

Date \_\_\_\_\_

## Notification of competent person to receive:

- Tracked substance
- Substance(s) restricted to workplace

**Substance name:**

### Workplace

Business/ Farm name:

Address:

Location certificate: yes/no

Location certificate number:

### Competent person

Name:

Position:

Address: (if different from above)

### Qualification

- Certified handler
- valid approved handler certificate
- Certificate/training

Certificate type & number:

Certificate expiry date:

### Competent person notifier

Name:

Position

Business/farm name

Email address:

Contact phone number:

I/we confirm that business name/ farm name has a competent person present at the workplace to accept responsibility for

- tracked substances or.
- hazardous substances restricted to workplace

Signature

Date

Attached documents (copies required for tracked substances):

- Copy valid competent person qualification
- Hazardous substance compliance certificate (if required)

### **Tracked substances**

Some substances are so hazardous that

- a record of what happens to them must be kept, from the date of their manufacture or importation into New Zealand, through to their end use or disposal.
- at all times, they are either under the control of a person with the appropriate training (a competent person); or are appropriately secured.
- the location of the substance is known throughout its lifespan in New Zealand, including disposal, and a record of this is kept.

### **Substances restricted to workplaces**

Some substances are restricted to use only in a workplace.

These substances can only be supplied after written notification has been received that a competent person at the workplace will accept responsibility for the substance.

WorkSafe and the EPA regulations prescribe what information is recorded.

This form helps suppliers, retailers and businesses/workplaces meet these regulatory requirements.

The paperwork needs to be completed before the product can be transferred.

### **Qualifications for competent person**

- Certified handler - formal qualification eg Growsafe.
- Valid approved handler certificate
- Certificate/training - A letter on company letterhead attesting to competency ie the person has received information, instruction, and training in accordance Health and Safety at Work Regulation 4.5