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

Audit Requirements for Demolition Licences

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Demolition Licences

- A licence is required for certain types of demolition work, where only a licence holder or employee may carry out this type of work.
- The Occupational Safety and Health Regulations 1996 defines 'demolition' as the complete or partial demolition of a building or structure by pre-planned and controlled methods or procedures.

Demolition Licences

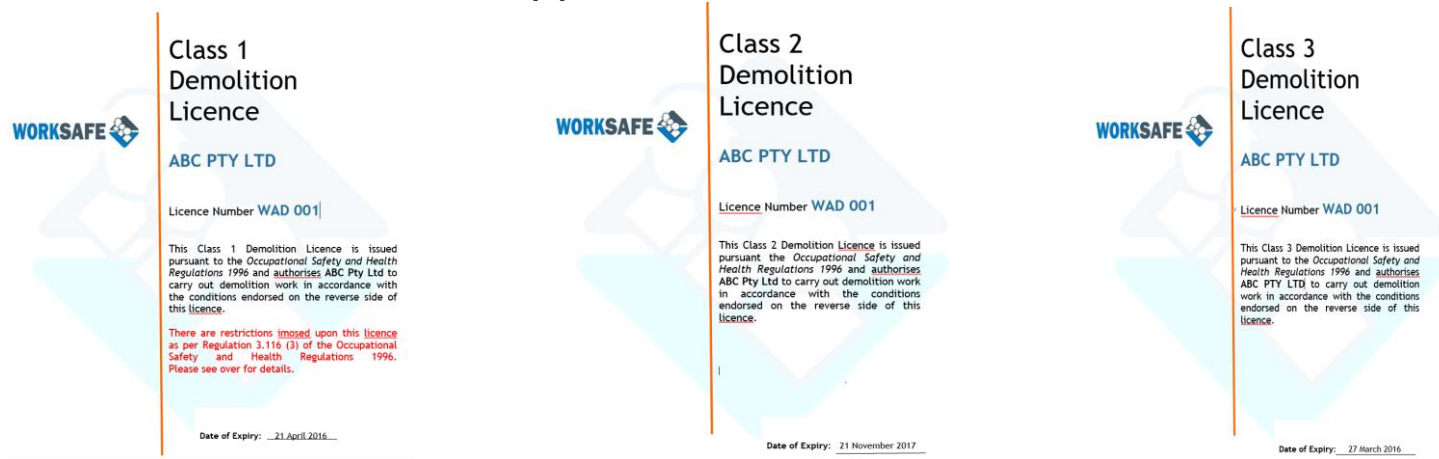
- There are three licence classes that can be obtained from Department Mines, Industry Regulation and Safety, these are:
 - Class 1
 - Class 2
 - Class 3

Demolition Licences

- When applying for a demolition licence there are conditions that must be agreed to prior to the licence being granted. These are similar for each of the three licence classes.
- The conditions will appear on the reverse side of the licence which are agreed to by the competent person/licence holder and are auditable by the audit and compliance team.

Demolition Licences

- The licences are valid for two years and must be renewed prior to the expiry date, and;
- The licence holder cannot have any outstanding audit issues prior to the renewal application.



Demolition Licences - Conditions

The following are general conditions applicable to all licences

1. All Demolition Work is carried out in accordance with the *Occupational Safety and Health Act 1984* and *Occupational Safety and Health Regulations 1996*.
2. All persons carrying out demolition work have been trained in safe methods of demolition by a Registered Training Organisation (RTO) registered by the Western Australian Training Accreditation Council (TAC).
3. A record of the training provided to each person who carries out demolition work, as required by Condition (3), is kept for a minimum period of five (5) years.
4. A record of all demolition work (i.e., demolition jobs) including (a) the name of the 'competent person' who directly supervised the demolition work for each job and (b) a copy of the Work Plan developed by the 'competent person' for each job are kept for a minimum period of five (5) years.
5. A record of the names of the persons carrying out demolition work for each job is kept for a minimum period of five (5) years.
6. The holder of the Demolition Licence will be subject to auditing and must co-operate with officers of WorkSafe, including answering questions and allowing full access to all documents relating to the carrying out of demolition work which includes, but is not limited to, the following:
 - i. documents relating to the training provided to persons who carry out demolition work;
 - ii. records of all demolition work (i.e., for each job) carried out;
 - iii. copy of the Work Plan for each demolition job including the name of the 'competent person' who developed the Work Plan for each job; and
 - iv. the names of persons who carry out demolition work for each job.
7. If the licence holder is a company, and the applicant/nominee is no longer engaged with the company, the Commissioner must be advised immediately. The licence holder must apply for the approval of another applicant/nominee.
8. Variations or additions to these conditions, as made by the WorkSafe Western Australia Commissioner, are complied with.

There may be instances where additional conditions or restrictions may be endorsed on a particular licence.

A licensed person must notify the WorkSafe Western Australia Commissioner if the information provided in the application for a licence changes to the extent that the holder of the licence would no longer satisfy the criteria for a licence.

Demolition Licences - Audit

- **Expectations:**
 - The expected outcomes from the Audit of WorkSafe Licensed Demolition Contractor is to establish that the Demolition Contractor is maintaining and retaining all of the administrative records that are imposed by the accepted Demolition Licence Conditions and that the notification and approval requirements adhere to the Occupational Safety and Health Regulations 1996.

Demolition Licences - Audit

- Check there is access to a copy of AS2601-2001 at the workplace.
- Check that a 'competent person' has prepared a separate work plan for each demolition job and that a copy of the work plan is retained.
- Check that there is a copy of the notification of proposed demolition work to the WorkSafe Western Australia Commissioner including the name of the licensed person and that the retained copy is the same as the WorkSafe file copy.
- Ensure that the appropriate timeframes for notification to the WorkSafe Western Australia Commissioner as prescribed in Regulations 3.119 and 3.120 have been adhered to.
- Sight a copy of the WorkSafe Western Australia Commissioner's approval and conditions (if applicable) for each demolition job.
- Check there is a register of the names of all persons carrying out demolition work on each job and cross reference that these persons have been trained in safe methods of demolition by a Registered Training Organisation.
- Check that documents relating to the training in safe methods of demolition by a Registered Training Organisation are maintained for every person listed as having carried out demolition work.
- Check there is a secure system in place to retain all nominated records of demolition work for a minimum period of 5 years including the register of names of persons performing demolition work.

Demolition Licences - Legislation

3.116. Class 1, 2 or 3 demolition licences, application for etc.

- (5) The Commissioner may, by notice in writing, cancel or suspend a licence issued to a person if —
- (a) the person is convicted of an offence against these regulations or the Act; or
 - (b) in the opinion of the Commissioner, the person —
 - (i) breaches a condition of the licence; or
 - (ii) is unable to comply with a condition of the licence or a provision of these regulations or the Act.