

# PROVISIONAL IMPROVEMENT NOTICE (PIN) FLOWCHART— WORKER

**A PIN can only be issued by an elected WHSR who has completed PINs 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 this is likely to be repeated. It is a legal requirement to comply with a Provisional Improvement Notice (PIN). Refer to Officer in Charge flowchart for actions to implement to resolve compliance with a PIN.**

ISSUE RESOLVED  
NO PIN ISSUED

## CONSULTATION

- The purpose of consultation is to provide the person (worker) and the officer in charge of the workplace with the opportunity to rectify the problem
- WHSR must consult with the worker and officer in charge (OIC) about remedying the breach or likely breach; this may be verbally or in writing
- Utilise available consultative mechanisms to discuss the issue and available control options (e.g. WHSO, committee, health and safety consultants)
- WHSR is to allow worker and OIC the opportunity to express opinion about breach

## WHSR ISSUES PIN

- If the issue remains unresolved, the WHSR can then issue a [PIN](#) to the worker
- WHSR may request that the worker signs on receipt of the PIN, it is optional to sign this document
- The worker must provide a copy of the PIN to their OIC (e.g. principal, institute director)
- OIC to follow process as outlined in Officer in Charge Flow chart

## WORKER

- The worker who is issued with the PIN is required to comply with the PIN, however this may require the implementation of new systems, procedures or training by the officer in charge (OIC) to ensure the PIN can be complied with.
- The worker is to follow direction of OIC to ensure compliance with PIN

## PERSON IN CONTROL

- Officer in Charge (OIC) follows PIN process as if the PIN were issued directly to person in control
- Display and advising others of the PIN will be required if the content of the PIN affects other people at the site
- Implement strategies to ensure worker procedures and actions comply with PIN