PROVISIONAL IMPROVEMENT NOTICE (PIN) FLOWCHART - WHSR

A PIN can only be issued by an elected WHSR who has completed PIN training and when the WHSR reasonably believes that a person is breaching a provision of the WHS Act or Regulation; or has breached a provision and it is likely to be repeated. The WHSR must collect information that provides evidence of the breach and to support the issuing of a PIN. For example, photographs, incident reports or information from staff.



INVESTIGATION BY WHSQ INSPECTOR

- WHSQ Inspector visits the workplace and investigates the circumstance of the PIN
- The WHSQ makes a decision and this is provided on a PIN Enquiry Outcome (PEO) Notice
- The PEO Notice will state whether the PIN is AFFIRMED, MODIFIED & AFFIRMED or CANCELLED,
- WHSR keeps a copy of the PEO notice with their copy of the PIN. The PEO notice will have the most up to date information e.g. the WHSQ Inspector may note a more relevant section of the WHS Act or Regulation

PIN COMPLIANCE ACHIEVED

Application for Review of Decision process implemented with WHSQ

Uncontrolled copy. Refer to the Department of Education, Training and Employment Policy and Procedure Register at https://pr.ged.gld.gov.au/pp/workplace-health-and-safety-representatives-procedure to ensure you have the most current version of this document.