



Government of **Western Australia**
Department of **Mines, Industry Regulation and Safety**



Applicant Guide - Application for Accreditation to assess High Risk Work

Licensing Services Directorate, Department of Mines, Industry Regulation and Safety

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Disclaimer – The information contained in this guide is provided as general information only. It should not be relied upon as legal advice or as an accurate statement of the relevant legislation provisions. If you are uncertain as to your legal obligations, you should obtain independent legal advice.

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1. Who may apply for an Assessors accreditation?

WorkSafe WA regulates high risk work and determines applications for HRW Assessor accreditations. The information is based on the *Work Health and Safety Act 2020 (WA)* (WHS Act) and Division 1 of Part 4.5 of the *Work Health and Safety (General) Regulations 2022 (WA)* (WHS Regulations).

An Accreditation to Assess High Risk Work is issued to a person who has been trained and assessed as competent to conduct a competency assessment for a class of work for which they already hold a high risk work licence. The assessment can only be done for, or on behalf of, a Registered Training Organisation (RTO).

A person who is not accredited to assess competency for high risk work (HRW) licences must not conduct a competency assessment, issue a notice of satisfactory assessment, or in any other way hold themselves out to be an accredited assessor (reg. 113).

High risk work includes:

- scaffolding work;
- dogging and rigging work;
- crane and hoist operation;
- using a reach stacker;
- using a fork lift; and
- operating boilers, steam turbines or reciprocating steam engines.

You can apply for an accreditation to assess high risk work if you:

- have obtained the required qualification in assessment 'Certificate IV in Workplace Assessment and Training' (reg. 118(2)(a)); and
- hold a current HRWL in the required class (reg. 118(2A)(b)); and
- are able to demonstrate a minimum of three (3) years regular, recent and varied industry experience performing the type of HRW for which accreditation is sought (reg. 118(2A)(c));
or
- hold an equivalent accreditation from another State or Territory (reg. 118(2)(b)).

Recognition of Interstate Accreditation

If you hold a current equivalent accreditation under a corresponding WHS law, you may request for that accreditation to be recognised in WA using the 'Recognition of an interstate Assessor's Accreditation'.

A list of the corresponding WHS laws across Australia can be found at the end of this Applicant Guide.

2. Experience – Statement of Experience (SOE)

Applicants must satisfy the regulator they have acquired, through work experience, the skills necessary to assess a person's competency to do HRW by providing – as a guide and not limited to – at least three (3) years of verifiable, regular, recent and varied experience, in the class of HRW for which accreditation is sought.

Applicants must demonstrate experience in:

- performing licensed HRW in accordance with the National Standard for Licensing Persons Performing High Risk Work;

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- operating equipment across a range of typical work situations safely and competently; and
- outlining the steps and approaches taken to demonstrate their skills that would enable them to assess the competency of another person to do that class of HRW.

Applicants must complete the Statement of Experience (SOE) within the application form to demonstrate that they meet this criteria. The SOE forms a **critical part of the application** and must be completed in accordance with WorkSafe's requirement.

Each column in the SOE must be completed, with as much detail as possible to ensure the full scope of experience is illustrated.

A separate SOE must be completed for each class of HRW licence for which accreditation as an assessor is sought.

When describing experience, the applicant should consider the factors below.

- Applicants must be able to demonstrate that they have experience in a majority of the competencies required for each class of HRW.
- When applying for hierarchical classes applicants must detail their experience with each class. Emphasis will be placed on experience gained at the highest class of work.
- Experience gained in a training, assessing, sales, and demonstration environment(s) may be considered in the context of your whole application; however, it will not be weighted as highly as experience gained in the workplace. This is because such environments are controlled and may be simulated, and do not provide for the applicant to demonstrate a breadth of experience which would prepare them for the practical issues they would encounter if they were using the equipment or machinery in an operational work environment. For example – but not limited to – in an operational work environment, applicants would need to operate equipment next to buildings, on different ground conditions, be aware of overhead obstructions, weather conditions, variations to loads, other equipment, traffic, other workers, and the public on a construction site. Experience gained unlawfully will not be considered, such as work performed as an assessor without accreditation, or work performed without a high risk work licence.
- Applicants applying for the class of Advanced Rigging (RA) must be able to show three years continuous experience in a job where they have had the opportunity to perform two of the following four components of Advanced Rigging consistently over that period:
 - gin poles and shear legs;
 - flying foxes and cableways;
 - guyed derricks and structures; and/or
 - suspended scaffolds and fabricated hung scaffolds

All experience documented on the SOE must be independently verified and signed as a true record by a relevant, credible, and independent person (referee). Applicants should not detail experience that cannot be verified, and must arrange for the relevant employer/client/contractor to verify the SOE in the appropriate area. Alternatively, applicants can attach a statement of verification (written reference) by a referee to the application form.

A credible and independent person is in a position, and has the skills, to assess the scope and quality of the experience you are claiming.

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For experience gained while employed, a credible and independent referee is the Applicant's employer or an authorised representative of the Applicant's employer.

A credible and independent referee is not:

- a relative;
- under potential conflict (your employee);
- a co-worker or subordinate worker; or
- an office manager or HR manager.

Credible and independent referees may be contacted by Licensing Services to verify your experience.

Written references must outline and verify your experience, and must include the following details of your experience:

- explanation of the referee's relationship and the capacity to independently verify and endorse the Applicant's experience
- all details within the SOE as listed above (e.g. dates employed, equipment used etc.).

Written references must be signed and dated by the credible and independent person. It must also include the full name, email address, and telephone number of the referee.

3. Probity Questions

The probity questions listed in the application form must be answered. If you answer 'yes' to any of those questions, you must attach details. A 'yes' response will be considered by the WorkSafe Western Australia Commissioner (Commissioner) on the facts and information provided.

An enforceable undertaking legally binds an offender who has been found guilty of an offence under the OSH or WHS Acts and a penalty has been imposed by the court. The undertaking is entered into with the Commissioner and is an alternative to the payment of fines.

A list of the corresponding WHS laws across Australia can be found at the end of this Applicant Guide.

4. Letter from an RTO

A letter from an RTO stating that the applicant will be trained in the use of the relevant National Assessment Instruments and Notice of Assessment book is required. The letter must be on company letterhead, and must be signed by a representative of the RTO.

5. Assessor Accreditation Conditions

The purpose of the conditions is to establish a consistently high standard when assessing individuals applying for high risk work (HRW) licences, to ensure that workers are competent to perform high risk work and uphold public and industry confidence in the assessment process. The conditions must be signed and dated for your application to be accepted.

6. Training

Applicants must attach a certified copy of their Statement of Attainment for the following, or its replacement, issued by an RTO:

- TAE40116 Certificate IV in Training and Assessment.

7. Identification

To establish proof of identity you must provide **ONE primary** document **or at least THREE secondary** documents and a document must include at least name and date of birth.

CREDIT/DEBIT CARDS OR BANK STATEMENTS CANNOT BE ACCEPTED FOR PROOF OF IDENTIFICATION

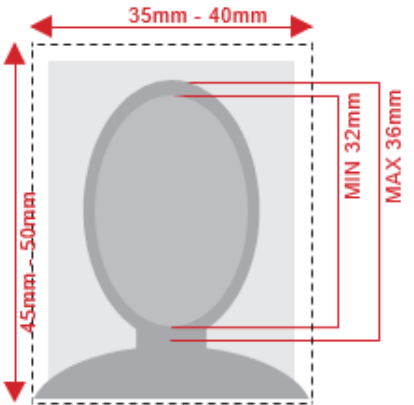
Primary Identification	Secondary Identification
Australian Passport – Current or expired within the last two years, but not cancelled	Birth certificate or certified extract
A current driver's licence, learners permit or any other photographic identity document issued under Australian Law	Australian Citizenship or naturalisation document
International Passport or other documents with same characteristics of Passport Current, not expired or cancelled	Current entitlement card issued by a State or Commonwealth Government department (for example, a Medicare, Pension, Health or Veteran)
Current International Driver's Licence or an overseas driver's licence recognised by the WA Department of Transport (in English or translated in English)	Utility bill (for example Telephone, gas or electricity account) not more than 12 months old
Police and Defence identification cards	Water, local rate notice or land valuation notice not more than 12 months old
State or Commonwealth employee photo identification card with DOB	Electoral enrolment card or other evidence of enrolment not more than two years old
Western Australian Photo Card (formerly Proof of Age)	Student Identification Card (Secondary/Tertiary)
WA Recreational Skipper's Ticket issued by Department of Transport	Valid Government issued Certificate of Competency/OHS Certification Australia card
Student Smartrider with photo (issued through School)	Certificate or statement of accomplishment or enrolment from a recognised educational institution
Western Australian current Working with Children Card	Letter from the principal of a recognised educational institution (not older than 12 months)
Western Australian Firearms Identification card	Maritime Security Identification Card (MSIC) or Aviation Security Identification Card (ASIC)
Current Document of Identity issued by the Department of Corrective Services for prisoners (will be accepted as only form of ID if no other can be supplied)	Current motor vehicle registration or insurance papers (not older than 12 months)
	Property Lease agreement (not older than 12 months)

8. Passport sized photograph

You must provide one (1) passport quality photograph with your application which will be printed on your plastic credit card sized Accreditation.

Your photograph must:

- be in colour;
- be no more than 6 months old;
- be within 45-50mm high and 35-40mm wide;
- show your head and top of your shoulders close up so the measurement of the face from the bottom of the chin to the crown (i.e. top of head without hair) is between 32-36mm;
- show natural skin tones and colours – no flash reflection and no red eye;
- show you with a natural expression and mouth closed (i.e. not smiling);
- have a plain, light-coloured background (e.g. white, cream or pale blue);
- show you facing and looking directly at the camera;
- not show you looking over one shoulder (portrait style), or with head tilted;
- show you without hat or head covering unless worn for religious reasons; and
- show your eyes open and clearly visible, and only with glasses if you regularly wear them e.g. no sunglasses.

<p>Secure one (1) passport sized photograph face up.</p> <p>The photograph must be clear, less than six (6) months old and must show just your head and shoulders.</p> <p>Ensure that your name and date of birth is printed on the back.</p>	 <p>The diagram shows a grey silhouette of a person's head and shoulders within a dashed rectangular border. Red arrows and text indicate the required dimensions: the width is 35mm to 40mm, the height is 45mm to 50mm, and the face height (from chin to crown) is between a minimum of 32mm and a maximum of 36mm.</p>
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9. Declaration

As part of the application, you must declare that the information is true and correct, and cannot be found to be providing false and misleading information. In addition, you will be required to give consent to the Commissioner, or persons so directed, to obtain on your behalf any document, record, file, or information that may be necessary and relevant to consider your application

10. Application Fee

The relevant fees are published on the WorkSafe website. Your application cannot be processed until payment has been received. You must complete the credit card details at the top of the form prior to submitting.

DMIRS cannot receive payment details by email, so you must submit your application in person or by mail.

If your application is withdrawn, lapsed, or refused, the accreditation portion paid in respect of the application, may be refunded to you at the discretion of the Commissioner, or his delegate.

11. Approved applications

Your application will be reviewed by the Commissioner's delegate. If the application requirements have been met, your application will be granted, your accreditation will be issued, and you will be supplied with your:

- assessors accreditation certificate including the conditions related to an accreditation;
- assessors accreditation in the form of an identification card;
- digital copies of the National Assessment Instruments relevant to the classes of HRW for which your accreditation is granted; and
- 2x Notice of Assessment Books.

12. Incomplete applications

Licensing Services do not accept incomplete applications. It is important that you ensure the necessary documentation is provided in support of your application, in order for it to be accepted. Incomplete applications will be returned to the applicant, without action.

13. Insufficient information to make a decision

If an application is accepted by WorkSafe, but does not contain enough information for a decision to be made, the applicant may be asked in writing to provide additional information. The applicant will have 28 days to provide additional information. Information that isn't received by the date specified will result in the application being taken to be withdrawn.

14. How do I renew my accreditation?

You may apply to renew your accreditation through the online renewal portal on the WorkSafe website. Applications for renewal must be received by WorkSafe **before the expiry** of the Accreditation as there are no grace periods for late renewal.

Renewal reminders will be sent as a courtesy as long as there is an email address and mobile number recorded on file.

15. How do I keep my details up to date?

The accreditation holder must notify the Commissioner of a change of residential address, and other contact details, within 14 days of the change occurring.

The accreditation holder may do this by emailing WorkSafe at worksafelicensing@dmirs.wa.gov.au with their accreditation number, full name, date of birth, previous details (e.g. previous address) and new details (e.g. updated address). Alternatively the accreditation holder may also call WorkSafe to update their details. A three point identification check will be carried out before any personal details are changed.

16. What happens if I lose my accreditation document?

You must notify the Commissioner if the accreditation document is lost, stolen or destroyed. An application for a replacement document must be lodged using the online portal, where you will be required to complete a declaration describing the circumstances in which the original document was lost, stolen or destroyed.

You will need to use the same email address and/or mobile number recorded against your accreditation record, so that when prompted, Licensing Services can SMS and/or email you your personal, one-time security access code.

17. Description of High Risk Work Classes

Accreditation to assess HRWL's can include the following classes. (Ref: Schedule 3 of the WHS Regulations)

High Risk Work Licence Class	Description of High Risk Work Class
<i>Scaffolding work</i>	
Basic scaffolding	Scaffolding work (excluding scaffolding work involving equipment, loads or tasks listed in item 2(2)(a) to (g) and item 3(2)(a) to (c)) involving any of the following — <ul style="list-style-type: none"> (a) modular or pre-fabricated scaffolds; (b) cantilevered materials hoists with a maximum working load of 500 kilograms; (c) ropes; (d) gin wheels; (e) safety nets and static lines; (f) bracket scaffolds (tank and formwork)
Intermediate scaffolding	<ul style="list-style-type: none"> (1) Scaffolding work included in the class of Basic scaffolding; and (2) Scaffolding work (excluding scaffolding work involving equipment, loads or tasks listed in item 3(2)(a) to (c)) involving any of the following — <ul style="list-style-type: none"> (a) cantilevered crane loading platforms; (b) cantilevered scaffolds; (c) spur scaffolds; (d) barrow ramps and sloping platforms; (e) scaffolding associated with perimeter safety screens and shutters; (f) mast climbing work platforms; (g) tube and coupler scaffolds (including tube and coupler covered ways and gantries)
High Risk Work Licence Class	Description of High Risk Work Class
Advanced scaffolding	<ul style="list-style-type: none"> (1) Scaffolding work included in the class of Intermediate scaffolding; and (2) Scaffolding work involving any of the following — <ul style="list-style-type: none"> (a) cantilevered hoists; (b) hung scaffolds, including scaffolds hung from tubes, wire ropes or chains; (c) suspended scaffolds.
<i>Dogging and rigging work</i>	
Dogging	Dogging work
Basic rigging	<ul style="list-style-type: none"> (1) Dogging work (2) Rigging work (excluding rigging work involving equipment, loads or tasks listed in item 6(b) to (f) and item 7(b) to (e)) involving any of the following — <ul style="list-style-type: none"> (a) structural steel erection; (b) hoists; (c) pre-cast concrete members of a structure; (d) safety nets and static lines;

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	<ul style="list-style-type: none"> (e) mast climbing work platforms; (f) perimeter safety screens and shutters; (g) cantilevered crane loading platforms.
Intermediate rigging	<p>Rigging work (excluding rigging work involving equipment listed in item 7(b) to (e)) involving any of the following —</p> <ul style="list-style-type: none"> (a) rigging work in the class basic rigging; (b) hoists with jibs and self-climbing hoists; (c) cranes, conveyors, dredges and excavators; (d) tilt slabs; (e) demolition of structures or plant; (f) dual lifts.
Advanced rigging	<p>Rigging work involving any of the following —</p> <ul style="list-style-type: none"> (a) rigging work in the class intermediate rigging; (b) gin poles and shear legs; (c) flying foxes and cable ways; (d) guyed derricks and structures; (e) suspended scaffolds and fabricated hung scaffolds.
<i>Crane and hoist operation</i>	
Tower crane	Use of a tower crane
Self-erecting tower crane	Use of a self-erecting tower crane
Derrick crane	Use of derrick crane
Portal boom crane	Use of portal boom crane
High Risk Work Licence Class	Description of High Risk Work Class
Bridge and gantry crane	<p>(1) Use of a bridge crane or gantry crane that is —</p> <ul style="list-style-type: none"> (a) controlled from a permanent cabin or control station on the crane; or (b) remotely controlled and having more than 3 powered operations. <p>(2) Subclause (1) includes the application of load estimation and slinging techniques to move a load.</p>
Vehicle loading crane	Use of a vehicle loading crane with a capacity of 10 metre tonnes or more, including the application of load estimation and slinging techniques to move a load.
Non-slewing mobile crane	Use of non-slewing mobile crane with a capacity exceeding 3 tonnes.
Slewing mobile crane – with a capacity up to 20 tonnes	<p>Use of a slewing mobile crane with a capacity of 20 tonnes or less.</p> <p>Use of a vehicle loading crane with a capacity of 10 metre tonnes or more, excluding the application of load estimation and slinging techniques to move a load.</p> <p>Use of a non-slewing mobile crane with a capacity exceeding 3 tonnes.</p>

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	Use of reach stacker.
Slewing mobile crane – with a capacity up to 60 tonnes	<p>Use of a slewing mobile crane with a capacity of 60 tonnes or less.</p> <p>Use of a vehicle loading crane with a capacity of 10 metre tonnes or more, excluding the application of load estimation and slinging techniques to move a load.</p> <p>Use of a non-slewing mobile crane with a capacity exceeding 3 tonnes.</p> <p>Use of a reach stacker.</p>
Slewing mobile crane – with a capacity up to 100 tonnes	<p>Use of a slewing mobile crane with a capacity of 100 tonnes or less.</p> <p>Use of a vehicle loading crane with a capacity of 10 metre tonnes or more, excluding the application of load estimation and slinging techniques to move a load.</p> <p>Use of a non-slewing mobile crane with a capacity exceeding 3 tonnes.</p> <p>Use of a reach stacker.</p>
High Risk Work Licence Class	Description of High Risk Work Class
Slewing mobile crane – with a capacity over 100 tonnes	<p>Use of a slewing mobile crane.</p> <p>Use of a vehicle loading crane with a capacity of 10 metre tonnes or more, excluding the application of load estimation and slinging techniques to move a load.</p> <p>Use of a non-slewing mobile crane with a capacity exceeding 3 tonnes.</p> <p>Use of a reach stacker.</p>
Materials hoist	Use of materials hoist.
Personnel and materials hoist	<p>Use of personnel and materials hoist.</p> <p>Use of materials hoist.</p>
Boom-type elevating work platform	Use of a boom-type elevating work platform where the length of the boom is 11 metres or more.
Concrete placing boom	Use of a concrete placing boom.
Reach stacker (NEW)	Operation of a reach stacker of greater than 3 tonnes capacity that incorporates an attachment for lifting, moving and travelling with a shipping container, but does not include a portainer crane.
Forklift truck	Use of a forklift truck other than an order picking forklift truck.
Order-picking forklift truck	Use of an order-picking forklift truck.
<i>Pressure equipment operation</i>	

Standard boiler operation (NEW)	Operation of a boiler with a single fuel source that does not have a pre-heater, superheater or economiser attached.
Advanced boiler operation	Operation of a boiler, including a standard boiler, which may have 1 or more of the following: (a) multiple fuel sources; (b) pre-heater; (c) superheater; (d) economiser.
Steam turbine operation	Operation of a steam turbine that has an output of 500 kilowatts or more and — (a) is multi-wheeled; or (b) is capable of a speed greater than 3600 revolutions per minute; or (c) has attached condensers; or (d) has a multi-staged heat exchange extraction process.
Reciprocating steam engine	Operation of a reciprocating steam engine where the diameter of any piston exceeds 250mm.

18. Defined terms

Corresponding WHS law means any of the following legislation:

Commonwealth

- *Work Health and Safety Act 2011*; and
- *Occupational Health and Safety (Maritime Industry) Act 1993*

Northern Territory

- *Work Health and Safety (National Uniform Legislation) Act 2011*

New South Wales

- *Work Health and Safety Act 2011*; and
- *Work Health and Safety (Mines and Petroleum Sites) Act 2013*

Queensland

- *Work Health and Safety Act 2011*;
- *Coal Mining Safety and Health Act 1999*; and
- *Mining and Quarrying Safety and Health Act 1999*

South Australia

- *Work Health and Safety Act 2012*

Tasmania

- *Work Health and Safety Act 2012*

Australian Capital Territory

- *Work Health and Safety Act 2011*

Victoria

- *Occupational Health and Safety Act 2004*