

icare[™]

Dust Diseases Care



Industrial history report

Dust Diseases Care

icare Dust Diseases Care requires a detailed Industrial History Report outlining your work history and exposure to hazardous dusts to help us assess your application for workers compensation. One of our Industrial History Officers will contact you to discuss your work history and they will prepare a written report to support your application.

What information will I need to provide?

At the interview, you'll be asked to provide details including:

- The names of all the employers you have worked for
- The location of each employer (including overseas and interstate employers, and any self-employment)
- Details about your status with each employer (for example, employee, partner, self-employed, sole trader, subcontractor etc.)
- The dates of your employment with each employer (or the approximate number of years you worked for them)
- Details of the positions you held with each employer and the tasks you performed
- The frequency, duration and intensity of any and all dust exposures in the course of your employment
- Details of all non-work exposure to dust (for example, home renovations, changing brake pad linings on your car etc.).

We will also ask you to provide copies of any documents that may assist us in recording your employment history and exposure to dust, including any employment records and the contact details for anyone who can confirm your employment.

During the course of the interview, we cannot:

- Provide you with legal advice or referrals
- Comment on the possible outcome of your claim
- Give medical or treatment advice

What happens next?

If you don't have any employment records, then we may contact your previous employers and/or work colleagues to confirm your employment details. We may also refer to reports held on file by Dust Diseases Care to help us establish the likely dust exposure circumstances at your former work places.

We will send you a copy of your Industrial History report for you to review and if you are happy with its accuracy, then we ask that you sign it and return it to us. We will also provide you with an additional copy of the Industrial History report for you to keep.

What if I have a lawyer?

We understand that if you have a lawyer, you may have already provided detailed information about your employment and exposure to workplace dusts to be recorded in an affidavit or statement. We will be happy to accept your affidavit or statement to prepare an Industrial History record if you decide you do not want to be interviewed.

We also understand that you may want your lawyer to review your Industrial History interview record before you sign it. Dust Diseases Care is not liable for any legal costs you may incur in doing so.

Your privacy?

Your privacy is important to us and your personal information is protected by law. We cannot use or disclose your personal information unless you've agreed to its use or disclosure, or it is otherwise allowed under the *New South Wales Privacy and Personal Information Protection Act 1998*.

You can learn more about the personal and health information icare and Dust Diseases Care holds and how we manage it by referring to our Privacy Management Plan on the icare website or contacting us at privacy@icare.nsw.gov.au.

Would you like more information?

If you have any questions at all or would like more information, please contact Dust Diseases Care by calling (02) 8223 6600 or 1800 550 027 (toll free), or emailing DDAenquiries@icare.nsw.gov.au.

You can also find more information about Dust Diseases Care and our services on our website www.icare.nsw.gov.au