

# Hazard notice

*Given under section 46A of the Health and Safety in Employment Act 1992*

To:   
*[name of the employer or representative of the employer]*

**I believe that there is a hazard in our place of work at:**  
*[physical address or describe location of place of work]*


**This hazard is:**  
*[describe hazard]*


**I suggest the steps that should be taken to deal with this hazard are:**  
*[state details - it is optional whether to provide this information]*


**I confirm that:** *[all these statements must apply before a hazard notice may be issued]*

- I believe on reasonable grounds that there is a hazard in our place of work.
- I have brought the hazard to your attention.
- I have discussed or attempted to discuss with you the steps for dealing with the hazard.

**AND** *[one of the following statements must apply - delete statements that do not apply]*

You refuse to discuss the hazard  
*or*

You refuse to take steps to deal with the hazard  
*or*

You and I do not agree on the steps that must be taken to deal with the hazard  
*or*

You and I do not agree on the time within which the steps must be taken to deal with the hazard  
*or*

I believe on reasonable grounds that you have failed to meet the requirements of section 6 of the Health and Safety in Employment Act 1992 in relation to the hazard within a time agreed during the discussion with me.

Signed

Trained health and safety representative

Name

Date

## Notes for health and safety representative

- 1 You may issue a hazard notice only if you are a trained health and safety representative under the Health and Safety in Employment Act 1992. To be a trained health and safety representative you must have:
  - achieved a level of competence in health and safety practice specified by the Minister by notice in the *Gazette*; or
  - completed an appropriate course of training that has been approved under section 19G of the Health and Safety in Employment Act 1992.
- 2 You may (but do not have to) notify a health and safety inspector that you have issued this notice. If you do, you should ensure you provide your name and contact details to the inspector.

## Notes for employer

- 3 This hazard notice sets out a description of a hazard that a trained health and safety representative believes exists in your place of work.
- 4 There is no penalty attached to this notice, however, it may serve as a prior warning for the purposes of an infringement notice issued by an inspector under section 56B of the Health and Safety in Employment Act 1992.