

REQUEST ASSISTANCE TO RESOLVE ISSUES RELATING TO THE CESSATION OF WORK



This request is made under section 87 of the Health and Safety at Work Act 2015

Your details

Requester name:																					
Are you making this request as a: <input type="radio"/> PCBU <input type="radio"/> Worker <input type="radio"/> HSR <small>(See the last page of this form for descriptions of these terms)</small>																					
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 issue relating to the cessation of work

Provide a description of the issue relating to the cessation of work:
To date, what actions have been taken to resolve this issue:
Provide details of any other involved parties (name, contact number, details of involvement):

REQUEST ASSISTANCE TO RESOLVE A WORKPLACE HEALTH AND SAFETY MATTER CAUSING CESSATION OF WORK

I have attached any supporting information (photographs or diagrams).
(supporting information is not mandatory but should be supplied when helpful in explaining the health and safety matter)

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:
(first name, last 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 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.