

## A-Z Guide

# WORKSAFE NZ



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# Overview

WorkSafe NZ is New Zealand's workplace health and safety regulator. It is a division of the Ministry of Business, Innovation and Employment (formerly the Department of Labour) ("the Ministry").

WorkSafe NZ ensures employers and employees are complying with the Health and Safety at Work Act 2015 and its regulations. Serious non-compliance with the Act may result in prosecution brought by WorkSafe NZ.

## Introduction

WorkSafe NZ's purpose is to administer the Health and Safety at Work Act 2015 and to provide a number of services which help New Zealanders to be safe and healthy at work.

This **A-Z Guide** provides some information on WorkSafe NZ and also provides a list of relevant OSH forms. Separate **A-Z Guides** deal with:

- Health and Safety at Work
- Hazard Identification and Management

## Primary Function

Primary functions of WorkSafe NZ are to:

- Provide policy advice to the Minister of Workplace Relations and Safety, Cabinet, Select Committees and Parliament and assists in assessing the impact of health and safety legislation; and
- Investigate work related accidents, incidents and complaints; and
- Ensure employers and employees comply with health and safety legislation; and
- Promote health and safety in the workplace through education, publications and visits to workplaces; and promotes understanding of the Health and Safety at Work Act 2015 and the obligations it imposes on workplaces; and
- Prosecute in cases of serious non-compliance.

Health and safety inspectors investigate complaints about health and safety or notifications of serious harm, occupation disease or incidents which could have caused harm. These investigations are undertaken to determine causes, whether action has been taken to prevent recurrence, whether there has been compliance or breaches of the law and what the appropriate response is.

## Forms

WorkSafe have a number of forms which can be downloaded from their website. These forms are:

- Accident Investigation form: Which can be used by employers to record and retain the details surrounding injuries that occur in the workplace. All accidents need to be investigated to determine whether the accident was caused by a significant hazard.



- Hazard Identification form: This form will assist employers and employees to complete hazard identification and management in the workplace.
- Notification of an Event: Notifiable events (death, injury, illness or incident) should be reported to WorkSafe NZ as soon as possible and should also be reported in writing within 7 days of the event.
- First Aid Register: This form can be used to record the use of the company's first aid kit.



# Conclusion

WorkSafe NZ ensures employers and employees are complying with the Health and Safety at Work Act 2015. Serious non-compliance with the Act may result in prosecution brought by WorkSafe NZ.

Employers should be aware of the function of WorkSafe NZ and also be aware of their obligations under the Health and Safety at Work Act 2015. AdviceLine can provide you with information about WorkSafe NZ and sample forms. The OSH Consultants are able to assist you with understanding and meeting your obligations under the Health and Safety at Work Act 2015, the Employment Relations Act 2000 and the common law in respect of health and safety in employment.

If you are to be prosecuted for an offence under the Act, or you have reason to believe that WorkSafe NZ may investigate you and/or your workplace in relation to any alleged offence under the Act, you should obtain specialist advice immediately.

## Remember

- Always call AdviceLine on 0800 300 362 to check you have the latest guide.
- Never hesitate to ask AdviceLine for help in interpreting and applying this guide to your situation.
- Use our AdviceLine employment advisors as a sounding board to test your views.
- Get one of our consultants to draft an agreement template that's tailor-made for your business.

This guide is not comprehensive and should not be used as a substitute for professional advice.

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