



Health and Safety in Employment Regulations 1995 Notification of Particular Hazardous Work

Please mail or fax this form to the Department of Labour office as listed on the back of this form that is **closest to the site where the work is to be carried out**. Regulations 2 and 26 of the Health and Safety in Employment Regulations 1995 define notifiable work and set out who is responsible for making the notification. They are also quoted on the back of this form for your convenience. (If faxing this form, please return only the front page.)

Notification is hereby given under the Health and Safety in Employment Regulations 1995 in respect of the following work:

Nature of work (tick appropriate box):

- | | |
|--|---|
| <input type="checkbox"/> Scaffolding (all kinds).
<input type="checkbox"/> Buildings and structures over 5 metres.
<input type="checkbox"/> Use of a lifting appliance.
<input type="checkbox"/> Trench, shaft, pit, etc.
<input type="checkbox"/> Drive or heading.
<input type="checkbox"/> Excavated face over 5 metres.
<input type="checkbox"/> Use of explosives,
<input type="checkbox"/> Work in, or breathing, compressed air or air substitute
<input type="checkbox"/> Restricted work involving asbestos.
<input type="checkbox"/> Demolition.
<input type="checkbox"/> Other: | <input type="checkbox"/> Felling trees for logging.
<input type="checkbox"/> Tree felling for commercial firewood.
<input type="checkbox"/> Tree felling in land clearance.
<input type="checkbox"/> Tree felling in maintenance of horticulture shelterbelts.
<input type="checkbox"/> Tree felling in maintenance of overhead power lines.
<input type="checkbox"/> Tree felling in arboriculture
<input type="checkbox"/> Tree felling in silviculture.
<input type="checkbox"/> Tree felling for willow layering and other work in catchment areas.
<input type="checkbox"/> Tree felling involving wind throw. |
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Address of worksite:

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Main access road:

Location:

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Contractor/
Self-employed:

Address:

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Contact:

Phone: Fax:

Employer:

Address:

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Contact:

Phone: Fax:

Certificate holder:

No.:

Phone: Fax:

(Please name certificate holder when notifying scaffolding, diving, asbestos or use of explosives.)

Brief description of work:

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Due date of commencement: ___/___/___ Estimated time to complete:

Date: ___/___/___ Signed:

(for employer)

NORTHERN REGION

Whangarei

Level 2, Michael Hill Building
25 Rathbone Street
PO Box 141
Whangarei
Fax: (09) 438 4874

Auckland North

Level 5, ANZ building
9–11 Corinthian Drive
Albany
PO Box 301 012
Albany
Fax: (09) 909 3280

Auckland Central

Level 9, 280 Queen St
PO Box 105 146
Auckland
Fax: (09) 984 4115

Auckland South

1st floor, 12 Lambie Drive
Manukau
PO Box 63 010
Manukau City
Auckland 2241
Fax: (09) 909 3248

WAIKATO/EASTERN REGION

Hamilton

Level 3, Westpac Building
430 Victoria street
PO Box 19 217
Hamilton
Fax: (07) 957 6401

Bay of Plenty

Tauranga Office
Campbell House
727 Cameron Road
PO Box 66
Tauranga
Fax: (07) 577 6396

Rotorua Office

Zens Centre
Level 7, 1135 Arawa St
PO Box 2128
Rotorua
Fax: (07) 346 0229

Napier

Napier Office
19 Bower Street
PO Box 546
Napier
Fax: (06) 835 7102

Gisborne Office

Level 1, Wilson James Centre
77 Peel Street
PO Box 139
Gisborne
Fax: (06) 868 8832

CENTRAL REGION

New Plymouth

330 Devon St East
PO Box 342
New Plymouth
Fax: (06) 759 9417

Palmerston North

L4, State Insurance Building
65 Rangitikei Street
PO Box 12030
Palmerston North
Fax: (06) 952 3461

Wellington

Wellington Office
Level 1, 85 The Terrace
PO Box 3705
Wellington
Fax: (04) 918 4715

Lower Hutt Office

Level 1, Professional Building
33 Kings Cres
PO Box 30 556
Lower Hutt
Fax: (04) 914 6866

Nelson

Level 1, 9 Buxton Square
PO Box 180
Nelson
Fax: (03) 989 6789

SOUTHERN REGION

Christchurch

Christchurch Office
Markham Building
144 Kilmore Street
PO Box 13 278
Christchurch
Fax: (03) 964 7821

Greymouth Office

PO Box 13 278
Christchurch
Fax: (03) 964 7821

Timaru Office

77 Sophia Street
PO Box 13 278
Christchurch
Fax: (03) 964 7821

Dunedin

Norwich House
1 Bond Street
PO Box 537
Dunedin
Fax: (03) 955 3274

Invercargill

70 Victoria Avenue
PO Box 548
Invercargill
Fax: (03) 218 2152

Addresses last Updated

June 21 2010

Section 2 and 26 of the Health and Safety in Employment Regulations 1995

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2. Interpretation—

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“Notifiable work” means—

- (a) Any restricted work, as that term is defined in regulation 2(1) of the [Health and Safety in Employment (Asbestos) Regulations 1998];
- (b) Any logging operation or tree-felling operation, being an operation that is undertaken for commercial purposes;
- (c) Any construction work of one or more of the following kinds:
 - (i) Work in which a risk arises that any person may fall 5 metres or more, other than—
 - (A) Work in connection with a residential building up to and including 2 full storeys;
 - (B) Work on overhead telecommunications lines and overhead electric power lines;
 - (C) Work carried out from a ladder only;
 - (D) Maintenance and repair work of a minor or routine nature;
 - (ii) The erection or dismantling of scaffolding from which any person may fall 5 metres or more;
 - (iii) Work using a lifting appliance where the appliance has to lift a mass of 500 kilograms or more a vertical distance of 5 metres or more, other than work using an excavator, a fork-lift, or a self-propelled mobile crane;
 - (iv) Work in any pit, shaft, trench, or other excavation in which any person is required to work in a space more than 1.5 metres deep and having a depth greater than the horizontal width at the top;
 - (v) Work in any drive, excavation, or heading in which any person is required to work with a ground cover overhead;
 - (vi) Work in any excavation in which any face has a vertical height of more than 5 metres and an average slope steeper than a ratio of 1 horizontal to 2 vertical;
 - (vii) Work in which any explosive is used or in which any explosive is kept on the site for the purpose of being used;
 - (viii) Work in which any person breathes air that is or has been compressed or a respiratory medium other than air;

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26. Notification— (1) In this regulation, the term “employer” includes a person who controls a place of work.

- (2) Subject to subclause (4) of this regulation, every employer who intends to commence any notifiable work or any work that will at any time include any notifiable work shall take all practicable steps to lodge notice of that intention in accordance with this regulation.
- (3) A notice required to be lodged under subclause (2) of this regulation shall—
 - (a) Be lodged at an office that deals with occupational safety and health matters, being the nearest such office of the Department to the place where the work is to be carried out; and
 - (b) Be in writing; and
 - (c) Be given at least 24 hours before the time at which the employer intends to commence the work; and
 - (d) Contain the following particulars—
 - (i) The nature and location of the work; and
 - (ii) The name, address, and contact details of the employer; and
 - (iii) The intended date of commencement of the work; and
 - (iv) The estimated duration of the work.
- (4) It shall not be necessary for any employer to comply with subclause (2) of this regulation before commencing any construction work or tree felling operation necessary to deal with an emergency arising from—
 - (a) Damage caused by any earthquake, explosion, fire, flood, lightning, rain, slip, storm, or washout; or
 - (b) The blockage or breakdown of any drain or sewer; or
 - (c) The blockage or breakdown of any distribution system or network for electricity, gas, telecommunications, or water.