



SafeWork NSW IMPROVEMENT NOTICE

Ref No: 7-503931-1

ORIGINAL

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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.

You must comply with this notice within the period specified. Failure to comply with this notice may incur a maximum penalty of 607 penalty units for an individual and 3,036 penalty units for a body corporate.

Notice issued to:

Legal name of person / University of New England
business or undertaking:

ABN: 75792454315

ACN:

Trading as:

Address: 74 Trevenna Road, ARMIDALE, NSW, 2351

Details of contravention:

Site location: 74 Trevenna Road, ARMIDALE, NSW, 2351

I, Bernie Chisholm reasonably believe on 18/02/2025 that you 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 *Work Health and Safety Regulation 2017*, clause 39.

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

Workers may be exposed to a risk to their health or safety as:

-the information and training provided to workers is inadequate to enable misconduct and serious misconduct matters and investigations to be safely carried out. Workers are at risk of psychosocial injury due to inadequate information being available and inadequate training provided to workers.

Directions as to the measures to be taken to remedy or prevent the contravention or likely contravention: (it is mandatory to comply with these directions)

You must ensure that:

-the information and training provided to workers is suitable and adequate to enable misconduct and serious misconduct matters and investigations to be carried out without risk of psychosocial injury.

-the information and training provided to workers is readily understandable to enable misconduct and serious misconduct matters and investigations to be carried out without risk of psychosocial injury.

Recommendations (if any): (It is not an offence not to comply with these recommendations)

In complying with the direction refer to:

SafeWork NSW Code of Practice 'Managing psychosocial hazards at work'.

Issuing Inspector:

ELECTRONICALLY ISSUED

Signature of inspector

24/02/2025

Tamworth Office, TAMWORTH

Date issued

Inspector's work address

+ () 02 4321 5736

Inspector's contact number

This contravention must be remedied before:

30/05/2025

Service method:

E-Mail

Anthea White

Person with management or control of the workplace

Notice given to

Relationship to person to whom notice is issued

Copy of Notice given to

Relationship to person to whom notice is issued

Extension of time for compliance with improvement notice

Improvement notices may include directions concerning the measures which must be taken within the time period set out in the notice. You must take those measures within the time period. If there is some practical reason why you cannot comply with the notice in that time (for example, you are relying on a third party supplying something and they do not deliver it), you may seek an extension of the time period by contacting the inspector who issued you with the notice. The inspector's name and telephone number are on the notice. Please note that an inspector can only extend the time period to comply with the notice if the period specified in the notice (or any further period as extended by the inspector in writing) has not ended.

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 Application for Internal Review form, and lodge it with The SafeWork Reviewable Decisions Unit 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 suspend) once the application for review of decision is lodged. The stay remains in effect until a decision is made on the internal review or whichever of the following is earlier - an external review is applied for or 14 days have elapsed since the person became aware of the SafeWork NSW decision.

Please contact The SafeWork Reviewable Decisions Unit on (02) 4724 4920 or email reviews@safework.nsw.gov.au or post to PO Box 592 Richmond NSW 2753. You can also find the application form on www.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 The SafeWork Reviewable Decisions Unit, 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 www.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 will use this information for the purposes of establishing and maintaining a database and to assist the SafeWork inspectorate with their work. This information may also be made available to other government agencies.

You may apply to SafeWork to access and correct any of your own personal information SafeWork 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.