

# Request an internal review of a reviewable decision

Under Section 131 of the Health and Safety at Work Act 2015

Email: [reviews@worksafe.govt.nz](mailto:reviews@worksafe.govt.nz)

Post: Inspectorate, WorkSafe New Zealand, PO Box 165, Wellington, 6140

**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

## 1. Your details

Are you making this request as a: (see section 5 for descriptions of these terms)

- ☐ PCBU
- ☐ Worker
- ☐ HSR
- ☐ Other:

Name of person requesting review: (this could be an individual or a legal business name)

New Zealand Business Number (NZBN): (if applicable)

Physical address: (include postcode)

Name of contact: (if different from above)

Phone number:

Mobile phone:

Email:

## 2. Reviewable decision details

Select the type of decision that this review request relates to.  
Issue of Notice:

- ☐ Improvement
- ☐ Prohibition
- ☐ Non-disturbance (or subsequent)
- ☐ Extension of improvement notice compliance period
- ☐ Provisional Improvement Notice (PIN) review

Issuing inspector:

Date of issue: DD / MM / YEAR

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? ☐ Yes ☐ No

## 3. Health and Safety Representative (HSR) details

- ☐ There is an HSR working for this organisation
- ☐ They are NZQA qualified to use their powers

## 4. Declaration

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

Name:

Signature:

Date: DD / MM / YEAR

### 5. 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.