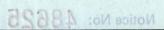


# SafeWork NSW - Improvement notice

Notice No: 48625

You must comply with this notice within the period specified. Failure to comply with this notice may incur a maximum penalty of \$50,000 for an individual and \$250,000 for a body corporate.

by an inspector, an eligible person-may apply for all internal review of manded slow	Et a decision to issue an improvement induce was made
NOTICE ISSUED TO	
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(insert inspector name) That you:	(insert date) (insert time)
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Copy of notice given to:  Relationship to	person to whom notice is issued:
	hairman a Safety Committee



## SafeWork NSW - Improvement notice

#### INTERNAL REVIEW OF DECISION

If a decision to issue an improvement notice was made by an inspector, an eligible person may apply for an internal review of that decision

An eligible person is:

- 1. The person to whom the notice was issued.
- 2. A person conducting a business or undertaking whose interests are affected by the decision.
- 3. A worker whose interests are affected by the decision.
- 4. A health and safety representative who represents a worker whose interests are affected by the decision.

## How does a person apply for a review of a decision?

The person must complete the form; Application for Internal Review and lodge it at SafeWork NSW before the date specified on the improvement notice for compliance has expired or 14 days, whichever is the lesser. There is no application fee.

The operation of the improvement notice is stayed (that is suspended) once the application for review of decision is lodged with SafeWork NSW. The stay remains in effect until a decision is made by SafeWork NSW and whichever of the following is earlier – an external review is applied for or 14 days have elapsed since the person became aware of SafeWork NSW's decision.

Please contact SafeWork NSW Governance and Appeals Unit on (02) 4724 4920 for an application form or visit safework.nsw.gov.au

## What happens next?

Your application will be reviewed within 14 days unless additional information is required. You will receive written confirmation of the result of the internal review including the reasons for the decision.

## **EXTERNAL REVIEW**

If a decision to issue an improvement notice was made by SafeWork NSW or SafeWork NSW has made a decision on internal review, an eligible person may apply to Industrial Relations Commission for an external review of the decision. An external review application must be made within 14 days of the decision first coming to the applicant's notice, or if the regulator is required by the Commission to give the person a statement of reasons, within 14 days after the day on which the statement is provided.

Please refer to safework.nsw.gov.au for more information on how to apply for an external review.

#### PRIVACY COLLECTION STATEMENT

This information is collected by SafeWork NSW for the purposes of the *Work Health and Safety Act 2011*. SafeWork NSW will use this information for the purposes of establishing and maintaining a database and to assist the SafeWork NSW inspectorate with their work. This information may also be made available to other government agencies.

You may apply to SafeWork NSW to access and correct any of your own personal information SafeWork NSW holds if that information is inaccurate, incomplete, not relevant or out of date. Applications should be made in writing to: Privacy Contact Officer, SafeWork NSW Head Office, Locked Bag 2906, Lisarow, NSW 2252.

An inspector may make minor technical changes to this notice in certain circumstances. This does not change the validity of the notice

### **DISPLAY OF NOTICE**

This notice is issued under section 191 of the Work Health and Safety Act 2011. Section 210 requires that the person to whom an improvement notice is issued must, as soon as possible, display a copy of the notice 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 notice.