

# Catholic Diocese of Christchurch

## Catholic Education Office

122 Barbadoes Street  
P.O. Box 4544  
Christchurch 8140, New Zealand

Telephone (03) 366 9869  
Facsimile (03) 379 8724

### Health and Safety Code of Practice for Integrated Schools

#### *Second Schedule*

## Hazard Notification Advice Form Catholic Diocese of Christchurch

*\* Please Note: Only one hazard per form is to be listed*

**Date:** \_\_\_\_\_

**To:** Mike Nolan  
Manager  
Catholic Education Office  
PO Box 4544  
Christchurch

**From:** The Board of Trustees

\_\_\_\_\_ School

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Board of Trustees Reference:** \_\_\_\_\_

Please take notice, in terms of clause 38, 1(b) of the *Ministry of Education Health and Safety Code of Practice for Integrated Schools*, that the following hazard to health, safety, or welfare of persons at our school exists:

1. State the hazard \* to which this notification relates:

2. Does the hazard pose an immediate risk? Yes/No  
If no, state when the risk may begin.
  
3. Has a quotation/estimate been obtained to repair/rectify the hazard? Yes/No  
If yes, state cost in \$ (**including** GST).
  
4. Do you consider the cost of repair/rectification a Board of Trustees responsibility?  
Yes/No  
If no, please state reason:
  
5. Was the hazard identified by an inspector from the Occupational Safety and Health Division, Department of Labour? Yes/No
  
6. If the answer to question 5 is yes, has the inspector issued either an Improvement Notice or a Prohibition Notice under the *Health and Safety in Employment Act 1992*?  
Yes/No
  
7. If yes, please state:
  - The type of notice (for example, Improvement or Prohibition Notice);
  - The date the notice expires.
  
8. Give any reason why immediate repair/rectification is not practicable:
  
  
9. Signed for and on behalf of the \_\_\_\_\_ School/College Board of Trustees.

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**Name:**

**Position:**

**Date:**

# Response from the Catholic Education Office

**Date:** \_\_\_\_\_

**To:** The Board of Trustees

\_\_\_\_\_ School

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\_\_\_\_\_

**From:** Mike Nolan  
Manager  
Catholic Education Office  
PO Box 4544  
Christchurch

**Board of Trustees Reference:** \_\_\_\_\_

Receipt of the foregoing hazard notification advice form is acknowledged. The Catholic Education Office reference for this advice is: \_\_\_\_\_

1. This hazard is considered a responsibility of your Board of Trustees to action from the school's operating grant

Ø, or

2. This hazard will be put forward to the Catholic Education Office's work programme and you will be advised by the Catholic Education Office when it is to be actioned. In the meantime your Board of Trustees should take all practical steps to minimise and isolate the hazard

Ø.

Please advise me immediately if there is any change that alters the foregoing information, and give details of the change.

I will be in contact as soon as possible to make further progress with this matter.

Yours sincerely

**Mike Nolan**  
**Manager**  
**Catholic Education Office**