

NOTIFICATION OF A NOTIFIABLE INCIDENT

Use this form to notify WorkSafe New Zealand of a notifiable incident that exposes a person(s) to serious risk, as required by section 56 of the Health and Safety Act 2015



Did you know you can save time by completing this form online, [click here](#)

Notifier details

Are you making this notification as a: <small>(See the last page of this form for descriptions of these terms)</small>		<input type="radio"/> PCBU	<input type="radio"/> Other
Title:	Last name:		
First name:		Middle names:	
Phone number:		Mobile number:	
Postal address:			
Town/city:		Postcode:	
Email:			

Details of incident

Date of incident: <small>(dd/mm/yyyy)</small>	Time of incident: <small>(e.g. 2:20pm)</small>
Incident address:	
Town/city:	Postcode:
What happened?	
<input type="checkbox"/> Escape, spillage or leakage of a substance	<input type="checkbox"/> Implosion, explosion or fire
<input type="checkbox"/> Escape of gas or steam	<input type="checkbox"/> Escape of a pressurised substance
<input type="checkbox"/> Electric shock	<input type="checkbox"/> Fall or release from a height of any plant, substance or thing
<input type="checkbox"/> Collapse, overturning, failure or malfunction of, or damage to any plant that must be authorised for use	<input type="checkbox"/> Collapse or partial collapse of a structure
<input type="checkbox"/> Collapse or failure of an excavation or shoring supporting an excavation	<input type="checkbox"/> Inrush of water, mud, or gas in workings in an underground excavation or tunnel
<input type="checkbox"/> Interruption of the main system of ventilation in an underground excavation or tunnel	<input type="checkbox"/> Collision between 2 vessels, a vessel capsizes or the inrush of water into a vessel
<input type="checkbox"/> Asbestos: Emergency procedures – Residential	<input type="checkbox"/> Asbestos: Emergency procedures - Commercial
<input type="checkbox"/> Respirable asbestos meets or exceeds 0.02 fibres per ml of air	

NOTIFICATION OF A NOTIFIABLE INCIDENT

What was the principal cause of the incident?

Machinery or (mainly) fixed plant

Mobile plant or transport

Powered equipment, tool or appliance

Non-powered handtool

Appliance, or equipment

Chemical or chemical product

Material or substance

Environmental

Exposure (e.g. dust, gas)

Animal, human or biological agency (other than bacteria or virus)

Provide a description of what happened:

Provide details about the people involved in the incident:

I have attached any supporting information (photographs or diagrams).

(supporting information is not mandatory, but should be supplied when helpful in explaining the incident)

The incident occurred:

Indoors

Outdoors

Weather conditions at time of incident:

Was a significant hazard involved?

Yes

No

Confirm that the site has been preserved, as required by section 55 of the Act:

Have you notified any other agency?

Yes

No

Notified agency name:

Notified agency phone number:

NOTIFICATION OF A NOTIFIABLE INCIDENT

PCBU details

Legal entity name: <i>(the name that is used on official legal documents)</i>		
Trading name: <i>(if different to legal name)</i>		
New Zealand Business Number (NZBN): <i>(if applicable)</i>		
Industry:		
<input type="radio"/> Accommodation and Food Services	<input type="radio"/> Administrative and Support Services	<input type="radio"/> Agriculture
<input type="radio"/> Arts and Recreation Services	<input type="radio"/> Construction	<input type="radio"/> Education and Training
<input type="radio"/> Electricity, Gas, Water and Waste Services	<input type="radio"/> Financial and Insurance Services	<input type="radio"/> Fishing
<input type="radio"/> Forestry	<input type="radio"/> Health Care and Social Assistance	<input type="radio"/> Information Media and Telecommunications
<input type="radio"/> Manufacturing	<input type="radio"/> Mining – Minerals	<input type="radio"/> Mining – Petroleum
<input type="radio"/> Mining – Other Services	<input type="radio"/> Not Elsewhere Included	<input type="radio"/> Other services (specify below)
<input type="radio"/> Professional, Scientific and Technical Services	<input type="radio"/> Public Administration and Safety	<input type="radio"/> Rental, Hiring and Real Estate Services
<input type="radio"/> Retail Trade	<input type="radio"/> Transport, Postal and Warehousing	<input type="radio"/> Wholesale Trade
Specify other:		
Physical address:		
Town/city:		Postcode:
Postal address <input type="checkbox"/> Same as above		
Postal address:		
Town/city:		Postcode:
PCBU phone number:		PCBU mobile number:
PCBU contact: <i>(first name, last name)</i>		
Email:		
Is the PCBU investigating?		<input type="radio"/> Yes <input type="radio"/> No

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"/>
--	--

NOTIFICATION OF A NOTIFIABLE INCIDENT

Declaration

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

Full name:
(first name, last name)

Date:

Designation:

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.