

PROVISIONAL IMPROVEMENT NOTICE (PIN) FLOWCHART—OVERVIEW

A qualified WHSR reasonably believes that a person:
 a) is breaching a provision of the WHS Act or Regulation; or
 b) the breach is likely to be repeated

CONSULTATION
 WHSR consults with the person about remedying the breach or likely breach

Issue Resolved

ISSUE RESOLVED

No PIN issued

CONSULTATION
 Discuss issue with committee and/or WHSO to assist resolution

CONSULTATION
 Seek advice from Regional Senior Health & Safety Consultant or TAFE Insitute H&S Officer/Manager to assist resolution

CONSULTATION
 Further consultation between WHSR and recipient of PIN to determine if issue can be resolved

WHSR ISSUES PIN (WHSR KEEPS A COPY)
 PIN issued to worker or officer in charge of workplace.
 If PIN issued to a worker a copy is also given to the officer in charge of workplace.
 Provide PIN recipient with a copy of "[Request for a PIN Enquiry Form](#)"

ISSUE RESOLVED
 PIN withdrawn

PIN IS DISPLAYED
 The Officer in charge of workplace must:

1. Display a copy of the PIN in an obvious location e.g. staff room or communication area or front office where relevant people will see the notice in normal course of day
2. Bring to the attention of everyone whose work may be affected by the PIN e.g. broadcast email, staff noticeboard
- 3.

Copy of PIN provided to RD or Training RD

NO ACTION TAKEN BY RECIPIENT
 WHSR contacts Workplace Health and Safety Queensland (WHSQ) **after** the remedy date for the PIN has passed.

Use the "[Request for a PIN Enquiry Form](#)" - send to WHSQ

RECIPIENT SEEKS ADVICE
 Officer in charge contacts WHSQ for advice from WHSQ Inspector **within 7 days** of receiving PIN

INVESTIGATION BY WHSQ INSPECTOR
 WHSQ Inspector visits the workplace and investigates the issue for which the PIN was issued and the dispute or query.

PIN ENQUIRY OUTCOME NOTICE PROVIDED BY WHSQ INSPECTOR
 The Pin Enquiry Outcome (PEO) Notice will provide the Inspector's decision on whether the PIN is:
 CANCELLED or MODIFIED AND AFFIRMED or AFFIRMED

PIN COMPLIANCE ACHIEVED

Keep a copy of the PEO
 WHSR & PIN recipient keep a copy with the PIN

APPEAL PROCESS instigated by PIN recipient