



Department of Energy, Mines,
Industry Regulation and Safety



WorkSafe
Western Australia

Applicant guide

Application for a high risk work licence

Licensing Services Directorate
Department of Energy, Mines, Industry Regulation and Safety

14 March 2025

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.

Contents

1.	When is a high risk work licence required?	3
2.	Who may apply for a licence?	3
3.	Classes of high risk work	4
4.	Application type	5
5.	Applicant details.....	6
6.	Notice of assessment (NOA).....	6
7.	Statement of Attainment (SOA).....	6
8.	Probity and declaration	7
9.	Application fee	9
10.	Identification	9
11.	Passport quality photograph	10
12.	Incomplete applications	10
13.	What happens if my licence is granted?.....	11
14.	How do I renew my licence?	11
15.	How do I keep my details up to date?	11
16.	What happens if I lose my licence document?	11

WorkSafe WA regulates high risk work and determines applications for HRWL's. The information is based on the Work Health and Safety Act 2020 (WA) (the Act) and Division 1 of Part 4.5 of the Work Health and Safety (General) Regulations 2022 (WA) (the Regulations).

1. When is a high risk work licence required?

To obtain a HRW licence under the WHS Regulations, a person must be trained in accordance with the applicable unit of competency by a Registered Training Organisation (RTO) and then be assessed as competent against the applicable national assessment instrument (NAI) by an assessor who is accredited by WorkSafe.

High risk work includes:

- scaffolding work;
- dogging and rigging work;
- crane and hoist operation;
- using a reach stacker;
- using a fork lift; and
- operating boilers, steam turbines or reciprocating steam engines

A HRWL for a type of work (class) is **not required**:

- when you are undertaking training activities to be certified to carry out the high risk work, so long as:
 - you are enrolled in a training course for the relevant high risk work, and
 - a holder of that class of licence is supervising you during the work;
- for the first 60 days after you have been issued your Notice of Satisfactory Assessment for that type of work;
- if it involves working with plant in any way except day-to-day operation;
- if you are setting up or dismantling a crane as long as you hold an appropriate rigging licence; or
- you are working with a heritage boiler.

2. Who may apply for a licence?

You can apply for a HRWL if you:

- are at least 18 years of age;
- have completed training in the relevant class or classes with a registered training organisation (RTO);
- have been assessed as competent in the relevant classes by an accredited assessor working for the registered training organisation where you trained; and
- are able to speak English well enough to carry out high risk work safely with other people.

3. Classes of high risk work

To carry out any of the classes of high risk work listed below, a person must hold the relevant high risk work licence. There are 29 different classes of high risk work.

CLASS	SCAFFOLDING WORK (Hierarchical Class)
SB	Basic scaffolding
SI	Intermediate scaffolding (includes SB)
SA	Advanced scaffolding (includes SB and SI)
CLASS	DOGGING AND RIGGING WORK (Hierarchical Class)
DG	Dogging
RB	Basic rigging (includes DG)
RI	Intermediate rigging (includes DG, RB)
RA	Advanced rigging (includes DG, RB, RI)
CLASS	CRANE AND HOIST OPERATION (* denotes Hierarchical Class)
CT	Tower cranes
CS	Self-erecting tower cranes
CD	Derrick cranes
CP	Portal boom cranes
CB	Bridge and gantry cranes
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) (includes CN, CV and RS)
C6*	Slewing mobile cranes (up to and including 60 tonnes lifting capacity) (includes C2, CN, CV and RS)
C1*	Slewing mobile cranes (up to and including 100 tonnes lifting capacity) (includes C6, C2, CN, CV and RS)
CO*	Slewing mobile cranes (open/over 100 tonnes lifting capacity) (includes C1, C6, C2, CN, CV and RS)
WP	Boom-type elevating work platforms (boom length 11 metres or greater)
HM	Material hoists (cantilever platforms)
HP	Personnel and materials hoists (includes HM)
PB	Concrete placing booms
RS	Reach Stacker
LF	Forklift truck
LO	Order-picking forklift truck
CLASS	PRESURE EQUIPMENT OPERATION (* denotes hierarchical class)
*BS	Standard boiler operation
*BA	Advanced boiler operation
TO	Steam turbine operation
ES	Reciprocating steam engine operation

4. Application type

New Licence

If you do not hold a current HRWL anywhere in Australia, use the 'Application for a licence to perform high risk work (NEW)' form.

Adding a class

If you hold a current Western Australian HRWL and want to add an additional class to the licence, use the 'Application to add a class to a high risk work licence' form.

You can use one form to add multiple classes and those classes will be added to your HRWL at the same time.

Adding a class does not extend your expiry date.

IMPORTANT

You cannot add a class to a licence that has not yet been granted. If you have applied for your first HRWL and are assessed for a new class before your licence is granted, you will need to submit another 'Application for a licence to perform high risk work (NEW)' form.

Renewing or transferring an interstate licence

If you hold a HRWL that was issued under corresponding WHS law (*refer to page 12*), you can apply to transfer the licence to Western Australia. Use the 'Application for a licence to perform high risk work (Interstate transfer/renewal)' form.

A high risk work licence can be transferred from, or into, WA if the licence is current or within 12 months of expiry. If your application is granted, you will receive a new WA licence card and licence number.

Your interstate HRWL will be cancelled in the issuing state because you cannot hold a HRWL in the same class(es) in more than one State or Territory at a time.

If you are transferring your licence at the same time as adding classes you have been recently assessed for in WA, use the 'Application for a licence to perform high risk work (Interstate transfer/renewal)' form. You will be required to include the NOAs and SOAs for the classes you have been assessed for in WA, and those classes will be added to your HRWL at the same time as the transfer.

iApply – online application form for new and interstate applications

Online lodgement is now available for new and interstate high risk work licence applications. Visit our website to lodge your application online: www.commerce.wa.gov.au/worksafe/high-risk-work-licence

Renewing a Western Australian HRWL

You may apply to renew your Western Australian High Risk Work Licence up to three months before it is due for renewal, or 12 months after, expiry using the online renewal portal on the WorkSafe website.

5. Applicant details

You must provide your full name, date of birth and contact details when applying for a HRWL.

A residential address must be provided for the HRWL to be issued. Ensure you provide a mobile phone number or email address so you can be sent communications regarding your application and licence, should it be issued.

When completing an application form, you must ensure that the name details entered are the same as those that appear on the identification documentation you provide. If your identification has been issued under a different name to the name you are applying under, you will need to provide evidence of the change of name. (e.g. marriage certificate, change of name certificate, and/or birth certificate).

6. Notice of assessment (NOA)

Your application must be received by WorkSafe within 60 days of the date of issue of the Notice of Assessment (NOA). If your NOA has expired, your application will not be processed.

You must attach the white (Applicant original) NOA to your application and only fully completed NOA's can be accepted. Your Assessment Result must be 'Competent (CMP)' to be accepted, and for you to carry out high risk work. Your assessment must be carried out in Western Australia, we do not accept NOAs issued in other states or territories.

7. Statement of Attainment (SOA)

You must provide legible copies of your Statement of Attainment (for each class). The SOA must show you have achieved the following competencies for the class(es) you are applying for:

Licence class	VET course
Basic scaffolding	<ul style="list-style-type: none"> Licence to erect, alter and dismantle scaffolding basic level
Intermediate scaffolding	<ul style="list-style-type: none"> Licence to erect, alter and dismantle scaffolding basic level; and Licence to erect, alter and dismantle scaffolding intermediate level
Advanced scaffolding	<ul style="list-style-type: none"> Licence to erect, alter and dismantle scaffolding basic level; and Licence to erect, alter and dismantle scaffolding intermediate level; and Licence to erect, alter and dismantle scaffolding advanced level
Dogging	<ul style="list-style-type: none"> Licence to perform dogging
Basic rigging	<ul style="list-style-type: none"> Licence to perform dogging; and Licence to perform rigging basic level
Intermediate rigging	<ul style="list-style-type: none"> Licence to perform dogging; and Licence to perform rigging basic level; and Licence to perform rigging intermediate level
Advanced rigging	<ul style="list-style-type: none"> Licence to perform dogging; and Licence to perform rigging basic level; and Licence to perform rigging intermediate level; and Licence to perform rigging advanced level
Tower crane	<ul style="list-style-type: none"> Licence to operate a tower crane
Self-erecting crane	<ul style="list-style-type: none"> Licence to operate a self-erecting tower crane
Derrick crane	<ul style="list-style-type: none"> Licence to operate a derrick crane
Portal boom crane	<ul style="list-style-type: none"> Licence to operate a portal boom crane
Bridge and gantry crane	<ul style="list-style-type: none"> Licence to operate a bridge and gantry crane

Licence class	VET course
Vehicle loading crane	<ul style="list-style-type: none"> Licence to operate a vehicle loading crane (capacity 10 metre tonnes and above)
Non-slewing mobile crane	<ul style="list-style-type: none"> Licence to operate a non-slewing mobile crane (greater than 3 tonnes capacity)
Slewing mobile crane – with a capacity up to 20 tonnes	<ul style="list-style-type: none"> Licence to operate a slewing mobile crane (up to 20 tonnes)
Slewing mobile crane – with a capacity up to 60 tonnes	<ul style="list-style-type: none"> Licence to operate a slewing mobile crane (up to 60 tonnes)
Slewing mobile crane – with a capacity up to 100 tonnes	<ul style="list-style-type: none"> Licence to operate a slewing mobile crane (up to 100 tonnes)
Slewing mobile crane — with a capacity over 100 tonnes	<ul style="list-style-type: none"> Licence to operate a slewing mobile crane (over 100 tonnes)
Materials hoist	<ul style="list-style-type: none"> Licence to operate a materials hoist
Personnel and materials hoist	<ul style="list-style-type: none"> Licence to operate a personnel and materials hoist
Boom-type elevating work platform	<ul style="list-style-type: none"> Licence to operate a boom-type elevating work platform (boom length 11 metres or more)
Concrete placing boom	<ul style="list-style-type: none"> Licence to operate a concrete placing boom
Reach stacker	<ul style="list-style-type: none"> Licence to operate a reach stacker (greater than 3 tonnes capacity)
Forklift truck	<ul style="list-style-type: none"> Licence to operate a forklift truck
Order-picking forklift truck	<ul style="list-style-type: none"> Licence to operate an order-picking forklift truck
Standard boiler operation	<ul style="list-style-type: none"> Licence to operate a standard boiler
Advanced boiler operation	<ul style="list-style-type: none"> Licence to operate a standard boiler; and Licence to operate an advanced boiler
Steam turbine operation	<ul style="list-style-type: none"> Licence to operate a steam turbine
Reciprocating steam engine operation	<ul style="list-style-type: none"> Licence to operate a reciprocating steam engine

8. Probity and declaration

As part of the application, you must declare that the information is true and correct, and cannot be found to be providing false and misleading information. In addition, you will be required to give consent to the Commissioner, or persons so directed, to obtain on your behalf any document, record, file, or information that may be necessary and relevant to consider your application

You must also declare that you understand that if your application is incomplete or contains errors you will be contacted by email and provided 28 days to provide the required information. If you do not respond with the required information your application will be taken to be withdrawn and you may be required to obtain a new notice of assessment and reapply.

The declaration is considered to be made on the date the application is submitted.

The Work Health and Safety (General) Regulations 2022 required high risk work licence applicants to disclose information about any current or previous licences held anywhere in Australia.

By signing the application form, you are declaring that you have no further information to disclose.

If you do have further information to disclose, you must not sign the application form and must instead attach a completed 'Probity questionnaire and declaration document' to your application.

The following information is provided to help you to complete the 'Probity questionnaire and declaration document' correctly.

Answering yes to these questions does not necessarily mean the licence will not be granted, however answering the questions falsely or inaccurately will result in the application being refused and any licence granted as a result may be cancelled.

Question 1: Do you have a high risk work licence with the same class/es you are applying for in another State/Territory in Australia?

The legislation prohibits a person from holding duplicate high risk work licences in two different states/territories. A high risk work licence from another state or territory can be used in WA or it can be transferred to WA using the Interstate Transfer application form.

Question 2: Have you ever been convicted or found guilty of any offence under Work Health and Safety legislation in Australia?

Offences are not limited only to those related to high risk work. Any conviction you disclose will be considered along with any supporting information you can provide in support of the application. Things that may be considered include the seriousness of the offence, and how long it has been since the offence.

Question 3: Have you ever entered into an enforceable undertaking under Work Health and Safety legislation in Australia?

An enforceable undertaking is a legally binding agreement between a person or business and the WorkSafe regulator where the person agrees to do certain things in order to comply with the law. Enforceable undertakings are an option for significant matters where there are reasonable grounds for believing the person or business is willing to cooperate and rectify the situation without the need for litigation.

Question 4: Have you ever been refused a high risk work licence in Australia?

Any refusal you disclose will be considered along with any supporting information you can provide in support of the application. Things that may be considered include the seriousness of the circumstances that led to the refusal, and how long it has been since the refusal.

Question 5: Have you previously held a high risk work licence in Australia?

If yes:

- were any conditions imposed on the licence?
- was that licence suspended or cancelled?
- were you disqualified from applying for any licence?

Any conditions, suspension, cancellation or disqualification you disclose will be considered along with any supporting information you can provide in support of the application. Things that may be considered include the seriousness of the circumstances, and how long it has been since you last held a high risk work licence. If your previous licence had no conditions, was not suspended or cancelled or if you have not previously been disqualified then your application will not be affected.

Attach details if you answered yes to any of the questions above.

If you answered yes to any of the question you will need to provide details including which state or territory and when.

9. Application fee

The relevant fees are published on the WorkSafe website. Your application cannot be processed until payment has been received. You must complete the credit card details at the top of the form (hardcopy) prior to submitting, unless your RTO is submitting your application on your behalf.

Licensing Services cannot receive payment details by email, so you must submit your application in person, by mail, or through iApply. Fees are non-refundable.

10. Identification

To establish proof of identity you must provide ONE primary document or at least THREE secondary documents. One of these documents must include at least your name, and date of birth, which prove you are at least 18 years of age.

CREDIT/DEBIT CARDS CANNOT BE ACCEPTED FOR PROOF OF IDENTIFICATION

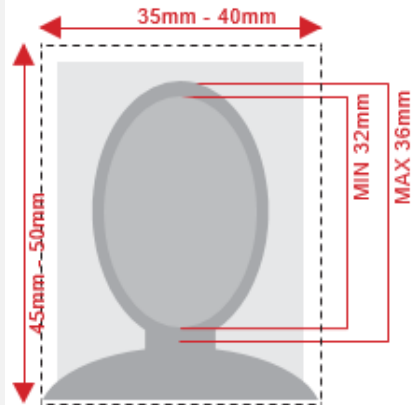
Primary identification	Secondary identification
Australian Passport – Current or expired within the last two years, but not cancelled	Birth certificate or certified extract
A current driver's licence, learners permit or any other photographic identity document issued under Australian Law – a digital drivers license cannot be accepted	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)
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 current 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)
Current 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)	Current motor vehicle registration or insurance papers (not older than 12 months)
	Property Lease agreement (not older than 12 months)

11. Passport quality photograph

You must provide one (1) passport quality photograph with a new or interstate application, which will be printed on your HRWL.

Your photograph must:

- be in colour;
- be no more than 6 months old;
- be within 45-50mm high and 35-40mm wide (if submitting a paper application);
- 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;
- show natural skin tones and colours – no flash reflection and no red eye;
- show you with a neutral expression and mouth closed (i.e. not smiling, not squinting);
- 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.

<p>Secure one (1) passport sized photograph face up.</p> <p>The photograph must be clear, less than six (6) months old and must show just your head and shoulders.</p>	 <p>The diagram illustrates the required dimensions for a passport-sized photograph. The overall width is specified as 35mm - 40mm, and the overall height is 45mm - 50mm. The face itself must be positioned within a frame where the distance from the bottom of the chin to the top of the head (crown) is between a minimum of 32mm and a maximum of 36mm. The photograph is shown as a grey silhouette against a light background.</p>
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12. Incomplete applications

Licensing Services cannot process incomplete applications.

If your application is incomplete, or contains errors, **you will be contacted** by email and provided **28 days** to submit missing or corrected information. If you do not provide the missing information to us within the 28 days your application will be taken to be withdrawn. You may be required to obtain a new notice of assessment and reapply.

It is important that you ensure the necessary documentation is provided in support of your application, in order for it to be processed.

Refer to the checklist on the last page of an application form.

13. What happens if my licence is granted?

If you are issued a HRWL, you will be sent a plastic credit card sized licence. If you hold more than one class of high risk work, the licence will contain a description of each class of licence.

A current HRWL may be used anywhere in Australia regardless of the State or Territory it was issued in, provided that it is being used in accordance with the terms and conditions under which it was granted, and the licence has not expired, been suspended or cancelled.

A HRWL takes effect on the day it is granted and expires 5 years after that day, unless cancelled earlier.

14. How do I renew my licence?

You may apply renew your licence through the online renewal portal on the WorkSafe website.

Applications for renewal of HRWL's must be received before, or up to 12 months after, the expiry of the licence, and must be accompanied by the relevant fee.

Renewal reminders will be sent as a courtesy to licensees as long as they have an email address and mobile telephone number recorded on file.

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

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

The licence holder may do this by emailing WorkSafe to WorkSafeLicensing@demirs.wa.gov.au with their licence number, full name, date of birth, previous details (e.g. previous address) and new details (e.g. updated address).

Alternatively the licence holder may update their details online at www.demirs.wa.gov.au/notify, or call WorkSafe to update their details. A three point identification check will be carried out before any personal details are changed.

16. What happens if I lose my licence document?

You must notify the Commissioner if the licence document is lost, stolen or destroyed. An application for a replacement licence 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, and pay the current prescribed fee.

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

Corresponding WHS law means any of the following legislation:

Commonwealth

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

Queensland

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