce goods or provide services in NSW
 - 1.1.3 Your business must fall within the scope of the NSW Work Health and Safety Act 2011
 - 1.1.4 Your business must employ 0-50 full-time employees (or equivalent). Charitable or not-for-profit services that are not part of a larger network employing more than 200 workers are eligible to apply unless the "eligible safety solution" has already received funding by the NSW, Federal or local government.
 - 1.1.5 Your business must be your main source of income
 - 1.1.6 You must attend an eligible SafeWork NSW activity before you purchase your 'eligible safety solution'. You are NOT eligible to apply unless you personally attend the eligible SafeWork NSW activity. You cannot apply on the basis that a worker in your business attended on your behalf.
 - 1.1.7 You must have implemented an 'eligible safety solution' – Refer to the full list of eligible items, and section 2 below. You should consult all workers in the business if the 'eligible safety' solution may result in a change that may affect the health or safety of workers or any other matter outlined in section 49 of the *Work Health and Safety Act 2011*.
 - 1.1.8 You must complete the *Small Business Rebate application form* (online, post or email)
 - 1.1.9 You must attach a copy of a paid tax invoice(s), receipt(s) or proof of purchase and required documentation.
All goods / and or services are to be purchased from a registered business and the tax invoice must state the business/contractor's name, address,

ABN/ACN/BRN number, payment date, description and cost of product or work undertaken.

- 1.1.10 Your application must be lodged within six months of attending an eligible SafeWork NSW activity.

Contact us on 13 10 50 if you are unsure if your business is eligible

2. Eligible safety solutions

- 2.1 A rebate will only be provided by SafeWork NSW in relation to an 'eligible safety solution'. An eligible safety solution is one that addresses an identified safety issue in a business. The 'eligible item list' provides examples of what would be an eligible safety solution. If required, SafeWork NSW can confirm whether a proposed safety solution may be eligible for a rebate.
- 2.2 In order to be an 'eligible safety solution', it must be bought from a commercial outlet
Rebates will not cover the design or manufacture of new items, items which have been leased or purchased through a payment plan owner-built items, items that you have had designed and manufactured to your specifications, purchase of raw materials or second-hand items, service repairs, or maintenance.
- 2.3 Where the safety solution requires installation, this must be carried out by a qualified commercial installer or a licensed tradesperson and comply with the *Home Building Act 1989* and any other relevant legislation.

The rebate program does not recommend or promote any individual safety product or service, or provide an unfair competitive advantage to any commercial safety item, product or service.

What is not eligible for the rebate?

- 2.4 A rebate will not be provided for products or equipment which SafeWork NSW considers may be used for domestic, recreational or social activities. Items for home-based businesses that are used for domestic/household purposes or contributing to the value of residential assets are not eligible for the rebate. A rebate will not be provided for any improvement to a residential premises. SafeWork NSW has an absolute discretion to refuse to grant a rebate to a home based business or a non-home based business where the business owner cannot clearly demonstrate how the eligible safety solution will improve the work health and safety of workers in the business other than the owner of the business.
- 2.5 Solutions that have already received a rebate from another SafeWork NSW safety initiative or rebate will not be eligible for a rebate. Where a rebate has already

Terms and conditions continued over...

been provided by another state or federal government agency for the safety solution, it will not be eligible for this rebate.

- 2.6 Government agencies cannot apply for a rebate.
- 2.7 Agents, consultants and businesses are not eligible to apply for a rebate on behalf of another person.
- 2.8 SafeWork reserves the right to reject any application where:
 - 2.8.1 A rebate is sought in relation to multiple similar items;
 - 2.8.2 A rebate is sought by multiple businesses which use common premises; or
 - 2.8.3 A rebate is sought by multiple related businesses.
- 2.9 Items and activities listed under 'Excluded items' are not eligible for the rebate.

Claiming for a rebate

- 2.10 A **person** may only apply for the rebate once, up to a maximum of \$500. For example, if a person owns five businesses, he or she may only apply for the rebate once.
- 2.11 A **business** may only apply for the rebate once, up to a maximum of \$500. For example, where there are three co-owners of a business, only one of those co-owners may apply for a rebate in relation to that business.
- 2.12 You can apply for different rebate programs - ie apply for separate items under separate SafeWork NSW rebate programs, but you must meet the terms and conditions of each respective program.

Conflict of interest

You will not be eligible to obtain a rebate if you or a relative are:

- the supplier of the good/service;
- employed by the supplier of the good/service; or
- have any legal interest in the supplier of the good/service.

If you are employed by SafeWork NSW or are contracted to provide services to SafeWork NSW, you will not be eligible to apply for a rebate.

3. Refund of a rebate

- 3.1 At any time SafeWork NSW may ask for information about the effectiveness and durability of the safety solution.
- 3.2 SafeWork NSW may require an applicant to repay the rebate if SafeWork NSW holds any concerns that the safety solution is not effective, durable, or that it may be on-sold.
- 3.3 Applicants may be required to repay a rebate if any of these terms and conditions have been breached.

4. Feedback and publicity

SafeWork NSW may contact participants for feedback on the Small Business Rebate.

5. Program changes

SafeWork NSW reserves the right 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 agrees, as far as the law allows, that SafeWork NSW accepts no liability in respect to any claim, cause of action, loss or damage relating to any improvement that may be the subject of the rebate.
- 6.2 The applicant agrees that it releases SafeWork NSW from any claim or liability arising out of, or in relation to, the rebate.
- 6.3 The applicant must not be insolvent at the time of the application and must declare in its application it is not insolvent.

7. Privacy Notice

- 7.1 SafeWork NSW collects and manages the personal information you provide in accordance with the Privacy and Personal Information Protection Act 1998. This information is used to determine eligibility for a rebate, to improve the quality of our services, and to provide you with information about other services we offer.
- 7.2 By completing this form you consent to SafeWork providing your personal information to a third party to determine your eligibility for the rebate (including providing your personal information to a state or federal government agency to determine if the safety solution has previously been the subject of a grant or rebate)
- 7.3 You have the right to access and correct any of your personal information at any time that relates to your rebate application.
- 7.4 SafeWork NSW may provide your personal information to a third party to conduct surveys or evaluation activities about SafeWork NSW products and programs. You may opt out of any activities arising from this arrangement.

Applications should be made in writing to:

Privacy Contact Officer
SafeWork NSW Head Office
Locked Bag 2906
Lisarow NSW 2252.

Further information on our privacy policy is available at www.safework.nsw.gov.au