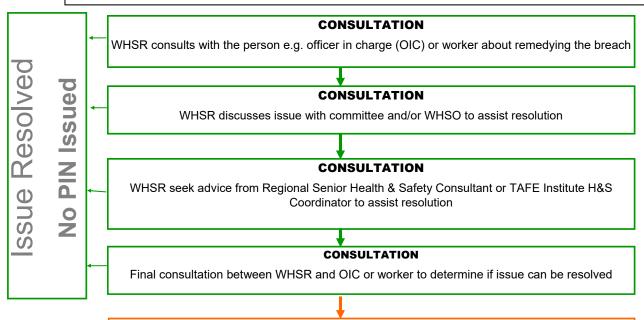
### PROVISIONAL IMPROVEMENT NOTICE (PIN) FLOWCHART - WHSR

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.



### WHSR ISSUES PIN (WHSR KEEPS A COPY)

WHSR completes the PIN template and:

- hands the PIN directly to recipient (officer in charge or worker).
- provides PIN recipient with a copy of <u>Request for a PIN Enquiry Form</u> for their information
- keeps a copy of the PIN and provides a copy to the H&S Committee & Regional or TAFE H&S Consultant
- Informs officer in charge if a worker has been issued a PIN & provides Request for a PIN Enquiry Form
  If PIN issued to a worker, the worker must give a copy of the PIN to their officer in charge (O-I-C)

# PIN IS DISPLAYED BY THE RECIPIENT OF THE PIN

- If the recipient of the PIN does not display the PIN and notify affected people of the PIN the WHSR should remind the officer in charge of this requirement.
- WHSR may choose to advise affected people of the PIN if this requirement is not fulfilled

## **FAILURE BY RECIPIENT TO COMPLY WITH PIN BY REMEDY DATE:**

- WHSR can extend the remedy date of PIN or discuss alternative strategies with the OIC e.g. escalation
- If compliance is to be achieved at the workplace and is not achieved by the prescribed date, the WHSR can contact Workplace Health and Safety Queensland (WHSQ) using the Request for a PIN Enquiry Form
- WHSR can contact WHSQ only after the remedy date for the PIN has passed.

### 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