

# How to Notify WorkSafe – Notifiable Work



Whakapā mai

## Notify WorkSafe


### Notify WorkSafe of a death

If there has been a death, call WorkSafe immediately on 0800 030 040 (24/7).

Do you know which notification form you need? [? Help](#)

Not sure  Yes

What notification are you submitting?

Please select... 

Google "Notify Particular Hazardous Work", follow the WorkSafe link and click on "Complete the online notification form".


Once on this page click Yes and on the dropdown menu select "Report Particular Hazardous Work".


If there has been a death, call WorkSafe immediately on 0800 030 040 (24/7).

Do you know which notification form you need? [? Help](#)

Not sure  Yes

What notification are you submitting?

Report particular hazardous work 

 **Check your selections before starting a notification**

Please make sure your selections are correct, as you cannot change them once you have started a notification.

Get started



As above, select Report Particular Hazardous Work and click get started.

## Log in or skip

Log in to your online services account using RealMe Login to submit your notification. We will re-use your account personal information to prefill some of your details. When signed in, you can securely save your notification as a draft and return to it later if you're not ready to submit it to WorkSafe yet. Once submitted you will be able to track the progress of your notification on your online services account dashboard.

Please note you do not need to log in to submit this notification. If you prefer to remain unauthenticated press the skip button.

Skip

 Login

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Sign in if you have a login but this is not required to notify Particular Hazardous Work and you can skip this section.

You must complete all sections before you can submit the notification.

1

### Reporter and Contact information

Reporter

Start

Contact person

Start

2

### Notification Details

Person Conducting a Business or Undertaking (PCBU)

Start

Description of work

Start

Location of work

Start

3

### Declaration

Declaration

Start

4

### Review & Submit

Please review the sections above, then click submit to send this to WorkSafe.

Complete all sections before submitting the notification.

## Reporter

We need to know who has made this notification on behalf of the business or organisation.

**First name \***

**Last name \***

**Email address \***

**Phone number \***

**Job title** (optional)

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Save and continue



## Contact person

We need to know who should be contacted about this notification.

I am also the contact person

**First name \***

Test

**Last name \***

Test

**Email address \***

Test@gmail.com

**Phone number \***

021234567

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Save and continue



## Person Conducting a Business or Undertaking (PCBU)

What is the status of your business in relation to this work? \*

- PCBU (engaging other PCBU to do the work)
- PCBU (using own workers)
- Contractor
- Sub-contractor

Search for PCBU \*

If no record can be found please manually enter the PCBU details.

[Can't find the business or PCBU? Click here to type it manually](#)

Physical address \*

Provide the address of the main office where you run your business.

[Can't find your address? Click here to type it manually](#)

Industry \*

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Save and continue

Forestry is under Agriculture, Forestry and Fishing on the dropdown menu. Once details are filled out, save and continue.

## Description of work

You must provide WorkSafe with 24 hours notice of work that is particularly hazardous.

Intended start date \*

10th ▼ November ▼ 2023 ▼

Intended completion date \*

10th ▼ January ▼ 2024 ▼

Local office \*

Whangarei ▼

Tick all particular hazardous work that apply \*

- Construction work with a risk of falling 5 metres or more (see exclusions below)  
Exclusions:
- work in connection with a residential building up to and including 2 full storeys
  - work on overhead telecommunications lines and overhead electric power lines
  - work carried out from ladder only
  - maintenance and repair work of a minor or routine nature.
- Erecting or dismantling scaffolding with a risk of falling 5 metres or more
- Logging or tree felling undertaken for commercial purposes
- Use of a lifting appliance where the appliance has to lift a mass of 500 kilogrammes or more a vertical distance of 5 metres or more (see exclusions below)

Tick the following box, complete section then save and continue.





## Location of work

Provide information about where the work is occurring.

### Worksite address \*

#### ✓ Confirmed address

231 Marua Road  
Hikurangi  
Hikurangi, 0181  
New Zealand

[Can't find your address? Click here to type it manually](#)

### Main access road

### Location details

Provide directions on access as needed.



Once all sections have been completed, click on declaration, review the information you have supplied then click submit. You will receive an email with your notification reference number.