



Recognition of an interstate Assessor Accreditation

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This form is designed to be used with the **FREE Adobe Acrobat Reader application**. [Click here to download Acrobat Reader.](#) Alternatively the form can be printed and completed by hand, scanned and submitted (with all attached documents).

Lodgement options

You may lodge your completed application **ONLINE** or:

By Post:

Licensing Services
Department of Mines, Industry Regulation and Safety
Locked Bag 100
EAST PERTH WA 6892

In Person:

Department of Mines, Industry Regulation and Safety
Level 1, Mason Bird Building
303 Sevenoaks Street, Cannington
Monday to Friday: 8.30am - 4.30pm

If you are submitting this form online, you will be able to make payment using the Department's secure payment gateway.

If you are submitting this form by post and are making payment by credit card, you must also complete the Application Payment form available at www.commerce.wa.gov.au/publications/licensing-application-payment-form-1 and attach it to your application.

Enquiries:

Phone: 1300 424 091
Email: worksaferegistration@dmirs.wa.gov.au

Office use only

Total Fee (\$)	Department code	Chart description
	WL	<input type="checkbox"/> High Risk Work Assessor – New Application

Recognition of an interstate Assessor Accreditation

1. Applicant details

*please provide one (1) passport quality photograph

Family name: First name: Other name(s):

Date of birth: / / Place of birth:

Residential address

Street address:

Suburb: State: Postcode:

Postal address

As above Street address or PO Box:

Suburb: State: Postcode:

Phone (day): Phone (mobile): Email:

2. Details of current equivalent Assessor's Accreditation

Provide details of your current equivalent Assessors Accreditation issued under a corresponding WHS law. Please refer to the *Applicant Guide – Application for Accreditation to Assess High Risk Work* to determine if you qualify.

An application must be received before the expiry date of the accreditation.

Please attach a copy of your current Assessors Accreditation to this application

Accreditation number: Expiry date: / / State or Territory of issue:

Classes:

3. Details of current High Risk Work Licence ('HRWL')

Applicants must hold a current Licence to perform High Risk Work in the class(es) for which they are seeking an Accreditation. Please provide your HRWL details below (even if you hold more than one):

Licence number: Expiry date: / / State or Territory of issue:

Classes:

Recognition of an interstate Assessor Accreditation

4. Assessor Accreditation Conditions

I agree and will adhere to the conditions of the Assessor Accreditation as detailed below:

1. You can only assess the Licence Class(es) for which you have been registered to assess. You must hold a current high risk work licence for the class.
2. The assessments must be done accordance with:
 - (i) *Work Health and Safety Act 2020* ('the Act');
 - (ii) *Work Health and Safety (General) Regulations 2022* ('the WHS Regulations');
 - (iii) assessment Instrument, for the particular Licence Class applied for, which has been approved by the WorkSafe Commissioner;
 - (iv) any directives from the WorkSafe Commissioner concerning the application and assessment procedure.
3. Before conducting an assessment, you must:
 - (i) sight personal photographic documentary evidence that proves the identity of the person and verifies the person is at least 18 years of age; and
 - (ii) ensure 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) or the Australian Skills Quality Authority (ASQA).
4. Notice of Assessments 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. WorkSafe may audit you to check you are complying with these conditions, the WHS Regulations, and the Act. 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 Licenses to Perform High Risk Work which includes, but is not limited to, the following:
 - (i) documents obtaining to satisfy Condition (3)(i);
 - (ii) documents relating to the training of persons for a licence to perform high risk work;
 - (iii) documents relation to the assessment of persons for a licence to perform high risk work; and
 - (iv) copies of issued Notices of Assessment.
7. Any variations or additions to these conditions, as made by the WorkSafe Commissioner, are complied with.

Applicant Declaration

I (Full name):

have read, understood, and agree to comply with the conditions listed above and understand that non-compliance with any condition or an inability to comply with any condition may result in the Accreditation being suspended or cancelled.

Signature:

Date:

Recognition of an interstate Assessor Accreditation

5. Probity questions

(Please answer 'Yes' or 'No' to the following)

1. Have you ever been convicted or found guilty of any offence under the Act or these Regulations or under any corresponding WHS (work health and safety) law? Yes No

2. Have you ever entered into an enforceable undertaking under the Act or under any corresponding WHS law? Yes No

3. Have you ever been refused an equivalent accreditation under a corresponding WHS law? Yes No

4. Have you previously held an equivalent accreditation under a corresponding WHS law? Yes No

5. If the answer to question 4 is 'yes', was that accreditation ever suspended or cancelled? Yes No

6. If the answer to question 5 is 'yes', were you disqualified from applying for any accreditation or licence? Yes No

5a. Answering the above questions

If you answered 'yes' to any of the above questions, attach details. Attached N/A

A 'yes' response will be considered by the WorkSafe Commissioner on the facts presented, and may not affect your application to be licensed.

Recognition of an interstate Assessor Accreditation

6. Declaration

Section 268 of the *Work Health and Safety Act 2020* provides for penalties of up to \$12 500 for a person who gives information that the person knows to be false or misleading in a material particular or omits any matter or thing without which the information is misleading; or who provides a document that the person knows to be false or misleading in a material particular. By signing this application form you declare that the information and documents you have provided in support of this application are true and correct. In addition, by signing this form, you give consent to the WorkSafe Commissioner, or persons so directed, to obtain on your behalf any document, record, file, or information that may be necessary and relevant to consider this application.

Full name:

Signature:

Date:

7. Identification

To establish proof of identity, Applicants must provide **ONE** primary document or at least **THREE** secondary documents.

For more examples please refer to the *Applicant Guide – Application for Accreditation to Assess High Risk Work*

Primary Identification

- Australian Passport – Current or expired within the last two years, but not cancelled
- A current driver's licence, learners permit or **any other photographic identity document** issued under Australian Law
- International Passport or other documents with same characteristics of Passport. Current, not expired or cancelled
- Current International Driver's Licence or an overseas driver's licence recognised by the WA Department of Transport (in English or translated in English)
- Police and Defence identification cards
- State or Commonwealth employee photo identification card with DOB
- Western Australian Photo Card (formerly Proof of Age)

Secondary Identification

- Birth certificate or certified extract
- Australian Citizenship or naturalisation document
- Current entitlement card issued by a State or Commonwealth Government department (for example, a Medicare, Pension, Health or Veteran)
- Utility bill (for example telephone, gas or electricity account) not more than 12 months old
- Water, local rate notice or land valuation notice not more than 12 months old
- Electoral enrolment card or other evidence of enrolment not more than two years old
- Student Identification Card (Secondary/Tertiary)

Do NOT include credit/debit cards or bank statements as proof of identification

Recognition of an interstate Assessor Accreditation

8. Checklist

Please ensure you have provided/completed each of the following:

- Sections 1-7 of the application form have been completed
- Application fee – refer to the WorkSafe website for the current fees
- Proof of Identification – refer to the *Applicant Guide – Application for Accreditation to Assess High Risk Work*
- A copy of the Applicant's current equivalent Assessors Accreditation issued under corresponding WHS law
- One (1) passport quality photograph

Your photo must:

- Be of just your head and shoulders, taken within the last six months.
 - Be in colour
 - Be within 45-50mm high and 35-40mm wide
 - Show natural skin tones - no flash reflection and no red eye
 - Show you with 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.
 - Show your eyes open and clearly visible, and only with glasses if you regularly wear them (no sunglasses).
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