



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

Address of worksite: .....

.....

Main access road: .....

Location: .....

.....

Contractor/  
Self-employed: .....

Address: .....

.....

Contact: .....

Phone: ..... Fax: .....

.....

Employer: .....

Address: .....

.....

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: .....

.....

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

## CENTRAL 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

## SOUTHERN REGION

### **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

### **Christchurch**

**Christchurch Office**  
PO Box 13278  
Christchurch  
Fax: (03) 964 7821  
[NotifiableWork.CHCH@dol.govt.nz](mailto:NotifiableWork.CHCH@dol.govt.nz)

### **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

### **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

### **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

### **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

## **Regulation 2 and 26 of the Health and Safety in Employment Regulations 1995**

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### **2. Interpretation—**

“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.