

REQUEST ASSISTANCE TO RESOLVE A WORK HEALTH AND SAFETY MATTER

This request is made under section 99 of the Health and Safety at Work Act 2015



Your details

Requester name:																					
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 workplace/company/government department/body corporate:																					
New Zealand Business Number (NZBN): <small>(if applicable)</small>	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
Physical address:																					
Town/city:	Postcode:																				
Name of contact: <small>(first name, last name)</small>																					
Phone number:	Mobile number:																				
Email:																					

Details of the health and safety matter

Provide a description of the health and safety matter:

To date, what actions have been taken to resolve this matter:

REQUEST HELP TO RESOLVE A WORKPLACE HEALTH AND SAFETY MATTER

Provide details of any other involved parties (name, contact number, details of involvement):

Health and Safety Representative (HSR) details

There is an HSR working for this organisation

They are NZQA qualified to use their powers

Declaration

I declare that to the best of my knowledge, the information provided in this request is true and correct.

Name:

Date:

Note: the above declaration is considered to be an electronic signature that is reliable as appropriate for the purpose of this notification

Where to send your completed form

Print, complete and scan this form, or fill in the PDF version. Once completed email it to WorkSafe:
healthsafety.notification@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.