



Department of Energy, Mines,
Industry Regulation and Safety



Applicant Guide

Application for Accreditation to Assess High Risk Work

December 2024

Disclaimer – The information contained in this guide is provided as general information only. It should not be relied upon as legal advice or as an accurate statement of the relevant legislation provisions. If you are uncertain as to your legal obligations, you should obtain independent legal advice.

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1. Background

The Department of Energy, Mines, Industry Regulation and Safety (DEMIRS) regulates high risk work (HRW) and determines applications for HRW Assessor accreditations. The information in this guide is based on the *Work Health and Safety Act 2020* (WA) (WHS Act) and Division 1 of Part 4.5 of the *Work Health and Safety (General) Regulations 2022* (WA) (WHS Regulations).

The WHS Act and regulations are based on the national work health and safety model laws.

2. Who can apply for an assessor accreditation?

An accreditation to assess high risk work can be issued to a person who is qualified to conduct a competency assessment for that class of work. The person must hold a high risk work licence in the class they are assessing and must have a suitable level of experience in the work.

The assessments can only be done for, or on behalf of, a Registered Training Organisation (RTO).

It is an offence for a person who is not an accredited assessor to conduct a competency assessment, issue a notice of satisfactory assessment, or in any other way hold themselves out to be an accredited assessor.

High risk work includes:

- scaffolding,
- dogging and rigging,
- crane and hoist operation,
- operating a reach stacker,
- operating a forklift, and
- operating pressure equipment (boilers, steam turbines and steam engines).

Eligibility

You can apply for accreditation to assess high risk work if you:

- hold a 'Certificate IV in Workplace Assessment and Training' (or equivalent), and
- hold a current HRWL in the required class (or a class which encompasses the required class), and
- are able to demonstrate the required experience working in the class of high risk work.

Recognition of Interstate accreditation

Assessor accreditations issued in another Australian State or Territory can be recognised in Western Australia allowing holders to work here. For your interstate accreditation to be recognised here it must be:

- equivalent (same classes), and
- have been issued under a prescribed 'corresponding WHS law'.

A list of corresponding WHS laws is provided in Appendix 1.

If you hold a current equivalent accreditation under a corresponding WHS law, you may request for that accreditation to be recognised in WA. There are three pathways to have your accreditation recognised:

Recognition of an interstate Accreditation under WHS Regulations

Lodge an application for 'Recognition of an interstate Assessor's Accreditation'. We will contact the issuing state to verify the validity of the accreditation and once verified you are issued with a WA Accreditation number.

Mutual Recognition (MR)

Lodge a Notice and we will contact the issuing state to verify the validity of the accreditation. Once you have lodged the Notice you are deemed registered, you can commence work under authorisation of your home State licence in WA, but subject to all local laws which apply to the occupation. You are issued with a WA Accreditation number. For more information visit:

www.wa.gov.au/organisation/service-delivery/mutual-recognition

Automatic Mutual Recognition (AMR)

You notify the Department of your intent to work in Western Australia under your current accreditation. Once you have lodged a valid notification you are deemed registered, you can commence work under authorisation of your home State licence in WA, but subject to all local laws which apply to the occupation. You are not issued with a Western Australian Accreditation number.

For more information visit www.wa.gov.au/organisation/service-delivery/automatic-mutual-recognition-amr

3. Knowledge – VET Course Certification

When applying for an assessor accreditation for the first time you will be required to provide evidence that you have completed the prescribed VET course.

Evidence of Certification

The evidence required is a copy of the Statement of Attainment issued by a Registered Training Organisation (RTO).

Prescribed VET Course

To meet the requirement to become an assessor you must have completed one of the following courses:

1. TAE40122 Certificate IV in Training and Assessment or its successor, or
2. TAE40116 Certificate IV in Training and Assessment, or
3. A diploma or higher level in adult education.

Evidence of completing these courses is not required for add a class, interstate transfer or renewal applications.

4. Required Experience

New and add a class applicants must be able to demonstrate that they have acquired, through work experience, the skills necessary to assess a person's competency to do HRW.

The evidence is required to be provided in the form of a completed Statement of Experience (SOE).

What Qualifies as Experience

Work experience that will be accepted includes conducting; direct supervision; training; consulting; advising or similar responsibilities, which maintain or develop the persons skills in the class of high risk work being applied for.

The experience must be or have been an essential element of your employment and undertaken on a routine basis.

At least half of your experience must have been in real world industry situations, other than an RTO environment. Real world experience is required to ensure that assessors have a strong appreciation for the skills required to safely carry out the work in industrial environments.

The experience must be verified by a credible and independent referee with direct knowledge of your experience. Referees will be contacted to verify experience statements.

Statement of Experience (SOE)

An SOE template is provided in the application forms. The more detail you can provide the easier it will be for licensing officers to confirm you are eligible. You must provide:

- The name of your employer or the company who you undertook the work for.
- The start **AND** end dates of your employment. The month and year must be provided. These are required so that licensing officers can calculate how many hours/weeks of experience you have.
- You must provide details of the activities you undertook related to the class of high risk work being applied for, and how many hours per week on average you undertook that activity.
- You must provide details of the make and model of the plant/equipment used. Particularly if you are applying for a crane, hoist, reach stacker, forklift or pressure equipment class of accreditation.
- You must have your SOE signed by a referee. The referee will be contacted to confirm the contents of the SOE.

How Much Experience do I Need

For most classes of accreditation, you are required to provide evidence of:

1. at least 1 year of full time (1,500 hours/40 weeks) experience in the last 5 years, or
2. a significant amount of experience more than 5 years ago and evidence of maintenance of competency in the last 5 years.

The following classes of accreditation have different experience requirements.

Advanced Scaffolding Experience

Applicants for an Advanced Scaffolding class of accreditation are required to provide evidence of either:

1. 1 year of full time (1,500 hours/40 weeks) experience in the last 5 years, or
2. A combination of intermediate and advanced scaffolding experience including at least two of the following types of advanced scaffolding: a) cantilevered hoists; (b) hung scaffolds, including scaffolds hung from tubes, wire ropes or chains; (c) suspended scaffolds.

Advanced Rigging Experience

Applicants for an Advanced Rigging class of accreditation are required to provide evidence of either:

1. 1 year of full time (1,500 hours/40 weeks) experience in the last 5 years, or
2. A combination of intermediate and advanced rigging experience including at least two of the following types of advanced rigging: a) cantilevered hoists; b) gin poles and shear legs; c) flying foxes and cable ways; d) guyed derricks and structures; e) suspended scaffolds and fabricated hung scaffolds.

Reciprocating Steam Engine Experience

Applicants for a Reciprocating Steam Engine class of accreditation are required to provide evidence of 1 year of full time (1,500 hours/40 weeks) experience in the last 5 years. However, due to the limited opportunities to obtain experience in this class, less or older experience may be considered on application. Applicants should provide evidence of all experience.

What if I Don't Have Enough Experience

If you cannot meet the minimum experience requirements but believe you have the required skills and knowledge to become an accredited assessor, you can attach a submission to your application which provides the following information:

- How granting the accreditation will not result in a lower standard of health and safety for persons being assessed, and
- What steps you have taken or are proposing to take in relation to gaining experience in or exposure to the work tasks related to the class of high risk work being applied for.

The application will be assessed based on the information provided.

Can Experience in an Alternate Class be Accepted

Though classes of accreditation are not encompassing, experience in lower class of related work can be accepted towards your application as shown in Table 1.

Table 1: Acceptable Experience

Assessor Class applied for		Acceptable experience
SB	Basic scaffolding	SB, SI and SA
SI	Intermediate scaffolding	SI and SA
SA	Advanced scaffolding	SA
DG	Dogging	DG, RB, RI and RA
RB	Basic rigging	RB, RI and RA
RI	Intermediate rigging	RI and RA
RA	Advanced rigging	RA
CT	Tower cranes	CT
CS	Self-erecting tower cranes	CS
CD	Derrick cranes	CD
CP	Portal boom cranes	CP
CB	Bridge and gantry cranes	CB
CV	Vehicle loading cranes	CV
CN	Non-slewing mobile cranes	CN
C2	Slewing mobile cranes <= 20t	C2, C6, C1 and CO
C6	Slewing mobile cranes <= 60t	C6, C1 and CO
C1	Slewing mobile cranes <= 100t	C1 and CO
CO	Slewing mobile cranes > 100t	CO
HM	Material hoists	HM and HP
HP	Personnel and materials hoists	HP
WP	Boom-type elevating work platforms	WP
PB	Concrete placing booms	PB
RS	Reach Stacker	RS and CN
LF	Forklift truck	LF
LO	Order-picking forklift truck	LO
BS	Standard boiler operation	BS and BA
BA	Advanced boiler operation	BA
TO	Steam turbine operation	TO
ES	Reciprocating steam engine operation	ES

5. Probity Questions

The assessment of your skills and knowledge to undertake high risk work assessments includes consideration of accreditation/s you have (or had) in other jurisdictions and your compliance history across the country. The probity questions listed in the application form are required to be completed so that this assessment can be made. Answering 'yes' to any of the questions will not necessarily mean that your application will be refused.

If you answer 'yes' to any of the questions, you must attach details. A 'yes' response may be considered by the WorkSafe Western Australia Commissioner (Commissioner) on the facts and information provided.

What is an Enforceable Undertaking?

The probity questions include a question asking if you have ever entered into an enforceable undertaking. An enforceable undertaking is a written promise from a person who has (or who is alleged to have) committed a work health and safety offence, to do certain things to rectify or remedy the work health and safety issue. An enforceable undertaking can be accepted by the regulator as an alternative to prosecution or other enforcement action.

6. Letter from an RTO

The regulations require that all high risk work assessments must be conducted for or on behalf of an RTO. To ensure that assessors can meet this requirement, applicants are required to provide a letter confirming they will be:

- engaged to complete high risk work assessments of the class being applied for in association with the RTO, and
- trained by the RTO in the use of the relevant National Assessment Instruments and Notice of Assessment book.

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

A Licensing Officer will check that the RTO is registered to provide the training for the relevant class of high risk work in Western Australia.

7. Assessor Accreditation Conditions

Assessor accreditations are issued subject to conditions. The purpose of the conditions is to establish a consistently high standard when assessing individuals applying for high risk work (HRW) licences, to ensure that workers are competent to perform high risk work and uphold public and industry confidence in the assessment process.

When you sign the application declaration you are declaring that you have read, understood, and can comply with the conditions.

A breach of any of the conditions is an offence and can result in suspension or cancellation of your accreditation and disqualification from applying for re-accreditation for a period of time.

The conditions are maintained in a separate document published on the Department's website.

8. Identification

To establish proof of identity you must provide either:

- ONE primary document, or
- at least THREE secondary documents including a document that includes your name and date of birth.

Examples of primary and secondary documents are provided in the table below. All documents must be valid/current unless stated otherwise.

CREDIT/DEBIT CARDS OR BANK STATEMENTS CANNOT BE ACCEPTED FOR PROOF OF IDENTIFICATION

Table 2: Acceptable Identification Documents

Primary Identification	Secondary Identification
Australian Passport – Current or expired within the last two years, but not cancelled	Birth certificate or certified extract
A driver's licence, learner's permit or any other photographic identity document issued under Australian Law	Australian Citizenship or naturalisation document
International Passport or other documents with same characteristics of Passport. Current, not expired or cancelled.	Current entitlement card issued by a State or Commonwealth Government department (for example a Medicare, Pension, Health or Veteran card)
Current International Driver's Licence or an overseas driver's licence recognised by the WA Department of Transport (in English or translated in English)	Utility bill (for example telephone, gas or electricity account) not more than 12 months old
Police and Defence identification cards	Water, local rate notice or land valuation notice not more than 12 months old
State or Commonwealth employee photo identification card with DOB	Electoral enrolment card or other evidence of enrolment not more than two years old
Western Australian Photo Card (formerly Proof of Age)	Student Identification Card (Secondary/Tertiary)
WA Recreational Skipper's Ticket issued by Department of Transport	Valid Government issued Certificate of Competency/OHS Certification Australia card
Student Smartrider with photo (issued through School)	Certificate or statement of accomplishment or enrolment from a recognised educational institution
Western Australian Working with Children Card	Letter from the principal of a recognised educational institution (not older than 12 months)
Western Australian Firearms Identification card	Maritime Security Identification Card (MSIC) or Aviation Security Identification Card (ASIC)
Document of Identity issued by the Department of Corrective Services for prisoners (will be accepted as only form of ID if no other can be supplied)	Motor vehicle registration or insurance papers (not older than 12 months)
	Property Lease agreement (not older than 12 months)

9. Identification Photograph

You must provide one (1) passport quality photograph with your application which will be printed on your plastic credit card sized accreditation card.

Your photograph must:

- be clear (not pixelated or blurry)
- be in colour;
- be no more than 6 months old;
- show your head and top of your shoulders close up;
- show natural skin tones and colours – no flash reflection and no red eye;
- show you with a 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; and
- show your eyes open and clearly visible, and only with glasses if you regularly wear them e.g. no sunglasses.

If you are applying using a paper application the physical photograph must:

- be 45-50mm high and 35-40mm wide;
- show your head and top of your shoulders close up so the measurement of the face from the bottom of the chin to the crown (i.e. top of head without hair) is between 32-36mm;

Where can I get an ID photo

You can get a passport quality photograph taken from a provider such as Australia Post. Some passport photo providers also offer digital copies which can be used to submit your application online.

10. Declaration

As part of the application, you must declare that the information provided is true and correct. In addition, you are required to give consent to obtain (on your behalf) any document, record, file, or information that may be necessary and relevant to consider your application.

Providing false or misleading information will invalidate the application and any licence that may be issued.

11. Application Fees

The relevant fees are published on the WorkSafe website. Fees are reviewed each year and usually increase in July. Your application cannot be processed until payment has been received.

Lodging a paper application

You must attach an application payment form prior to submitting. We cannot receive payment details by email, so you must submit your paper application in person or by mail.

Lodging an online application

If you are applying online you will be asked to enter credit card details at the end of the application process.

Refunds

Partial refunds will only be provided if you withdraw your application, if your application is refused or in exceptional circumstances.

Application fees are made up of a portion for the cost of administering the application and a portion of cost recovery for the cost of regulating assessors. Partial refunds will be provided for the regulating portion of the fee only.

12. Insufficient Information

If your application does not contain enough information for a decision to be made, we will send you an email asking for additional information. You will be given 28 days to provide additional information. Additional time can be given on request.

If the requested information isn't received the application will be taken to be withdrawn.

13. Approved applications

If the application requirements have been met, your application will be granted. You will receive an email notifying you that it has been granted along with:

- digital copies of the National Assessment Instruments relevant to the classes of HRW for which your accreditation is granted, and
- a copy of your accreditation document.

We will also post to you:

- your assessor's identification card, and
- 2 x Notice of Assessment books.

14. Refused applications

If your application does not meet the requirements to be granted an accreditation, you will be sent a notice advising you that we intend to refuse your application and explaining why your application does not meet the requirements for granting. The notice will give you 28 days to provide a response and additional information.

After the 28 days has passed a final decision, considering any additional information provided, will be made.

If your application is refused, you will receive a notice of refusal. A decision to refuse a licence is reviewable both internally by the Department, and by the Work Health and Safety Tribunal. The refusal notice will include detail of how to apply for a review.

15. How do I renew my accreditation?

You may apply to renew your accreditation in person or by mail. Online options to renew are not yet available.

Applications for renewal must be received by WorkSafe before the expiry of the Accreditation as there are no grace periods for late renewal.

Renewal reminders will be sent as a courtesy provided there is an email address and mobile number recorded on file.

Maintenance of Competency

Accredited assessors are required to maintain competency to carry out assessments in each class of high risk work they are accredited for.

Applicants for renewal must complete a declaration on the application form that details maintenance of competency experience in each class of accreditation held. Maintenance of competency activities in classes of work other than the class to be renewed can be accepted in accordance with Table 1.

16. How do I keep my details up to date?

The accreditation holder must notify of a change of residential address and other contact details within 14 days of the change occurring.

You can do this by emailing WorkSafe at worksafelicensing@demirs.wa.gov.au with your accreditation number, full name, date of birth, previous details (e.g. previous address) and new details (e.g. updated address). Alternatively, you can call WorkSafe to update your details. A three point identification check will be carried out before any personal details are changed.

17. Lost Stolen or Damaged Accreditation Documents

An application for a replacement document must be lodged using the online portal, where you will be required to complete a declaration describing the circumstances in which the original document was lost, stolen or destroyed.

You will need to use the same email address and/or mobile number recorded against your accreditation record so that, when prompted, the system can SMS and/or email you your personal, one-time security access code.

Appendix 1: Corresponding WHS Laws

Corresponding WHS law means any of the following legislation:

Commonwealth

- *Work Health and Safety Act 2011*; and
- *Occupational Health and Safety (Maritime Industry) Act 1993*

Northern Territory

- *Work Health and Safety (National Uniform Legislation) Act 2011*

New South Wales

- *Work Health and Safety Act 2011*; and
- *Work Health and Safety (Mines and Petroleum Sites) Act 2013*

Queensland

- *Work Health and Safety Act 2011*;
- *Coal Mining Safety and Health Act 1999*; and
- *Mining and Quarrying Safety and Health Act 1999*

South Australia

- *Work Health and Safety Act 2012*

Tasmania

- *Work Health and Safety Act 2012*

Australian Capital Territory

- *Work Health and Safety Act 2011*

Victoria

- *Occupational Health and Safety Act 2004*