

## Notifiable Event Procedure

*What must a PCBU do if a notifiable event occurs?*

### STEP 1 - The PCBU must preserve the site where the notifiable event occurs.

The PCBU who manages or controls the workplace must take all reasonable steps to ensure the site of a notifiable event is not disturbed until authorised by an Inspector (i.e. an Inspector gives permission for normal work to resume at the site of a notifiable event).

#### What are the exceptions to this requirement?

Exceptions are if the disturbance is:

- to help an injured person
- to remove a deceased person
- essential to make the site safe or to minimise the risks of a further notifiable event
- by or under direction of a constable (police officer)
- permitted by the regulator or an Inspector.

#### What should the PCBU do?

To ensure that the site is not disturbed:

- the work set-up should not be changed
- any plant, substances or other things involved in the event should stay where they are
- work that could interfere with the scene of the event should stop
- no alterations should be made to the plant, vehicles, or structures involved.

#### Can work continue?

Work can continue in other parts of the workplace.

### STEP 2 - The PCBU must notify the regulator as soon as possible

#### When must notification occur?

A PCBU must ensure the regulator is notified as soon as possible after it becomes aware of a notifiable event arising from the conduct of the business or undertaking. This notification must be done even if emergency services attend.

Only one notification is required for each notifiable event.

#### If there are multiple PCBUs, who is responsible for notifying?

If multiple PCBUs are involved in the work, one PCBU should be nominated to notify the regulator.

However, all PCBUs are responsible for ensuring a notification is made.

#### Who do PCBUs notify?

Depending upon the work, the 'regulator' is either WorkSafe New Zealand (WorkSafe) or a designated agency.

In most cases, it will be WorkSafe.

See the WorkSafe website ([www.worksafe.govt.nz](http://www.worksafe.govt.nz)) for information about who the designated agencies are, what work they cover and how to contact them.

#### How do PCBUs notify?

The regulator must be notified by the fastest means possible given the circumstances.

The person giving the notification must provide details about the notifiable event as requested by the regulator.

For phone notifications, the regulator will send an acknowledgement that the notification has been received.

**By telephone ring 0800 030 040**

**By email [healthsafety.notification@worksafe.govt.nz](mailto:healthsafety.notification@worksafe.govt.nz)**

### STEP 3: The PCBU must keep records of notifiable events

The PCBU must keep records of notifiable events for at least five years from the date the regulator was notified about the event.

SOURCE: WorkSafe - Factsheet - What events need to be notified? (March 2016)

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