



## Provisional Improvement Notice (PIN)

**ENQUIRES:**

EMAIL: safety@dmirs.wa.gov.au  
ENQUIRY: 1300 307 877

This provisional improvement notice is issued in accordance with section 51AC of the *Occupational Safety and Health Act 1984* (Act). **Failure to comply with this provisional improvement notice is an offence under section 51AG of the Act.**

Example – Provisional Improvement Notice (PINs) - Act

Issued to:	ABC Pty Ltd <small>If this notice is issued to an employee then they must provide a copy to their employer forthwith.</small>		
In relation to:	The Hyster forklift has damaged forkarms		
At:	123 Apple St Canning Vale WA 6155		
Date contravention occurred	10/05/2016	Or what dates did the contravention occur between	from / /20 to / /20
<p>What consultation has occurred in relation to this issue</p> <p>I have raised this issue of the bent forkarms with Mr Smith the Area Supervisor on the 10/05/2016 who said it was still ok to use and did not need to be replaced.</p>			
PIN issued on:	10/05/2016		
<p>I, Joe Bloggs <small>(insert name)</small></p> <p>am the elected safety and health representative (SHR) for this workplace <input checked="" type="checkbox"/> / group <input type="checkbox"/>.</p> <p>I am qualified under section 51AB to issue this notice <input checked="" type="checkbox"/></p>			
<p>I have formed the opinion that:</p> <ul style="list-style-type: none"> <li>you are contravening <input checked="" type="checkbox"/> OR</li> <li>you have contravened in circumstances that make it likely that the contravention will continue or be repeated <input type="checkbox"/></li> </ul> <p><b>EITHER:</b></p> <p>Section 19 (1) <small>(insert the number of the section of the Act)</small> of the <i>Occupational Safety and Health Act 1984</i></p> <p><b>OR</b></p> <p>Regulation <small>(insert the number of the regulation)</small> of the Occupational Safety and Health Regulations 1996.</p> <p><b>Please note</b> only fill in either the section of the Act or the regulation NOT both</p>			
<p>The reasonable grounds for my opinion are as follows:</p> <p>I observed a pair of forkarms attached to the Hyster Forklift that are bent. This exposes the forklift operator and persons to a potential risk of being hit by falling objects if the forkarms were to fail when under load.</p>		<p><b>Right of Review (section 51AH)</b></p> <p>The person to whom this notice is issued may, in writing, seek to have the notice reviewed by a WorkSafe inspector. If this notice has been issued to an employee then their employer also has the right of review. The Department must receive the request to review this notice before the remedy date indicated below. Otherwise the right of review is forfeited.</p> <p>In the case of review an inspector may affirm the notice; affirm and modify the notice; or cancel the notice. The written review request may be delivered by hand, posted, emailed or faxed to the contacts above.</p>	
SHR Signature: .....			
<p><b>Remedy date: The above matter must be remedied by no later than 31 /05 /2016 (date), at 1700 (24 hr time)</b></p> <p><small>This date must be more than seven days from the issuance of this notice.</small></p>			
<p><b>Instructions for correcting the contravention/s:</b></p> <p>Fix or replace the bent forkarms on the Hyster Forklift as per the Hyster Manufacturers operator manual.</p>			
<p><small>Note: This section is to be used by the SHR to suggest measures to resolve the matter. It is not mandatory. Codes of practice may be referred to.</small></p>			
<p><b>INSPECTOR'S USE REVIEW PROCESS ONLY</b></p> <p><input type="checkbox"/> Affirm this notice</p> <p><input type="checkbox"/> Affirm and modify this notice or</p> <p><input type="checkbox"/> Cancel this notice</p> <p>Corresponding WorkSafe identifications, eg:</p> <p>file numbers _____</p> <p>notice numbers _____</p> <p>investigation numbers _____</p> <p>ABN, ACN _____</p>			

Name of person who received this notice: .....	Inspector's name	Date
Position: .....	Signature: _____	
Signature: .....		
Date and time: .....		

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This proforma is subject to change. Further Information about PINs can be obtained from WorkSafe.