



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

# ***A Guide to Becoming a WorkSafe Registered Assessor For Licences to Perform High Risk Work***

*September 2020*

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# APPLYING TO BECOME A WORKSAFE REGISTERED ASSESSOR

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## FOREWORD

Since 24 August 2007, under the Occupational Safety and Health Regulations 1996 ('Regulations') a registration has been required to carry out work as a registered assessor ('assessor') of one or more classes of high risk work. This paper sets out the process for applying for a registration and criteria used in assessing an application. The WorkSafe Western Australia Commissioner ('Commissioner') determines such applications and any application for exemption from any of the assessment criteria. The WorkSafe Western Australia Commissioner has the power to suspend or cancel licences on specified grounds.

This paper does not cover work procedures or work practices as an assessor. All assessor work must be carried out in accordance with the Australian Standards and Codes of Practice relevant to the use or operation of the type(s) of high risk work for which registration is sought, or as approved by the Commissioner.

*The Occupational Safety and Health Act 1984* (section 18) provides for the Commissioner to delegate his functions in the Regulations to a WorkSafe Western Australia officer. The Commissioner may do this in respect of some functions relating to the issue of an assessor registration.

You must read this guide before completing your application to become a WorkSafe Registered Assessor to ensure that your application is completed in accordance with WorkSafe's requirements.

Incomplete applications, which are not completed in accordance with this guide, will be returned to you, together with your application fee.

# REQUIREMENTS

You must:

- complete and submit the attached application form;
- submit the full application fee with the completed application form;
- read and sign the Conditions outlined in the application form;
- have held the relevant High Risk Work Licence ('HRWL'), for which registration is sought, for at least three (3) years, and have demonstrated and verifiable operational work experience;
- provide a letter from a Registered Training Organisation ('RTO') that states the following:
  - the RTO has trained you in the use of the Assessment Instrument for the Licence Class you wish to assess.;
  - you will use the latest version of WorkSafe's Assessment Instrument/s;
  - the Assessment Instrument/s will be used in a 'closed book' manner; and
  - you have been shown the correct procedures in the completion and issue of the Notice of Assessments.

The letter must be on company letterhead and must be signed by the CEO of the RTO.

- A copy of the RTOs registration certificate from the Australian Skills Quality Authority (ASQA);
- Demonstrate a minimum of **three (3) years regular, recent and varied operational work experience** performing the type of high risk work for which registration is sought. You must complete a Statement of Experience in the application form to demonstrate you meet this criteria. A separate Statement of Experience must be completed for each class. **Your Statement of Experience ('SOE') forms a critical part of your application and must be completed in accordance with WorkSafe's requirements.** An example of an acceptable SOE has been provided with the application form. Please refer to the example in the application form, and the notes provided in this guide, before completing your SOE.
- Details of a minimum of two (2) referees that can collectively corroborate the work experience demonstrated in your SOE (mobile number **and** email address), for each class of high risk work for which registration is sought. Referees must be contactable at the time of application. If we do not receive a response from your referees within the specified timeframe, your application may be refused.

The referees should be able to provide information on:

- specific class and examples of the type of high risk work you have performed;
- period of employment with the company or employer;
- details of work undertaken (job responsibilities) and the capacity for which the job was done (e.g. operator, leading hand etc.); and
- details of the type of equipment used or operated (make, model);

To avoid a conflict of interest, references cannot be provided by the RTO with whom you have an affiliation/partnership.

- have a Certificate IV in Workplace Assessment and Training issued by an RTO;

- undergo a written examination to demonstrate a high level knowledge of:
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  - the 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;
  - the General Duty of Care responsibilities of employers, employees and self employed persons, as set out in the Occupational Safety and Health Act 1984; and
  - the Australian Standards and Codes of Practice relevant to the use or operation of the type(s) of high risk work for which registration is sought.
- Meet with the WorkSafe Audit Team to discuss your obligations as a registered assessor, upon passing your examination(s).

WorkSafe will contact you to advise you when you are required to sit the examination(s). If you fail the exam 3 times, your application will be refused on the grounds that you are not deemed to have the necessary skills and competency to hold the licence.

If you pass your examination(s), the WorkSafe Audit Team will contact you to discuss your obligations as a registered assessor.

Applications for Assessor Registration must be submitted to:

**Licensing Coordinator**

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

## WORKSAFE'S ASSESSMENT PROCESS

- Assessment

We will assess your application and:

1. if the information you have provided does NOT satisfy WorkSafe's criteria, your application will be refused. We will write to you to advise you of our decision. Your application **fee will NOT be refunded**;
  - if you disagree with WorkSafe's decision to decline your application, you may appeal the decision. Instructions on how to appeal the decision are included in our letter.
2. if the information you have provided satisfies WorkSafe's criteria we will email you and ask you to arrange a convenient time to undertake the relevant examination(s). The email will include the information you need to study prior to your exam/s.

- Examinations

Once you receive the exam invitation via email, you must contact WorkSafe to arrange a convenient time to undertake the relevant exams within seven (7) days of the email.

You must achieve a pass mark of at least 80%. You will be allowed 3 attempts to pass your exam(s). If you fail 3 times, your application will be refused.

You will be required to sit with the WorkSafe Audit Team to discuss your obligations as a Registered Assessor, once you have passed your exam(s).

- Approval

Your application will be reviewed by General Manager, Licensing Services. If all WorkSafe's guidelines and requirements have been met, approval will be granted, your licence will be issued, and you will be supplied with your:

- certificate of Registration including the conditions;
- assessors registration in the form of an identification card; and
- 2x Notice of Assessment Books

## 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. Once registered, you will be obligated to abide by the Terms and Conditions of your Registration. **You must also advise us immediately of any change to your contact details.**

## RENEWING YOUR REGISTRATION

Your registration will be for an initial period of 3 years.

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

Your registration will be renewed subject to:

- Submission of an application for renewal and the applicable fee to WorkSafe prior to the registration expiring.
- Compliance with the conditions of registration during the three year period of registration.
- Satisfactory compliance with WorkSafe's auditing requirements during the 3 year period of the registration.

If you do not submit your renewal prior to expiry of your licence, you will have to submit a new application and meet all the requirements for a new application.

# LICENCE CLASSES

## **CLASS**            **SCAFFOLDING** (Hierarchical Class)

SB	Basic scaffolding
SI	Intermediate scaffolding
SA	Advanced scaffolding

## **CLASS**            **RIGGING** (Hierarchical Class)

DG	Dogging
RB	Basic rigging
RI	Intermediate rigging
RA	Advanced rigging

## **CLASS**            **CRANES\*** (\* denotes Hierarchical Class)

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** (Hierarchical Class)

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
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## **CLASS**            **BOILERS** (Hierarchical Class)

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

## **OTHER PRESSURE EQUIPMENT**

TO	Steam turbine operation
ES	Reciprocating steam engine operation

\* When applying for Hierarchical classes you must detail your experience with each class, emphasis will be placed on the experience gained at the highest class of work.



## DOCUMENTATION RELEVANT TO BEING A REGISTERED WORKSAFE ASSESSOR

**It is essential that you read and retain copies of the following documents:**

National Standard for Licensing Persons Performing High Risk Work	Available from the SafeWork Australia Website at <a href="http://www.safeworkaustralia.gov.au">www.safeworkaustralia.gov.au</a>
Western Australian Occupational Safety and Health Act 1984 and Occupational Safety and Health Regulations 1996	Available from Western Australian Legislation online: <a href="http://www.legislation.wa.gov.au">www.legislation.wa.gov.au</a>

**You MUST obtain the latest version of the following document for use prior to conducting any assessments.**

National Assessment Instrument(s) relevant to the Licence Class(es) for which registration is sought	Available from your RTO	Also available from <a href="mailto:worksaferegistration@dmirs.wa.gov.au">worksaferegistration@dmirs.wa.gov.au</a>
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## CONTACT INFORMATION

Please contact WorkSafe at [worksaferegistration@dmirs.wa.gov.au](mailto:worksaferegistration@dmirs.wa.gov.au) should you require further information concerning the requirements for registration.

**PERTH OFFICE:** Level 1, Mason Bird Building, 303 Sevenoaks Street, Cannington WA 6107  
**Postal Address:** WorkSafe Licensing, Locked Bag 100, EAST PERTH WA 6892  
**Email Address:** [worksaferegistration@dmirs.wa.gov.au](mailto:worksaferegistration@dmirs.wa.gov.au)  
**Customer Help Centre:** 1300 424 091

## IMPORTANT NOTES TO READ PRIOR TO COMPLETING STATEMENT OF EXPERIENCE

**Please complete the attached Statement of Experience ('SOE') as a means of detailing your industry experience. You must use a separate form for each class / activity applied for.**

**Please refer to the example templates attached to the application before completing your Statement of Experience.**

**When completing your Statement of Experience it is important to note:**

- You must complete each column in the SOE, with as much detail as possible, to ensure the full scope of your experience is detailed. This includes the lifting capacity of the machinery, if applicable to your experience e.g. the lifting capacity is required for the vehicle loading crane (10 metre tonnes or more). The information provided on the SOE will allow WorkSafe to determine the breadth of your experience in the class of high risk work for which registration is sought.
- You must have a minimum of three (3) years regular and varied operational experience performing the type of high risk work for which registration is sought.
- Experience gained in a training environment may be considered in the context of the whole application, however, it will not be considered as highly as experience gained in the workplace. You must be able to meet a significant part of the three (3) years operational experience criteria.
- 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.
- You must be able to demonstrate you have experience in a majority of the competencies required for each class of High Risk Work.
- The Commissioner will not consider experience that was obtained unlawfully i.e. work performed as an assessor without the relevant registration, or work performed without a high risk work licence.
- Applicants applying for the class of 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:
  - a) gin poles and shear legs;
  - b) flying foxes and cableways;
  - c) guyed derricks and structures; or
  - d) suspended scaffolds and fabricated hung scaffolds

**Optional material to support your application may include 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.