

# REQUEST REMOVAL OF A HEALTH AND SAFETY REPRESENTATIVE

This request is made under Schedule 2, clause 19 of the Health and Safety at Work Act 2015.



## Person Conducting Business or Undertaking (PCBU) details

|  |                      |
|--|----------------------|
| Name of PCBU requesting removal:<br><i>(individual or business name)</i> |                      |
| New Zealand Business Number (NZBN):<br><i>(if applicable)</i>            | <input type="text"/> |
| Physical address:  |                      |
| Town/city:   | Postcode:            |
| Name of contact:<br><i>(first name, last name)</i>                       |                      |
| Phone number:  | Mobile number:       |
| Email:   |                      |

## Details of the Health and Safety Representative (HSR) that you are asking WorkSafe to remove

|   |                |
|---|----------------|
| Name of HSR:<br><i>(first name, last name)</i>  |                |
| Phone number:   | Mobile number: |
| Email:  |                |
| Has the HSR been NZQA qualified to use their powers? <input type="radio"/> Yes <input type="radio"/> No |                |
| Why are you requesting the removal of this HSR:   |                |
| Provide a summary of the discussions had with the HSR about the above issue:                            |                |
| Attach any relevant information to support this request   |                |

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### Declaration

- I declare that to the best of my knowledge, the information provided in this request is true and correct.
- I confirm that I am the PCBU and therefore am authorised to make this request.

|       |       |
|-------|-------|
| 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:

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