



Application for Renewal 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					
Licence No:		Department Code	WA	Chart Description	LHRW Assessor - Renewal
Total Fee	\$	Link Licence	Yes		



1. Applicant details – applicants must complete all sections

Registration number: WA	Expiry date: / /
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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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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 involved in any pending or current legal action in relation to your assessor registration or high risk work licence?

Yes: No:

If yes, give details:

2. 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:

3. Have you ever had an assessor registration application refused, in this State or any other State or Territory in Australia?

Yes: No:

If yes, give details:

4. 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 renewal application. **The application fee is non-refundable.**

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

5. Competency Skills Declaration

Regulation 6.26(b) of the Occupational Health and Safety Regulations 1996 provides that the Commissioner may renew an applicant's Assessor Registration, if he is satisfied that the applicant has retained the skills necessary to assess a person's competency to do high risk work of that class.

To satisfy the Commissioner of this, please read, consider, and sign the declaration below to confirm your competency in assessing skills are current. You must select at least one option.

I have retained the skills necessary to assess a person's competency to do high risk work for the classes I am registered to assess by –

- regular ongoing use of these skills over the last term of my registration; or***
- refresher training; or***
- Verification of Competency***

I am aware that it is an offense to provide false or misleading information in support of my application to renew my Assessor Registration, and that WorkSafe may ask for confirmation of these details at any time.

Signature: _____ **Date:** / /
(Signature of holder or Registration)



6. 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 an Assessor 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 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 Registration being suspended or cancelled.

Signature: _____ Date: / /



7. 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	

8. 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, including both declarations in section 6.**
- Application fee** (credit card details completed or cheque/money order attached). *This fee is non-refundable.*
- Completed and signed Assessor Registration Conditions.** This must be completed in section 6.
- 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).

NOTE: Regulation 6.27(2)(a) of the Occupational Safety and Health Regulations 1996 provides that if an assessor applies for the renewal of his or her registration, and the application is not finalized on or before the expiry date, the registration continues to have effect until it is finalized. This means that if you submitted your renewal on or before the expiry date, you can continue to work on your registration until you receive confirmation of the application.

If your application is approved and your renewal 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.