



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



Applicant Guide - Application for a High Risk Work Licence

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

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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. When is a High Risk Work Licence required?

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).

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 learning or being assessed for that type of work as long as it is supervised by a licenced person;
- for the first 60 days after you have been issued your certification 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
- if 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 satisfied an assessor you have enough knowledge of English (writing and speaking) to be assessed to safely carry out that class of work;
- do not hold a current equivalent licence from another State or Territory unless that licence is due for renewal; and
- have obtained the required qualification not more than 60 days ago and can satisfy the WorkSafe Western Australia Commissioner (Commissioner) that you are able to carry out the work to which the licence relates safely and competently.

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.

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 and CV)
C6*	Slewing mobile cranes (up to and including 60 tonnes lifting capacity) (includes C2, CN and CV)
C1*	Slewing mobile cranes (up to and including 100 tonnes lifting capacity) (includes C6, C2, CN and CV)
CO*	Slewing mobile cranes (open/over 100 tonnes lifting capacity) (includes C1, C6, C2, CN and CV)
WP	Boom-type elevating work platforms (boom length 11 metres or greater)
HM	Material hoists (cantilever platforms)
HP	Personnel and materials hoists
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

You may apply for a new HRWL if you do not hold a current HRWL in Western Australia, or in any other state under corresponding WHS law. A list of the corresponding WHS laws across Australia can be found at the end of this Applicant Guide.

Adding a class

You may apply to add a class if to a current Western Australian HRWL. You cannot apply to add a class to a HRWL that was not issued in Western Australia. You may apply to add multiple classes using a single application form and those classes will be added to your HRWL at the same time.

Renewing an interstate licence

You may apply to renew a HRWL that was issued under a corresponding WHS law up to three months before it is due for renewal, or 12 months after, expiry. As long as it is not renewed in the original State or Territory.

This means you cannot hold a WHS HRWL in more than one State or Territory at a time. You will need to provide details of your interstate HRWL and provide a copy of your interstate HRWL. If your application is granted, you will receive a new WA licence card and licence number, and your interstate HRWL will be cancelled in the issuing state.

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.

A mobile phone number or email address must be provided in order for your application to be accepted. This is so you can be sent communications regarding your licence, should it be issued.

When completing the 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 Notice of Assessment must be received by WorkSafe **within 60 days** of the date of issue. If your NOA has expired, your application will be returned.

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.

7. Statement of Attainment (SOA)

You must provide legible copies of your Statement of Attainment (for each class) **within 60 days** of the date of issue. 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
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 questions

The probity questions listed in the application form under section 5 must be answered. If you answer 'yes' to any of those questions, you must attach details and, if appropriate. A 'yes' response will be considered by the Commissioner on the facts and information provided.

An enforceable undertaking legally binds an offender who has been found guilty of an offence under the OSH or WHS Acts and a penalty has been imposed by the court. The undertaking is entered into with the Commissioner and is an alternative to the payment of fines.

A list of the corresponding WHS laws across Australia can be found at the end of this Applicant Guide.

9. 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

10. 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 prior to submitting. Licensing Services cannot receive payment details by email, so you must submit your application in person or by mail.

11. 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

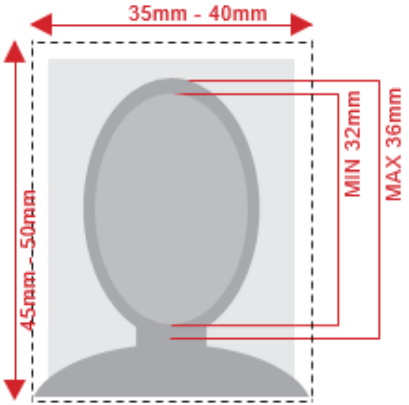
Primary Identification	Secondary Identification
Australian Passport – Current or expired within the last two years, but not cancelled	Birth certificate or certified extract
A current driver's licence, learners permit or any other photographic identity document issued under Australian Law	Australian Citizenship 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)

12. Passport sized photograph

You must provide one (1) passport quality photograph with your 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;
- 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 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.

<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>Ensure that your name and date of birth is printed on the back.</p>	 <p>The diagram illustrates the required dimensions for a passport-sized photograph. It shows a grey silhouette of a person's head and shoulders against a light background. Red arrows and text indicate the following measurements: a horizontal width of 35mm to 40mm, a vertical height of 45mm to 50mm, and a face height (from chin to crown) of a minimum of 32mm and a maximum of 36mm. Dashed lines outline the overall photo dimensions, while solid lines and arrows specify the face dimensions.</p>
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A photograph must be submitted with each application form, even if you have recently submitted an application for a different class of HRW.

13. Incomplete applications

Licensing Services do not accept incomplete applications.

It is important that you ensure the necessary documentation is provided in support of your application, in order for it to be processed. Incomplete applications will be returned to the applicant, without action.

Below is the relevant application checklist to assist you in determining if your application is complete.

✓	Applying for a new licence	✓	Adding a class to an existing licence	✓	Renewing an interstate licence
	Notice/s of Assessment for each class, issued within the last 60 days		Notice/s of Assessment for each class, issued within the last 60 days		Copy of current interstate licence
	Statement/s of Attainment for each class, issued within the last 60 days		Statement/s of Attainment for each class, issued within the last 60 days		N/A
	Proof of Identification Applicants must provide ONE primary document or at least THREE secondary documents – refer to the Applicant Guide for acceptable forms of identification		Proof of Identification Applicants must provide ONE primary document or at least THREE secondary documents – refer to the Applicant Guide for acceptable forms of identification		Proof of Identification Applicants must provide ONE primary document or at least THREE secondary documents – refer to the Applicant Guide for acceptable forms of identification
	One (1) Passport quality photographs Your photo must: Be of just your head and shoulders, taken within the last six months. Be in colour Be within 45-50mm high and 35-40mm wide Show natural skin tones - no flash reflection and no red eye Show you with 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. Show your eyes open and clearly visible, and only with glasses if you regularly wear them (no sunglasses).		One (1) Passport quality photographs Your photo must: Be of just your head and shoulders, taken within the last six months. Be in colour Be within 45-50mm high and 35-40mm wide Show natural skin tones - no flash reflection and no red eye Show you with 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. Show your eyes open and clearly visible, and only with glasses if you regularly wear them (no sunglasses).		One (1) Passport quality photographs Your photo must: Be of just your head and shoulders, taken within the last six months. Be in colour Be within 45-50mm high and 35-40mm wide Show natural skin tones - no flash reflection and no red eye Show you with 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. Show your eyes open and clearly visible, and only with glasses if you regularly wear them (no sunglasses).
	Application fee – refer to the Schedule of fees on the WorkSafe website		Application fee – refer to the Schedule of fees on the WorkSafe website		Application fee – refer to the Schedule of fees on the WorkSafe website

14. Insufficient information to make a decision

If an application is accepted by WorkSafe, but does not contain enough information for a decision to be made, the applicant may be asked in writing to provide additional information. The applicant will have 28 days to provide additional information. Information that isn't received by the date specified will result in the application being taken to be withdrawn.

15. 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.

16. 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.

17. 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@dmirs.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.dmirs.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.

18. 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.

19. Defined terms

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*