

MODEL TEMPLATE FOR PROVISIONAL IMPROVEMENT NOTICES

MARCH 2017

Provisional improvement notice (PIN) - WHS Act

This PIN is issued under section 90 of the WHS Act. This PIN requires the duty holder to whom it is issued to remedy a contravention, prevent a likely contravention from occurring or remedy the things or operations causing the contravention or likely contravention of the Act or Regulations. Depending on the particular contravention, the duty holder may be an individual natural person or an organisation such as a company or public authority. Section 97 requires that the person to whom a PIN is issued must, as soon as practicable, display a copy of the PIN in a prominent place at or near the workplace, or part of the workplace at which work is being carried out that is affected by the PIN.

There are a number of things that must be done or taken into account before a PIN is issued by a Health and Safety Representative (HSR) - see reverse side of this form for relevant information.

SECTION 1. HEALTH AND SAFETY REPRESENTATIVE

Title	Family/Surname	Daytime contact number
Mr	Falkowski	91787787
Given name	Work Group represented	
Ricardo (Richard)	Client Services (Reception Ground floor)	

SECTION 2. PIN ISSUED TO

Name of duty holder (ie individual natural person or an organisation such as a company or public authority as relevant)

NSW Trustee & Guardian

STREET ADDRESS (MUST NOT BE A PO BOX)

Unit number/Street number/Property number
(include Lot or DP number if applicable)

160	Suburb	
Street name	Parramatta	
Marsden St	State	Postcode
	NSW	2150

SECTION 3. PIN GIVEN TO

If the PIN is given to someone on behalf of the duty holder

Title	Family/Surname	Daytime contact number
Mrs	Pollard	0477739964
Given name		
Ruth		

SECTION 4. I HAVE CONSULTED WITH THE DUTY HOLDER PRIOR TO ISSUING THIS PIN (SECTION 90(3) OF THE WHS ACT) ✓

SECTION 5. DETAILS OF CONTRAVENTION

SITE LOCATION

Unit number/Street number/Property number
(include Lot or DP/PO Box/GPO Box/Private Bag/Locked Bag)

160

Suburb

Parramatta

Street name

Marsden St

State

NSW

Postcode

2150

I, Ricardo (Richard) Falkowski

(print HSRs name)

reasonably believe on:

at:

insert date (DD/MM/YYYY)

insert time (HH:MM)

03/07/2023

04:50

am

pm

that you:

are contravening a provision, or

have contravened a provision in circumstances that make it likely that the contravention will continue or be repeated

of the:

Work Health and Safety Act 2011, section 19 and 20

Work Health and Safety Regulation 2017, regulation

Brief description of how the provision is being or has been contravened

Failed to ensure the health and safety of workers engaged in reception duties

Note: The HSR may, but is not required to, specify measures, in accordance with section 93 (1) of the WHS Act, that they believe should be taken to remedy or prevent the contravention or likely contravention or matters or activities causing the contravention or likely contravention

SECTION 6. COMPLIANCE

Date PIN issued (DD/MM/YYYY)

18/07/2023

Date compliance with PIN required (DD/MM/YYYY)

28/07/2023

(Minimum of 8 days after date PIN issued)

Signature

