

Request to review a provisional Improvement Notice (PIN)

Under section 79 of the Health and Safety at WorkAct 2015

Email: See Section 5 on page 3 **Post:** The Registrar, WorkSafe New Zealand, PO Box 105-146, Auckland 1143

1. Your details

Name of person conducting business or undertaking (PCBU):
(individual or business name)

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

Physical address: (include postcode)

Full name of contact:

Work phone:

Mobile phone:

Email:

2. Details of the health and safety representative (HSR)

Full name of issuing HSR:

Date of PIN issue: DD / MM / YEAR

Work phone:

Mobile phone:

Email:

3. Details of the PIN

☐ I have attached a copy of the original PIN

Provide a description of why the PIN was issued:

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Provide a description of why the PIN should be reviewed, include any new additional information:

4. Declaration

This declaration is considered to be an electronic signature that is reliable as appropriate for the purpose of this notification.

- ☐ 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 or the person the PIN was issued to and therefore am authorised to make this request.

Full name:

Date: DD / MM / YEAR

5. Where to send your completed form

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

6. 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.