



Government of **Western Australia**
Department of **Commerce**



APPLICATION GUIDE

**A GUIDE TO BECOMING A
WORKSAFE REGISTERED ASSESSOR
FOR
LICENSING PERSONS PERFORMING HIGH RISK WORK**

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FOR REGISTRATION AS AN ASSESSOR OF APPLICANTS FOR A LICENCE TO PERFORM HIGH RISK WORK

Thank you for your enquiry concerning the application requirements for registration as an assessor of applicants for a Licence to Perform High Risk Work (i.e., use or operate industrial equipment).

Applicants for Licences to Perform High Risk Work are required to be assessed by assessors registered in accordance with Regulation 6.22(2) of the *Occupational Safety and Health Regulations 1996* and the *National Standard for Licensing Persons Performing High Risk Work*.

At page 6 of this application guide is a list of the Licences to Perform High Risk Work issued under the National Licensing Standard in all States and Territories of Australia.

The purpose of this guide is to advise you of the application requirements and the steps that must be undertaken to enable you to be registered as an assessor of applicants for Licences to Perform High Risk Work.

STEP 1. DO I MEET THE APPLICATION REQUIREMENTS?

Persons applying for registration must meet all of the following criteria:

- Hold the relevant Licence to perform High Risk Work in the use or operation of industrial equipment, issued by a State or Territory Certifying Authority, for which registration is sought.
- Have at least **three years** of relevant industry experience, which must be extensive, varied and recent using or operating the appropriate types of industrial equipment in the capacity of a senior operator or supervisor.
- Provide written references from contactable referees that verify your claimed industry experience.
References from companies are to be on letterhead, and those from individuals to be submitted as a completed statutory declaration.
- Have completed a Certificate IV in Workplace Assessment and Training conducted by a Registered Training Organisation (RTO).
- Provide a National Police Clearance, which is to be no more than 6 months old.
- Demonstrate familiarity with:
 - the National Standard for Licensing Persons Performing High Risk Work;
 - Occupational Safety and Health (OSH) legislation; and
 - Australian Standards, Codes of Practice and Certification Assessment Instrument/s as they relate to the Licence Class/es for which registration is sought and the Conditions of Registration.
- Show affiliation with a Registered Training Organisation (RTO) (either in a partnership arrangement or as a contracted employee) when conducting assessments of applicants for Licences to Perform High Risk Work.

STEP 2. HOW DO I APPLY?

If you consider that you can meet all of the application criteria please comply with the following:

- Complete and return to WorkSafe the enclosed *APPLICATION TO BE REGISTERED AS AN ASSESSOR* form.
- Submit with the application form:
 - A copy of the Certificate of Competency or Licence to Perform High Risk Work you hold in the use or operation of industrial equipment.
 - A comprehensive statement of at least **three years** of relevant industry experience, which must include information **under the following headings for each class sort**:
 - **different types of industrial equipment** you have used or operated including makes, models and lifting capacity, if applicable;
 - **names of the companies** with whom the experience was gained;
 - dates the experience was gained including the total amount of time, in months or years, actually operating or working with the industrial equipment;
 - **capacity in which the experience was gained**, ie, supervisor, leading hand, senior operator or foreman; and
 - **names and contact details of referees** who can be contacted to validate the above experience. Written references should also be attached for verification.
- NOTE: Only experience completed while holding the relevant Certificate of Competency and/or Licence to Perform High Risk Work should be referred to.**
- A copy of your Certificate IV in Workplace Assessment and Training.
- A copy of the Certificate of Registration from the RTO with whom you will be affiliated with.

To support your application you may also advise any relevant industry experience you have had in relation to:

- training persons in the use or operation of industrial equipment;
 - the maintenance, repair or design of industrial equipment; or
 - details of any engineering, mechanical or trade qualifications you hold which you consider relevant to your application.
- Submit with the application form the application fee for registration as an assessor as required by Schedule 6.3 of the *Occupational Safety and Health Regulations 1996*. The fee is currently \$920.00 and **is not refundable if the application is unsuccessful**.
 - Confirm your identity as the person applying for registration. You can do this by producing to WorkSafe for sighting and photocopying the original of a current photographic driver's licence, a current passport or any other form of current photographic identification.
 - Submit with the application a National Police Clearance, which is to be no more than 6 months old.

STEP 3. CONSIDERATION OF APPLICATION

Upon receipt, your application will be considered against WorkSafe's legislative and administrative requirements for registration as an assessor.

If you have not addressed all the application requirements you will be requested to provide the outstanding information to enable the application to proceed. Should you be unable to meet all the application requirements or your application is assessed as being unsatisfactory you will be advised in writing that your application has been unsuccessful.

If you have addressed all the application requirements and your qualifications and experience have been assessed as satisfactory you will be requested to undertake the remaining steps to complete the registration process.

STEP 4. EXAMINATION ON THE NATIONAL LICENSING STANDARD, OSH LEGISLATION AND RELEVANT AUSTRALIAN STANDARDS

Assessors are required to be familiar with the National Standard for Licensing Persons Performing High Risk Work, Occupational Safety and Health (OSH) legislation and relevant Australian Standards. To satisfy this requirement you will be required to undergo a written examination and demonstrate that you have a high level of knowledge of the following:

- Content and purpose of the National Standard for Licensing Persons Performing High Risk Work.
- Part 6 (Performance of High Risk Work) of the *Occupational Safety and Health Regulations 1996*.
- General Duty of Care responsibilities of employers and employees as set out in the *Occupational Safety and Health Act 1984*.
- Australian Standards and Codes of Practice relevant to the use or operation of the type/s of Licence Classes for which registration is sought.

STEP 5. ASSESSMENT INSTRUMENT KNOWLEDGE

Applicants for Licences to Perform High Risk Work are required to be assessed in accordance with the competency standards specified in the relevant Assessment Instrument approved by the WorkSafe Western Australia Commissioner.

As an applicant for registration you will be required to have knowledge and understanding of how Assessment Instruments are used or applied to assess the competency of an applicant for a Licence to Perform High Risk Work.

For the particular Licence/s of High Risk Work for which you have applied for registration you will be required to provide written advice on the letterhead of the Registered Training Organisation (RTO) with whom you will be conducting assessments that:

- They have trained you in the use/application of the Assessment Instrument/s for the Licence Class for which you have applied for registration.
- You will use the latest version of WorkSafe's Assessment Instrument/s when assessing the competency of an applicant for a Licence to Perform High Risk Work.
- The Assessment Instrument/s will be used in a 'closed book' format when assessing the competency of an applicant for a Licence to Perform High Risk Work.

STEP 6. RESPONSIBILITIES AND OBLIGATIONS OF ASSESSORS

Assessors have an ongoing responsibility to comply with WorkSafe's legislative and administrative requirements relating to the assessment of applicants for a Licence to Perform High Risk Work. You may be required to attend an orientation session during which your obligations and responsibilities as an assessor will be explained. The session will also provide you with an opportunity to ask questions or seek clarification on any issues you may have.

- Procedures for carrying out assessments of applicants for a Licence to Perform High Risk Work.
- Documentation to be completed following assessment of applicants for a Licence to Perform High Risk Work.
- Conditions of registration under which assessors are required to conduct their business as assessors - refer page 5.
- Conduct required of Public Officers exercising authority under a written law.

STEP 7. ISSUE OF CERTIFICATE OF REGISTRATION AS AN ASSESSOR OF APPLICANTS FOR LICENCES TO PERFORM HIGH RISK WORK

After satisfactorily completing all of the above you may be issued with a Certificate of Registration as an assessor of applicants for a Licence to Perform High Risk Work, endorsed with the Licence Class/es for which you were found competent to assess.

The registration will be for an initial period of three years and may be renewed subject to:

- Submitting an application for renewal form and application fee to WorkSafe prior to the registration expiring.
- Complying with the conditions of registration during the three year period of the registration.
- Satisfactory compliance with WorkSafe's auditing requirements during the three year period of the registration.

ASSESSOR CONDITIONS OF REGISTRATION

Assessors are registered subject to the *CONDITIONS OF REGISTRATION* listed below. These conditions govern the manner by which assessors conduct assessments of applicants for Licences to Perform High Risk Work and will form the basis by which they will be audited by WorkSafe.

- (1) Assessments are conducted only for those Licence Class/es for which you have been registered to assess and which are endorsed on your Certificate of Registration.
- (2) All assessments of persons for a licence to perform high risk work are conducted in accordance with the:
 - (i) Occupational Safety and Health Act 1984;
 - (ii) Occupational Safety and Health Regulations 1996;
 - (iii) Assessment Instrument, for the particular Licence Class applied for, which has been approved by the WorkSafe Western Australia Commissioner; and
 - (iv) any directives from WorkSafe concerning the application and assessment procedure.
- (3) Prior to conducting an assessment of a person for a licence to perform high risk work you confirm:
 - (i) by sighting personal photographic documentary evidence (a) the identity of the person and (b) that the person is at least 18 years of age; and
 - (ii) that the person is enrolled in the relevant Australian Quality Training Framework (AQTF) training package that leads to the issue of a Statement of Attainment issued by a Registered Training Organisation (RTO) registered by the Western Australian Training Accreditation Council (TAC).
- (4) Notices of Assessment are completed in accordance with the directives on the inside front cover of the Notice of Assessment book.
- (5) Persons assessed as 'not yet competent' in any component of the Assessment Instrument are not to be re-assessed until they have completed further training relevant to the area(s) in which they were assessed as 'not yet competent'.
- (6) That your work as an assessor is subject to auditing and as such you must co-operate with officers of WorkSafe, including answering questions and allowing full access to all records relating to the training and assessment of applicants for Licences to Perform High Risk Work which includes, but is not limited to, the following:
 - (i) documents obtained to satisfy Condition (3)(i);
 - (ii) documents relating to the training of persons for a licence to perform high risk work;
 - (iii) documents relating to the assessment of persons for a licence to perform high risk work; and
 - (iv) copies of issued Notices of Assessment.
- (7) Auditing may be conducted in liaison with the Western Australian Training Accreditation Council (TAC).
- (8) Any variations or additions to these conditions, as made by the WorkSafe Western Australia Commissioner, are complied with.

NATIONAL LICENSING STANDARD LICENCE CLASSES
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CLASS	SCAFFOLDING
SB	Basic scaffolding
SI	Intermediate scaffolding
SA	Advanced scaffolding

CLASS	RIGGING
DG	Dogging
RB	Basic rigging
RI	Intermediate rigging
RA	Advanced rigging

CLASS	CRANES
CT	Tower cranes
CS	Self-Erecting Tower Cranes
CD	Derrick cranes
CP	Portal boom cranes
CB	Bridge and gantry cranes (cabin controlled or remote and pendant controlled where the crane has 4 or more powered motions of operations)
CV	Vehicle loading cranes (10 metre tonnes or greater lifting capacity)
CN	Non-slewing mobile cranes (greater than 3 tonnes lifting capacity)
C2	Slewing mobile cranes (up to and including 20 tonnes lifting capacity)
C6	Slewing mobile cranes (up to and including 60 tonnes lifting capacity)
C1	Slewing mobile cranes (up to and including 100 tonnes lifting capacity)
CO	Slewing mobile cranes (open/over 100 tonnes lifting capacity)
WP	Boom-type elevating work platforms (boom length 11 metres or greater)

CLASS	HOISTS
HM	Materials hoists (cantilever platforms)
HP	Hoists (personnel and materials)

CLASS	FORK-LIFT TRUCKS
LF	Fork-lift trucks
LO	Order-picking fork-lift trucks

MISCELLANEOUS	
PB	Concrete placing booms

CLASS	BOILERS
BB	Basic boiler operation
BI	Intermediate boiler operation
BA	Advanced boiler operation

OTHER PRESSURE EQUIPMENT	
TO	Steam turbine operation
ES	Reciprocating steam engine operation

DOCUMENTATION REQUIRED

As a prospective assessor of applicants for Licences to Perform High Risk Work it is essential that you obtain the following:

- National Standard for Licensing Persons Performing High Risk Work*

Available from:

The Australian Safety & Compensation Council (ASCC) Website:

www.ascc.gov.au

- Western Australian Occupational Safety and Health Act 1984*
- Western Australian Occupational Safety and Health Regulations 1996*

Available from:

State Law Publisher
10 William Street
PERTH WA 6000

or www.worksafe.wa.gov.au

Telephone: 9321 7688

- National Certification Standard Assessment Instrument/s relevant to the Licence Class/es for which registration is sought.

Available from:

The Registered Training Organisation that you are to be affiliated with.

- Range of examinable matters to be covered in the written examination on the National Certification Standard, OSH legislation and Australian Standards.

Available from:

Department of Consumer & Employment Protection
WorkSafe Division
Telephone (08) 9327 8728

SUBMISSION OF APPLICATIONS

Applications for registration as an assessor of applicants for Licences to Perform High Risk Work must be submitted to:

Director
WorkSafe Business Services
Department of Consumer & Employment Protection - WorkSafe Division
'Westcentre', 5th Floor
1260 Hay Street
WEST PERTH WA 6005

FURTHER INFORMATION

Please contact WorkSafe Business Services on (08) 9327 8849 should you require further information concerning the requirements for registration.

For contact details of WorkSafe's Bunbury and Karratha offices please refer below.

This application guide can be accessed on WorkSafe's Web Site, the address for which is stated below.

PERTH OFFICE: WESTCENTRE 1260 Hay Street, West Perth 6005

Postal Address: Post Office Box 294, West Perth 6872

Telephone: (08) 9327 8777 **Facsimile:** (08) 9321 8973

Internet Address: www.worksafe.wa.gov.au **Email Address:** safety@commerce.wa.gov.au

Customer Service Centre: Telephones: (08) 9327 8728 (08) 9327 8837 **Facsimile:** (08) 9321 7989

BUNBURY OFFICE: Bunbury Tower, 8th Floor, 61 Victoria Street, Bunbury 6230

Telephone: (08) 9791 7211 **Facsimile:** (08) 9791 8047

KARRATHA OFFICE: Unit 9 Karratha Village Shopping Centre, Sharpe Avenue, Karratha 6714

Telephone: (08) 9185 1911 **Facsimile:** (08) 9185 1234

STATEMENT OF EXPERIENCE

Class applied for _____ (use separate forms for each class applied for)

Dates Employed	Employer (including contact details of person/s who can verify experience)	Type of Equipment Used / Activities performed	Frequency of Operation/Training (Specify which)

(Insert additional rows as required)

Name of Applicant: _____

Signature: _____

Date: ___ / ___ / ___