



The purpose of this form is to notify DCS that a health and safety issue remains unresolved. Refer to the WHS Issue Resolution Procedure. Complete Part 1 and send to the DCS Safety and Wellbeing team at [safetyandwellbeing@customerservice.nsw.gov.au](mailto:safetyandwellbeing@customerservice.nsw.gov.au)

PART 1		
mySafety number		
<b>Requestor details</b>		
Name:		
Email:		
Division / business unit:		
Manager name:		
<b>Consultation</b>		
Manager and / or Director notified	Yes / No	
	Manager / Director Name:	
HSR notified	Yes / No	HSR Name:
WHS Committee notified	Yes / No	
<b>WHS Issue details</b>		
Brief description of the unresolved issue		
When was the issue first identified?		
Who has assisted to resolve the issue to date?		
Number of workers affected		
What is the risk rating for the issue? Refer to mySafety risk rating		
What measures have been taken so far to resolve the issue?		
Why do you believe the issue remains unresolved?		
PART 2		
<b>Pathway 2</b> (please see section 3.1.2 of the DCS WHS Issue Resolution Procedure)		
Parties involved		
Meeting date(s)		
Status of resolution	Resolved / Not resolved	Date resolved:
PART 3		
<b>Pathway 3 External resolution</b> (please see section 3.1.3 of the DCS WHS Issue Resolution Procedure)		
Date referred to the Regulator		
Name of person who referred to Regulator		
Date the parties were notified of referral to the Regulator		