

ISSUES/DISPUTE FORM

To: (JHA Officer)

Where is the problem (be specific):

What is the problem (be specific):

Your suggestions:

Client Site:

Your name:

Date you forwarded this to JHA Recruitment & Staff @ Work Pty Ltd

Keep a copy for yourself

Office Use Only				
Date Received	Distribution	Further Action Required?	Work Completed	Feedback (dates)
		YES/NO PTO to Record Action	(Date & Sign)	PTO To record feedback given to complainant's

For Completion by delegated JHA Officer

Further Action Required: Record action taken and feedback given to employee

No Further Action Required: Record reason for no further action and feedback given to employee

Work Completed: Record work completed and feedback given to employee

Further Action Record:

Date:	Action	Managers Initials

Feed Back Record:

Date:	To Whom	Feedback/comments	Managers Initials