



*Becoming*  
**Accredited** *to be a*  
**High Risk Work**  
**Licence Assessor**

Work Safe

TASMANIA

### **Please note**

This information is for guidance only and is not to be taken as an expression of the law. It should be read in conjunction with the Work Health and Safety Act 2012, the Work Health and Safety Regulations 2012 and any other relevant legislation. To view, go to the WorkSafe Tasmania website at [www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au)

We welcome your feedback on this guide. Send to: [wstinfo@justice.tas.gov.au](mailto:wstinfo@justice.tas.gov.au)

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## Introduction

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You must be accredited to be a high risk work licence assessor (HRW licence assessor) to be able to conduct competency assessments or issue assessment summaries and interim high risk work licences.

This guide sets out the general competency requirements, application and assessment procedures if you wish to be accredited by WorkSafe Tasmania to be a HRW licence assessor.

The requirements for HRW licence assessors may alter to reflect any changes in Tasmanian legislation, approved codes of practice or Australian Standards as they occur.

## Am I eligible to be a HRW licence assessor?

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To be a HRW licence assessor, you must:

- be 18 years old
- hold a current HRW licence for the class you want to assess
- have successfully completed **the necessary Assessor Skill Set** (see below)
- have at least two years of **industry and operational experience** for the class you want to assess (see below)
- be **connected to a Registered Training Organisation** (RTO) (see below).

### Assessor Skill Set

You must hold:

- TAE40110 Certificate IV in Training and Assessment or its successor; or
- a diploma or higher qualification in audit education

### Industry and operational experience

You must\*:

- have at least two years of relevant industry and operational experience in the class of high risk work you wish to assess
- have relevant vocational competencies at least to the level you wish to assess
- demonstrate you have current industry skills directly relevant to the HRW you wish to assess
- continue to develop your vocational education and training (VET) knowledge and skills, your industry currency, and your assessor competence.

(\* Under the National Vocational Education and Training Regulator Act 2011.)

However, this is not required where a licence in the class of work was not previously required. For example, no specific HRW licence class was available for reach stackers before. Therefore industry and operational experience gained as an operator of a reach stacker by a licensed non-slewing crane operator or by an operator with a similar level of training and qualification is acceptable.

Current industry and operational experience can be shown with:

- letters from employers or persons conducting businesses or undertakings (PCBUs) you have performed relevant high risk work for
- contracts showing you have been engaged to perform the relevant HRW
- work diaries or logbooks you've kept while performing the relevant HRW.

If you hold an encompassing licence, and you wish to assess HRW in an encompassed class, you should demonstrate that you have at least six months of relevant industry and operation experience. For example, if you wish to assess HRW for an advanced rigging licence, which encompasses the competencies for dogging, basic rigging and intermediate rigging HRW classes, you'll need to demonstrate at least six months of relevant experience in the encompassed classes.

If you wish to add a class to your accreditation, you must have at least 12 months of operational and industry experience in that class.

## Connection to an RTO

Assessments for HRW licences must be conducted for or on behalf of an a RTO. Therefore, you must:

- be a RTO
- be employed/contracted a RTO
- work in partnership with a RTO.

You must provide evidence of your RTO connection with your application, and evidence that the RTO has the relevant unit of competency on scope for delivery in Tasmania.

If you don't, your application will still be processed — however, you won't be able to conduct assessments until you have provided WorkSafe Tasmania with the required evidence.

Failure to affiliate with a RTO may result in your accreditation being cancelled.

## How long is accreditation valid for?

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The accreditation period is three years unless cancelled earlier.

## Are interstate authorisations recognised?

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If you're an accredited assessor in another state, you'll still need to apply to WorkSafe Tasmania to be able to assess HRW in this state. However, you do not need to supply evidence of two years operational and industry experience.

You must do this before you conduct any assessments in Tasmania.

## How do I apply?

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### What to submit

You must submit the application form 'High Risk Work Assessor' (GF062; go to [www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au) and search for 'GF062'); plus copies of documents that demonstrate:

- you hold a current HRW licence for the class you want to assess
- you have successfully completed the required skill set (detailed in 'Am I eligible to be a HRW licence assessor?' on page 5)
- you have at least two years of industry and operational experience for the class you want to assess (detailed on page 5)
- your connection with a RTO (detailed on page 6)
- that the competency unit you want to assess in is one of the VET courses listed in Schedule 4 of the Work Health and Safety Regulations 2012 and is included in the scope of the RTO for delivery in Tasmania.

You need to also include copies of any other documentation that will support your application and claims of competency and experience.

If you are seeking your interstate authorisation to be recognised, you should include the number of assessments you have conducted (detailed in 'Are interstate authorisations recognised?' above).

### Where to submit

Submit your application at any Service Tasmania outlet, along with:

- proof of your identity (detailed in the application form 'High Risk Work Assessor')
- the application fee (see 'Fees' on page 8).



## What happens next? Examinations and interview

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If your application meets the necessary requirements, you will be asked to:

- complete a minimum of two written exams: one on the work health and safety laws, and one on the HRW class you want to assess; and
- attend an interview.

If your exam results are satisfactory, you will be issued with your HRWL assessor accreditation.

If your exam results are not satisfactory, you will be advised in writing.

## What are the conditions of accreditation?

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You must:

- conduct competency assessments in accordance with the conditions imposed on your accreditation; these conditions will be supplied to you when your accreditation is issued. Failure to do so is an offence and may result in your accreditation being cancelled or suspended (see 'Suspending/cancelling your accreditation' on page 9 of the conditions document);
- keep your accreditation certificate available for inspection by anyone you are conducting an assessment for;
- notify WorkSafe Tasmania in writing and within 14 days of any change to your address and/or contact details;
- notify WorkSafe Tasmania in writing as soon as practicable if your accreditation certificate is lost, stolen or destroyed.

## Suspending / cancelling your accreditation

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WorkSafe Tasmania may suspend or cancel your accreditation if you:

- are no longer qualified to conduct HRW licence assessments you have been accredited for
- have failed to comply with the conditions of your accreditation
- you have provided false or misleading information in your application
- you have carried out a HRW licence assessment other than in accordance with the conditions of your accreditation

If WorkSafe Tasmania suspends your accreditation, it may impose additional conditions.

If WorkSafe Tasmania cancels your accreditation, it may disqualify you from applying for further accreditation for a specified period.

A decision to suspend or cancel an accreditation or disqualify an assessor from applying for a further accreditation is known as a reviewable decision (see page 8).

## Reviewable decisions

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You can find a list of decisions that are reviewable, and who can apply for a review (either you or the RTO you are connected with), in Regulation 676 of the Work Health and Safety Regulations 2012.

### Internal Review

Applying for an internal review allows a WorkSafe Tasmania decision to be reviewed and possibly changed by someone not involved in the original decision.

If eligible to, you may apply to WorkSafe Tasmania for an internal review within 28 days after the day the decision first came to your notice (or any longer time WorkSafe Tasmania allows).

The internal reviewer has within 14 days of your application to either:

- confirm or vary the reviewable decision
- set aside the reviewable decision, and substitute another decision they consider appropriate.

### External Review

If you are not satisfied with the outcome of the internal review, you can apply to the Magistrates Court (Administrative Appeals Division) for a further review.

You must apply for an external review within 28 days after the day the decision first came to your notice (or any longer time Magistrates Court (Administrative Appeals Division) allows).

## Being audited

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WorkSafe Tasmania will audit you at least once during your three year accreditation. You may be asked to produce records, and may be interviewed.

## How do I renew my accreditation?

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To renew your accreditation, you must demonstrate that you have retained your competency for the HRW class you want to assess. This may be shown by the number of assessments you have conducted during your accreditation, or by submitting:

- letters from employers or persons conducting businesses or undertakings (PCBUs) you have done relevant high risk work for
- contracts showing you have been engaged to perform the relevant HRW
- work diaries or logbooks you've kept while performing the relevant HRW
- written evidence from a RTO confirming your experience in demonstrating and operating the relevant HRW plant in a training environment.

## Fees

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For current fees, see application form 'High Risk Work Assessor'. Go to [www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au) and search for 'GF062'.



## Appendix: Classification Codes of High Risk Work.

<b>CRANES</b>	<b>Codes</b>
Tower crane	CT
Self-erecting tower crane	CS
Derrick crane	CD
Portal boom crane	CP
Bridge or gantry crane	CB
Vehicle loading crane	CV
Non-slewing mobile crane (over 3 tonnes capacity)	CN
Slewing mobile crane (20 tonnes or less)	C2
Slewing mobile crane (60 tonnes or less)	C6
Slewing mobile crane (100 tonnes or less)	CI
Slewing mobile crane (exceeding 100 tonnes)	CO
<b>HOIST</b>	
Materials hoist (cantilever platform)	HM
Hoist (personnel and materials)	HP
Boom-type Elevating Work Platform (boom length 11 metres or more)	WP
Concrete Placing Boom	PB
<b>REACH STACKERS</b>	
Reach Stacker	RS
<b>FORK LIFT TRUCK OPERATOR</b>	
Fork lift truck	LF
Order picking fork lift truck	LO
<b>RIGGING/DOGGING</b>	
Dogging	DG
Basic rigging	RB
Intermediate rigging	RI
Advanced rigging	RA
<b>SCAFFOLDING</b>	
Basic Scaffolding	SB
Intermediate Scaffolding	SI
Advanced Scaffolding	SA
<b>PRESSURE EQUIPMENT OPERATOR</b>	
Standard Boiler	BS
Advanced boiler	BA
Turbine	TO
Reciprocating steam engine	ES





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