

REQUEST AN INTERNAL REVIEW OF A REVIEWABLE DECISION



This request is made under Section 131 of the Health and Safety at Work Act 2015

Important: A review request must be made before the period specified in the Improvement Notice for compliance (if applicable), or 14 days; whichever is the lesser. In certain situations WorkSafe may accept this form after the periods specified above; contact WorkSafe for more information.

Your details

Are you making this request as a: <small>(See the last page of this form for descriptions of these terms)</small>			
<input type="radio"/> PCBU	<input type="radio"/> Worker	<input type="radio"/> HSR	<input type="radio"/> Other
Name of person requesting review: <small>(This could be an individual or a legal business name)</small>			
New Zealand Business Number (NZBN): <small>(if applicable)</small>			
Physical address:			
Town/city:		Postcode:	
Name of contact: <small>(If different to above)</small>			
Phone number:		Mobile number:	
Email:			

Details of the reviewable decision

Select the type of decision that this review request relates to:			
Issue of Notice:	<input type="radio"/> Improvement	<input type="radio"/> Prohibition	<input type="radio"/> Non-disturbance (or subsequent)
<input type="radio"/> Extension of improvement notice compliance period	<input type="radio"/> Provisional Improvement Notice (PIN) review		
Issuing Inspector: <small>(first name, last name)</small>		Date of issue:	
Provide a description of how you are affected by the decision, and why the decision should be reviewed:			
Would you like WorkSafe to consider staying the original decision while its review is completed?			
		<input type="radio"/> Yes	<input type="radio"/> No
<input type="checkbox"/> I have attached any additional information relating to why the decision should be reviewed; or why WorkSafe should consider staying the decision.			

Health and Safety Representative (HSR) details

There is an HSR working for this organisation <input type="checkbox"/>	They are NZQA qualified to use their powers <input type="checkbox"/>
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Declaration

<input type="checkbox"/> I declare that to the best of my knowledge, the information provided in this request is true and correct.	
Name: <small>(first name, last name)</small>	Date:
<small>Note: the above declaration is considered to be an electronic signature that is reliable as appropriate for the purpose of this notification</small>	

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Where to send your completed form

Print, complete and scan this form, or fill in the PDF version. Once completed, email it to your nearest WorkSafe branch:

Whangarei	whangarei@worksafe.govt.nz	Napier	napier@worksafe.govt.nz
Albany	albany@worksafe.govt.nz	Palmerston North	palmerstonnorth@worksafe.govt.nz
Auckland Central	aucklandcentral@worksafe.govt.nz	Wellington	wellington@worksafe.govt.nz
Manukau	manukau@worksafe.govt.nz	Nelson	nelson@worksafe.govt.nz
Hamilton	hamilton@worksafe.govt.nz	Greymouth	greymouth@worksafe.govt.nz
Tauranga	tauranga@worksafe.govt.nz	Christchurch	christchurch@worksafe.govt.nz
Rotorua	rotorua@worksafe.govt.nz	Timaru	timaru@worksafe.govt.nz
Gisborne	gisborne@worksafe.govt.nz	Dunedin	dunedin@worksafe.govt.nz
New Plymouth	newplymouth@worksafe.govt.nz	Invercargill	invercargill@worksafe.govt.nz

If emailing this form is not practical, you may post it to:

The Registrar
WorkSafe New Zealand
PO Box 105-146
Auckland 1143

Terms

PCBU — A PCBU is a 'person conducting a business or undertaking'. A PCBU may be an individual person or an organisation. It does not include workers or officers of PCBUs, volunteer associations with no employees, or home occupiers that employ or engage a tradesperson to carry out residential work. A PCBU must ensure, so far as is reasonably practicable, the health and safety of workers, and that other persons are not put at risk by its work. This is called the 'primary duty of care'.

Worker — A worker is an individual who carries out work in any capacity for a PCBU. It includes an employee, a contractor or sub-contractor, an apprentice or trainee, a person on work experience or a work trial, or a volunteer worker. Workers have their own health and safety duty to take reasonable care to keep themselves and others healthy and safe when carrying out work.

HSR - A Health and Safety Representative (HSR) is a worker who has been elected by the members of their work group to represent them in health and safety matters. HSRs are elected by a work group, which is a defined group of workers who work for the PCBU.