

# Application to add a class to High Risk Work Assessor Accreditation

Work Health and Safety Act 2020 (the Act)  
Work Health and Safety (General) Regulations 2022 (the Regulations)

## How to complete this application

1. Read the Applicant Guide and application form in full to understand all of the information required. The Application Guide can be found here: [www.wa.gov.au/media/50289/download?inline](http://www.wa.gov.au/media/50289/download?inline)
2. Gather all required attachments.
3. Complete the application form in full.
4. Use the provided checklist to check the application is complete.
5. Submit the application along with payment of the required fee.
6. If you want to add more than three (3) classes of accreditation, submit an "Application to add a class" per three (3) additional classes.

For assistance completing this application phone 1300 424 091 or email  
[WorksafeRegistration@demirs.wa.gov.au](mailto:WorksafeRegistration@demirs.wa.gov.au)

## How to submit this application

Submission method		Application fee
Post	Licensing Services Department of Energy, Mines, Industry Regulation and Safety Locked Bag 100 EAST PERTH WA 6892	Attach Application Payment Form  <a href="http://www.wa.gov.au/media/49956/download?inline">www.wa.gov.au/media/49956/download?inline</a>
In person	Department of Energy, Mines, Industry Regulation and Safety Level 1, Mason Bird Building 303 Sevenoaks Street, Cannington Office opening hours: 8.30am - 4.30pm, Monday to Friday	

*\*Fees are reviewed annually and are subject to change without notice. Current application fees can be found on the WorkSafe website*

### OFFICE USE ONLY

Total Fee	\$	Department Code	WA	Chart Description	<input type="checkbox"/> High Risk Work Assessor – Modification
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# PART 1: APPLICATION DETAILS

Applicant Details					
Family name					
Given names					
Residential address	Street address				
	Suburb		Postcode		
Postal address (if different to residential address)	Postal address				
	Suburb		Postcode		
Phone no.					
Email					
Current Accreditation details					
Accreditation Number			Expiry Date		
Class/es of accreditation being applied for					
<p>1. <b><u>A maximum of three (3) classes</u></b> can be applied for per application.</p> <p>2. <b><u>Classes of accreditation are not encompassing</u></b>  <i>For example, an SA class of accreditation does not entitle an assessor to also assess SI and SB. Each class must be applied for separately.</i></p>					
<input type="checkbox"/>	SB - Basic scaffolding	<input type="checkbox"/>	CP - Portal boom crane	<input type="checkbox"/>	WP - Boom-type elevating work platform
<input type="checkbox"/>	SI - Intermediate scaffolding	<input type="checkbox"/>	CB - Bridge and gantry crane	<input type="checkbox"/>	PB - Concrete placing boom
<input type="checkbox"/>	SA - Advanced scaffolding	<input type="checkbox"/>	CV - Vehicle loading crane	<input type="checkbox"/>	RS - Reach stacker
<input type="checkbox"/>	DG - Dogging	<input type="checkbox"/>	CN - Non-slewing mobile crane	<input type="checkbox"/>	LF - Forklift truck
<input type="checkbox"/>	RB - Basic rigging	<input type="checkbox"/>	C2 - Slewing mobile crane - up to 20t	<input type="checkbox"/>	LO - Order-picking forklift truck
<input type="checkbox"/>	RI - Intermediate rigging	<input type="checkbox"/>	C6 - Slewing mobile crane - up to 60t	<input type="checkbox"/>	BS - Standard boiler
<input type="checkbox"/>	RA - Advanced rigging	<input type="checkbox"/>	C1 - Slewing mobile crane - up to 100t	<input type="checkbox"/>	BA - Advanced boiler
<input type="checkbox"/>	CT - Tower crane	<input type="checkbox"/>	CO - Slewing mobile crane - over 100t	<input type="checkbox"/>	TO - Steam turbine
<input type="checkbox"/>	CS - Self-erecting tower crane	<input type="checkbox"/>	HM - Materials hoist	<input type="checkbox"/>	ES - Reciprocating steam engine
<input type="checkbox"/>	CD - Derrick crane	<input type="checkbox"/>	HP - Personnel and materials hoist		

## PART 2: ATTACHMENTS

Attach the following documents to your application	
<input type="checkbox"/>	<p><b>A letter from an RTO</b> confirming you will be:</p> <ol style="list-style-type: none"><li>engaged to complete high risk work competency assessments of the relevant class/es in association with the RTO delivering the training in WA.</li><li>trained in the use of the relevant National Assessment Instruments (NAI) and Notice of Assessment (NOA) book for the relevant class/es.</li></ol> <p>If you are applying for more than one class you are required to attach a letter (or letters) that applies to each of the classes being applied for.</p>

## PART 4: CONDITIONS OF ACCREDITATION

<ul style="list-style-type: none"><li>If granted, the standard conditions published online at <a href="http://www.wa.gov.au/government/multi-step-guides/high-risk-work-licensing/high-risk-work-licence-assessor-add-class-application">www.wa.gov.au/government/multi-step-guides/high-risk-work-licensing/high-risk-work-licence-assessor-add-class-application</a> apply to all assessor accreditations.</li><li>By submitting this application, you are acknowledging awareness of these conditions and your ability and agreement to comply with them.</li><li>Conditions applied to accreditation can be amended from time to time. You will be notified if conditions on an accreditation are going to be amended.</li></ul>
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# PART 3: PROBITY QUESTIONS

Probity questions		
For help understanding these questions read the applicant guide here: <a href="http://www.wa.gov.au/media/50289/download?inline">www.wa.gov.au/media/50289/download?inline</a> or call 1300 424 091.		
1. Do you have a current assessor accreditation in another State/Territory in Australia?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. Have you ever been convicted or found guilty of an offence under Work Health and Safety legislation in Australia?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3. Have you ever entered into an enforceable undertaking under Work Health and Safety legislation in Australia?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4. Have you ever been refused an equivalent high risk work assessor accreditation in Australia?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5. Have you previously held a high risk work assessor accreditation in Australia which had conditions imposed on it, or which was suspended or cancelled?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6. Have you ever been disqualified from applying for a high risk work assessor accreditation in Australia?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If you answered 'yes' to any of the above questions, attach details. A 'yes' response will be considered by the WorkSafe Western Australia Commissioner on the facts presented and may not affect your application to be licensed.		
Declaration of applicant		
<p>Section 268 of the <i>Work Health and Safety Act 2020</i> provides for penalties of up to \$12,500 for a person who gives information that the person knows to be false or misleading in a material particular or omits any matter or thing without which the information is misleading; or who provides a document that the person knows to be false or misleading in a material particular.</p> <ol style="list-style-type: none"> <li>By signing this application form I declare that the information and documents I have provided in support of this application are true and correct.</li> <li>In addition, by signing this form, I give consent to the WorkSafe Commissioner, or persons so directed, to obtain on my behalf any document, record, file, or information that may be necessary and relevant to consider this application.</li> <li>I have read, understood and agree to comply with the conditions of accreditation stated on the document titled 'WorkSafe accredited assessor conditions for high risk work licence classes' as published on the Department of Energy, Mines, Industry Regulation and Safety website, and understand that non-compliance with any condition may result in the accreditation being suspended or cancelled.</li> <li>I understand that if my application is incomplete or contains errors I will be contacted by email and provided 28 days to provide the required information. If I do not respond with the required information, my application will be taken to be withdrawn and I may be required to reapply.</li> </ol> <p>This declaration is considered to be made on the date the application is submitted.</p>		
Signature		

# PART 5: STATEMENT OF EXPERIENCE

How to complete this Statement of Experience (SOE):

- Complete a new SOE for each class applied for (maximum three per application).
- Refer to the applicant guide for examples of how to complete a SOE.
- Licensing Officers will review your SOE to determine if you have enough experience to assess competency for high risk work. Experience is assessed based on:
  - a. How much experience you have (years),
  - b. How recent the experience is,
  - c. How much variety of experience you have.
- Applicants are expected to have:
  - a. at least 1 year of full time (1,500 hours/40 weeks) experience in the last 5 years, or
  - b. a significant amount of experience more than 5 years ago and evidence of maintenance of competency in the last 5 years.
- Work experience that will be accepted includes conducting; direct supervision; training; consulting; advising or similar responsibilities, which maintain or develop your 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 the experience must have been in real world industry situations other than an RTO environment.
- Have the SOE endorsed by your employer/independent and credible referee.

A credible and independent referee means a person who:

1. has the skills to assess the scope and quality of the experience claimed by the applicant, and
2. was able to assess the scope and quality of the experience claimed by you (such as a person directly supervising the work), and
3. is not a relative; employee, co-worker or subordinate worker, office manager or HR manager, and
4. does not have any actual or perceived conflict of interest in providing the reference.

For experience gained while employed, a credible and independent referee is the Applicant's employer or an authorised representative of the Applicant's employer.

- To avoid delays in processing your application, complete all parts of the SOE with as much detail as possible.
- Print additional pages if required.

Note: Applicants for reciprocating steam engine (ES), advance scaffolding (SA) or advanced rigging (RA) should refer to the Applicant Guide for details of additional experience requirements for these classes.

Statement of Experience			
<b>Class of high risk work</b> <i>(one class per SOE)</i>			
<b>Employer/Company name</b>			
<b>Start Date</b> DD/MM/YYYY		<b>End Date</b> DD/MM/YYYY	
<b>Provide a detailed description of the activities performed in relation to the class of high risk work</b>			<b>Hours per week</b>
<b>Provide the makes and models of any relevant equipment/plant used</b> <i>Specify details i.e. lifting capacity, brand etc.</i>			
<b>Referee Declaration</b>			
<ul style="list-style-type: none"> <li>• By signing this statement of experience I declare that I have direct knowledge of the applicant's experience.</li> <li>• I confirm the experience detailed above is true and correct.</li> <li>• I am confident that the applicant has the abilities to undertake the class of high risk work safely and competently.</li> <li>• This declaration is considered to be made on the date the application is submitted</li> </ul>			
<b>Referee Full Name</b>			
<b>Relationship</b>			
<b>Phone Number</b>			
<b>Email</b>			
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<b>Phone Number</b>			
<b>Email</b>			
<b>Signature</b>			



# APPLICATION CHECKLIST

Please ensure you have provided/completed each of the following:

## PART 1: APPLICATION DETAILS

☐ Application details completed in full

## PART 2: ATTACHMENTS

☐ Letter from RTO/s attached

## PART 3: CONDITIONS

☐ You have read, understood, and agree to comply with the conditions which will apply to the accreditation if granted. You are able to comply with the conditions.

## PART 4: PROBITY AND DECLARATION

☐ All probity questions have been answered and supporting documents provided (if required)

☐ You have signed the declaration

## PART 5: STATEMENT OF EXPERIENCE

☐ You have completed an SOE for each class applied for (maximum three per application).