



Application for Registration as an Assessor for Licences to Perform High Risk Work

Occupational Safety and Health Act 1984
Occupational Safety and Health Regulations 1996

CREDIT CARD PAYMENT DETAILS

(Payment will appear as "WA Gov – DMIRS" on your bank statement)

Card Type Visa Mastercard (Only Visa and Mastercard accepted)

Card Number

Card Holder Please print

Expiry Date / *I authorise the Department to deduct the current prescribed fee**

Signature / Authorisation Date

Cardholder's contact phone number:

*Fees are subject to change on 1 July of each year

You may lodge your completed application:

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
Opening hours: 8.30am - 4.30pm, Monday to Friday
Enquiries: 1300 424 091

OFFICE USE ONLY					
Total Fee	\$	Department Code	WA	Chart Description	LHRW Assessor - New



1. Applicant details – applicants must complete all sections

1a. Name and contact information

Family name		Given name(s)	
Date of birth		Place of birth	
Address			
Mobile phone no		Phone no. (day)	()
Email address			

1b. High Risk Work Licence ('HRWL')

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

High Risk Work Licence Number, expiry date and State of issue:	
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1c. Registration sought

Details of the licence class(es) for which registration is sought:

Classes of HRW & description. Please include the year in which you were granted the class on your high risk work licence	
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2. Registration in another State

If you have held or currently hold an assessor registration (or accreditation) in another State, please provide details below:

State		Classes registered (accredited) to assess:	
State		Classes registered (accredited) to assess:	
State		Classes registered (accredited) to assess:	
State		Classes registered (accredited) to assess:	



3. Relevant information (Please answer 'Yes' or 'No' to the following)

1. Have you ever been registered as an Assessor in any other State or Territory in Australia?

Yes: No:

If yes, give details:

2. Have you previously been registered as an Assessor in Western Australia?

Yes: No:

If yes, give registration number:

3. Have you ever been involved in any pending or current legal action?

Yes: No:

If yes, give details:

4. Have you ever had your assessor registration suspended or cancelled, either wholly or in part, in this State or any other State or Territory in Australia?

Yes: No:

If yes, give details:

5. Have you ever had an assessor registration application refused?

Yes: No:

If yes, give details:

4. Training

You must have completed a *Certificate IV in Workplace Assessment and Training* conducted by a Registered Training Organisation (RTO).

5. Experience – operational industry work experience

You must demonstrate a minimum of three (3) years regular, recent and varied industry operational work experience performing the type of high risk work ('HRW') for which registration is sought.

Training and sales demonstrations carry little weight because a training environment is sterile and does not provide for the applicant to demonstrate a breadth of experience which would prepare them for the practical issues that they would encounter if they were using the equipment or machinery in an operational work environment.

For example, but not limited to, applicants would need to operate equipment next to buildings, on different ground conditions, be aware of overhead obstructions, weather, variations to loads, other equipment, traffic, other workers, and the public on a construction site etc.

Applicants are advised in the *Guide to Becoming a WorkSafe Registered Assessor* document that evidence of experience working at an RTO can be provided and will be taken into account by Licensing in assessing the overall circumstances of the application; however, this level of experience will not be given as much weight.



5. Experience – operational industry work experience (cont)

How to document this

You are required to complete the statement of experience template attached to this application.

The statement of experience must demonstrate operational experience in the type of HRW for which registration is sought. The experience must include the date when work was conducted, the employer whom the work was conducted with, and the type of equipment used relating to the class of high risk work. The experience documented must be verifiable experience by Referees, which means the referees must attest to experience you list on your statement.

You must demonstrate experience in performing licensed work in accordance with the National Standard for Licensing Persons Performing High Risk Work.

Note: *The Commissioner will not consider experience that was obtained unlawfully i.e. work performed as an assessor with the relevant registration, or work performed without a high risk work licence*

6. Application fee

Current application fees can be found at <https://www.commerce.wa.gov.au/worksafe/licensing-fees>.

The *Occupational Safety and Health Act 1984* does not provide for the refund of any fees paid in respect of an assessor application. Please ensure you have adequate training and experience prior to submitting your application as the **application fee is non-refundable**.

General enquires on experience, training and application requirements can be made at 1300 424 091 or email: WorkSafeRegistration@dmirs.wa.gov.au

7. Referees

The Department requires the names and contact details of two referees who are able to attest to the information provided in your statement of experience. A minimum of two is required for each class of HRW for which registration is sought. Please provide the details below. If you need an extra page, please complete this section, and attach separately to the application form.

Referee 1

Family name		Given name(s)	
Email Address		Mobile Number	

Referee 2

Family name		Given name(s)	
Email Address		Mobile Number	



Statement of Experience – Class applied for: dogging - (example provided as a guide)				
Dates employed	Employer (including contact details of person/s who can verify experience)	Equipment used (specify the type of equipment used, and lifting capacity if applicable)	Hours spent per week performing the activity	Your role and responsibilities – Overview of the activities performed by you in relation to the asbestos removal work you were involved in.
25 August 2004 through to 17 November 2009	Charlie Brown Mob 0400 000 000 – Assessors for Work	Chains, slings, other lifting media. (cranes used for lifts included non-slewing mobile cranes and 20 tonne slewing cranes)	Four days a week approximately 3 hours per day	<ul style="list-style-type: none"> • Selecting appropriate slings or chains; • slinging various loads and directing crane operator; • unloading trucks and moving equipment around mine site (e.g. steel beams; toxic drums; sea containers; awkward pumps and pallets); and • regular inspection of lifting equipment for general wear and tear, tagging unsuitable slings.
15 December 2009 to 30 August 2011	Shane Danson Mob 0401 111 111 – Allied Co Pty Ltd	Chains, slings, other lifting media. (cranes used for lifts included non-slewing mobile cranes and 60 tonne slewing cranes)	Daily five days per week, approximately 4 hours per day	<ul style="list-style-type: none"> • Selecting appropriate slings or chains; slinging various loads and directing crane operator. • Unloading trucks and moving equipment around mine site (e.g. steel beams; toxic drums; sea containers; awkward pumps and pallets. • Regular inspection of lifting equipment for general wear and tear, tagging unsuitable slings.

Name of applicant:

Signature:

Date: / /



Statement of Experience – Class applied for: forklift - (example provided as a guide)				
Dates employed	Employer (including contact details of person/s who can verify experience)	Equipment used (specify the type of equipment used, and lifting capacity if applicable)	Hours spent per week performing the activity	Your role and responsibilities – overview of the activities performed by you in relation to the class of high risk work you were performing.
30 December 2009 to 15 August 2010	Robert Gibson Mob 0412 000 000 – CDP Contracting	<ul style="list-style-type: none"> Forklift, Toyota 3 series model 409 PGE15, S/No 82208 4 wheel counter balance Nissan LPG forklift model CPF02 15000 kg capacity, 4500mm lift height. 	Twice a week, approximately 3 hours per day.	<ul style="list-style-type: none"> unloading trucks and moving equipment around mine site – steel beams toxic drums – sea containers - awkward pumps, pallets and steel piping
15 September to current	Edward Danson Mob 0414 000 000 – Allied Minig	<ul style="list-style-type: none"> Crown counter balance, serial 3.6 ton forklift 	Five days a week, 8 hours per day.	<ul style="list-style-type: none"> Unloading trucks and pallets in confined space. Loads of varying size and nature. Verifying new starters follow safety procedures; General warehouse duties

Name of applicant:

Signature:

Date: / /



At a minimum, you must demonstrate a three (3) years regular, recent and varied operational work experience performing the type of high risk work for which registration is sought.

Statement of Experience – Class applied for:

Dates employed	Employer (including contact details of person/s who can verify experience)	Equipment used (specify the type of equipment used, and lifting capacity if applicable)	Hours spent per week performing the activity	Your role and responsibilities – overview of the activities performed by you in relation to the class of high risk work you were performing.

Name of applicant:

Signature:

Date: / /



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Statement of Experience – Class applied for:

Dates employed	Employer (including contact details of person/s who can verify experience)	Equipment used (specify the type of equipment used, and lifting capacity if applicable)	Hours spent per week performing the activity	Your role and responsibilities – overview of the activities performed by you in relation to the class of high risk work you were performing.

Name of applicant:

Signature:

Date: / /



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Name of applicant:

Signature:

Date: / /



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Name of applicant:

Signature:

Date: / /



8. Assessor Registration Conditions

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

1. You can only assess the Licence Class(es) for which you have been registered to assess. You must hold a Certificate of Registration for the licence class.
2. The assessments must be done accordance with:
 - (i) *Occupational Safety and Health Act 1984* ('the Act');
 - (ii) Occupational Safety and Health Regulations 1996 ('the OSH Regulations');
 - (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 the WorkSafe Commissioner concerning the application and assessment procedure.
3. Before conducting an assessment, you must:
 - (i) sight a Driver's License, passport or other 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 OSH 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 Western Australia Commissioner, are complied with.

DECLARATION OF HOLDER OF CERTIFICATE OF REGISTRATION

I, **(PRINT 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 Certificate of Registration being suspended or cancelled.

Signature: _____ **Date:** / /
(signature of holder of Certificate of Registration)



9. Declaration

- I declare that the information contained in this application is true and correct
- I understand that the Commissioner may refuse this application on the basis of any non-compliance with the *Occupational Safety and Health Act 1984* and/or the Occupational Safety and Health Regulations 1996.
- I accept and agree to comply with all of the conditions imposed on the WorkSafe Assessor Registration for which I have applied.
- Should registration as an assessor be issued, I will conduct assessments of applicants for Licences to Perform High Risk Work in accordance with the National Licensing Standard and the Conditions of Registration as an Assessor, and understand that should I wish to renew the registration I must apply for renewal prior to the expiry of the registration.

Details of applicant

Family name		Given name(s)	
Signature		Date	

10. Checklist

Incomplete applications cannot be accepted and will be returned to you. Please ensure you have all items in the checklist before submitting your application.

- Completed and signed application form**
- Application fee** (credit card details or cheque/money order attached). *This fee is non-refundable.*
- Attached Statement of Attainment** of Certificate IV in Workplace Assessment and Training conducted by a Registered Training Organisation (RTO). If you are providing copies, they must be original certified copies.
- Completed and attached Statement of Experience** for each class of which registration is sought.
- Details of two referees (names, email address and mobile number)** who can attest to experience. This must be completed in section 6. If you need an extra page, please complete this section, and attach separately to the application form as an additional appendix.
- Completed and signed Assessor Registration Conditions.** This must be completed in section 8.
- A copy of the RTOs registration certification from Australian Skills Quality Authority (attached to your application).** The registration of the RTO will be checked upon assessment.
- A letter from an RTO stating that you have been trained in the use of the relevant Assessment Instruments and Notice of Assessment book (attached to your application).** The letter must be on company letterhead and must be signed by the CEO of the RTO.
- Certified original copies of your primary and secondary identification (attached to your application).** Original copies of identification documents need to be certified as true copies by an authorised witness as per the [Department of Justice guidelines](#).
- Attached current colour passport quality photos OR** a clear digital, colour photo showing your head and shoulders (photos must have been taken within the last 6 months).

If your application is approved and your registration granted, your details will be added to the public list on our website.

The Department will send courtesy reminders to renew licences and registrations via SMS and email only. Please ensure your contact details are kept up to date or you may not receive renewal reminders.