



Managing WorkSafe Notices Procedure

1. Purpose

The WA Country Health Service (WACHS) aims to resolve all safety and health issues quickly and effectively in accordance with statutory obligations imposed by the [Work Health and Safety Act 2020](#) (WA) (the Act) and has developed this procedure to enable prompt effective action in the event a WorkSafe notice is issued by a WorkSafe inspector or a Provisional Improvement Notice (PIN) is issued by a qualified Health and Safety Representative (HSR).

This procedure is to be read in conjunction with the WACHS [Managing WorkSafe Site Visits Procedure](#).

2. Procedure

2.1 Functions and Powers of an Inspector (s. 160-162, 171, 172)

Inspectors have general functions and powers to:

- provide information and advice about compliance with the Act and regulations
- help resolve Work Health and Safety (WHS) issues at workplaces
- review disputed PINs
- require compliance with the Act by issuing notices
- investigate contraventions and assist to prosecute offences
- investigate and report on matters relating to WHS, including particular types of hazards and matters relating to particular industries or particular businesses or undertakings.

The inspector, under powers granted by the Act, may issue the person a notice requiring them to remedy the contravention or contravention (the 'breach').

2.2 Powers and functions of HSRs (s. 68-69)

The powers and functions of HSRs are to:

- represent their work group members in matters relating to work health and safety at the workplace
- monitor risk control measures put into place at the workplace to protect their work group members
- investigate complaints from their work group members relating to work health and safety
- inquire into anything that appears to be a risk to the health or safety of work group members.

The HSR may only issue a PIN in respect of the workplace or group of employees within a workplace for which the HSR was elected.

2.3 Structure of a Notice

A notice issued under the Act, must state that the inspector is of the opinion that the person:

- is contravening any provision of the Act
- has contravened a provision of the Act in circumstances that make it likely that the contravention will continue or be repeated
- state reasonable grounds for forming that opinion
- specify the provision of the Act in respect of which that opinion is held
- specify the time before the person is required to remedy the breach, and
- contain a brief summary of how the right, to have the notice reviewed, can be exercised.

The notice will normally be addressed to the WACHS, detailing the name of the site in breach of the Act.

2.4 Procedure for Managing Notices

The site/departmental responsible person is to:

- formally receive any notice issued by a WorkSafe inspector and notify the Regional Work Health Safety Security Manager (RWHSSM) and Executive Director as soon as possible
- scan the front of each notice individually and use the notice number to identify the scanned filename
- forward the scanned copies of the notices as soon as is practicable to the following officers:
 - RWHSSM
 - Executive Director (or delegate)
 - WHS Consultant
 - other stakeholders as may be necessary.
- ensure that a notice remains on display in a prominent place at the workplace until the breach is remedied
- consult and cooperate with all relevant stakeholders (e.g., WorkSafe, HSR, the maintenance officer, safety and health committees) manage all corrective actions to remedy the breach within the timeframe specified in the notice.

3. Roles and Responsibilities

The **Regional Work Health Safety Department** is responsible for:

- ensuring that the Director Work Health Safety Wellbeing and Executive Director is notified within 24 hours following awareness and issuing of Work Improvement Notices
- recording the details of any notices issued by WorkSafe in the [WorkSafe DMIRS Notices Register](#) (this link is only accessible to authorised staff) on Records Manager
- overseeing, supporting, and consulting with relevant staff and stakeholders in managing the process in complying with the notice requirements i.e., directions and recommendations to be completed within the specified timeframe set in the notice
- guiding stakeholders in investigation processes, risk management methodology and education so that the risk is managed to as low as reasonably practicable
- notifying WorkSafe before the specified date for compliance, using the compliance slip at the foot of the notice, when the notice has been completed

- consulting and collaborating with Central Office WHS, in relation to communication strategy actions (i.e., includes drafting safety alerts) before central dissemination to organizational wide stakeholders
- ensuring the progress and records of all notices are entered into the state-approved archive system, Records Manager.

The **Work Health Safety Security Manager** (or their delegate) is responsible for:

- providing regular reports on the status of notices within WACHS Record Manager
- reporting through their ordinary and relevant communication channels e.g. performance meetings.

All staff are required to comply with the directions in WACHS policies and procedures as per their roles and responsibilities. Guidelines are the recommended course of action for WACHS and staff are expected to use this information to guide practice. If staff are unsure which policies procedures and guidelines apply to their role or scope of practice, and/or are unsure of the application of directions they should consult their manager in the first instance.

4. Monitoring and Evaluation

Monitoring of compliance to this policy is to be undertaken by the Central Office WHS team to ensure all regions continue to maintain a record of the details of any notices issued by WorkSafe in the [WorkSafe DMIRS Notices Register](#) (this link is only accessible to authorised staff) on Records Manager.

Each region is to maintain a record of the details of any notices issued by a WorkSafe inspector issued by WorkSafe in the [WorkSafe DMIRS Notices Register](#) (this link is only accessible to authorised staff) on Records Manager.

The WHS Manager (or their delegate) will provide regular reports on the status of notices within WACHS Record Manager escalating to the Director Work Health Safety Wellbeing for tabling at Executive Meetings.

5. References

[Work Health and Safety Act 2020 \(WA\) \(s. 68-69, 160-162, 171 and 172\)](#)

6. Definitions

Term	Definition
Improvement Notice	An improvement notice is a written direction issued by a WorkSafe inspector requiring a person to fix something which is believed to not be in compliance with the Act or Regulations.
Non-disturbance Notice	A non-disturbance notice is a written notice issued by an inspector to a person who manages or controls a workplace. The aim is to preserve a site where a 'notifiable incident' has occurred or, in certain instances, prevent disturbance of a particular site (including the operation of plant).
Prohibition Notice	A prohibition notice will be issued where the inspector is of the opinion that there is a risk of imminent and serious injury or harm to the health of a person. This is a written direction that prohibits the relevant activity from continuing.
Provisional Notice	A provisional notice is similar to an improvement notice, except it is issued by an HSR.
Responsible Person	A responsible person, in the context of this procedure, means the line manager; or the person in control of the workplace, where this is not the line manager.
Satisfactory Evidence	Satisfactory evidence should be structured according to the hierarchy of control and will usually consist of some form of written documentation such as a procedure, training record, sign or similar or an image confirming the corrective action has been applied.

7. Document Summary

Coverage	WACHS-wide
Audience	Work Health and Safety and applicable Managers
Records Management	Non Clinical: Corporate Recordkeeping Compliance Policy
Related Legislation	<ul style="list-style-type: none"> • Health Services Act 2016 (WA) • Work Health and Safety Act 2020 (WA) • Work Health and Safety (General) Regulations 2022 (WA)
Related Mandatory Policies/Frameworks	<ul style="list-style-type: none"> • MP 0180/23 Work Health and Safety Management Policy • Work Health and Safety Policy Framework
Related WACHS Policy Documents	<ul style="list-style-type: none"> • Managing WorkSafe Site Visits Procedure • Work Health and Safety Policy
Other Related Documents	<ul style="list-style-type: none"> • WorkSafe DMIRS Notices Register (this link is only accessible to authorised staff on Records Manager)
Related Forms	<ul style="list-style-type: none"> • Safety Risk Report Form
Related Training	<p>Available from MyLearning:</p> <ul style="list-style-type: none"> • Work Health and Safety: Officer Due Diligence (WHSSDD EL1) • Work Health and Safety: Managers and Supervisors (WHSMS EL2)
Aboriginal Health Impact Statement Declaration (ISD)	ISD Record ID: 2714
National Safety and Quality Health Service (NSQHS) Standards	1.29, 1.30, 1.31, 1.32, 1.33
Aged Care Quality Standards	5 (3)(b) i)
Chief Psychiatrist's Standards for Clinical Care	2.9
Other Standards	Nil

8. Document Control

Version	Published date	Current from	Summary of changes
3.01	4 December 2023	11 December 2018	Minor review including: <ul style="list-style-type: none"> transferred to new template legislative updates in line with the Work Health and Safety Act 2020 general review.
3.02	16 May 2024	11 December 2018	Minor review including: <ul style="list-style-type: none"> changes to Sections 2.4, 3 and 4 addition of Standards in Section 8.
4.00	13 August 2025	13 August 2025	<ul style="list-style-type: none"> legislative updates in line with the Work Health and Safety Act 2020 thorough general review.

9. Approval

Policy Owner	Executive Director People Capability Culture
Co-approver	Nil
Contact	Director Work Health Safety Wellbeing
Business Unit	Work Health and Safety
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