

REGISTRATION AND LICENSING

LEARNING OUTCOME

To describe the registration and licensing requirements under the current Queensland Work Health and Safety legislation.

ASSESSMENT CRITERIA

- Describe the general administrative requirements relating to the registration of plant and plant design.
- Describe the requirements for the registration of plant.
- Describe the statutory and minimum requirement relating to the licensing of a person.
- List at least three High Risk Work Licence classes under the current Work Health and Safety Legislation.

REFERENCES

- Work Health and Safety Act
- Part 4 Authorisations
 - Schedule 1 Application of Act Part 1 Dangerous goods and high risk plant
- Work Health and Safety Regulation 2011:
 - Part 4.5 - High Risk Work
 - Schedule 3 - High risk work licences and classes of high risk work
 - Schedule 4 - High risk work licences—competency requirements
 - Sections 243 & 246 – Plant & Plant Design Registration
 - Schedule 5 - Registration of plant and plant designs
 - Part 4.6 (s143) - Licence to Carry out Demolition work
 - Parts 8.8 & 8.10 - Asbestos Removalist and Assessor licences
- Managing the Risk of Plant in the Workplace Code of Practice 2013
- WHSQ - Licensing for earthmoving or particular crane (EPC) occupational classes

PLANT REGISTRATION

The Work Health and Safety Regulation 2011 (WHS Regulation) prescribes registration requirements for certain types of plant. These registration requirements are broken up into two separate types of registration:

- Registration of plant designs
- Registration of plant.

Plant design registration and plant registration are authorisations under Part 4 of the *Work Health and Safety Act 2011 (WHS Act)*.

The plant registration number must be marked on the item of plant. The design registration number is not required to be marked on the item of plant, but must be readily accessible and in the vicinity of the plant at all times.

Plant design registration

Registration of plant designs requires the applicant to provide information about: the type of plant, a statement from the designer, a statement from the design verifier (must be a Registered Professional Engineer Queensland (RPEQ)) and a representational drawing of the design. These details must be provided on the *Form 14 - Application for registration of plant design*. Design registration ensures that plant listed in the Work Health and Safety Regulation 2011 Schedule 5 Part 1 is designed and verified to appropriate technical standards prior to being supplied or used.

The designer or the person with management or control of the item of plant, for example the manufacturer, supplier, importer or owner can apply to Workplace Health and Safety Queensland (WHSQ) to have a design registered. Once the design is registered, any number of items with the same design as the plant design that was registered can be supplied. The registration holder or supplier must provide the design registration number with each item that is supplied.

If you are the design registration holder you must keep the registration document available for inspection.

What type of plant requires registration?

Plant listed in Schedule 5 (Part 2) of the WHS Regulation must be registered before it can be used. Items of plant that require registration include:

- Boilers categorised as hazard level A, B or C according to criteria in section 2.1 of AS 4343:2005 (Pressure equipment - Hazard levels).
- Pressure vessels categorised as hazard level A, B or C according to the criteria in section 2.1 of AS 4343:2005 (Pressure equipment - Hazard levels), except:
 - gas cylinders
 - LP gas fuel vessels for automotive use; and
 - serially produced vessels.
- Tower cranes including self-erecting tower cranes.

- Lifts, including escalators and moving walkways, except:
 - lifts installed in a private residence within the meaning of AS 1735.1:2003
- Building maintenance units.
- Amusement devices covered by section 2.1 of AS 3533.1:2009 (Amusement Rides and Devices), except devices and structures stated in Schedule 5 Part 2 section 4(4).
- Concrete placing booms.
- Mobile cranes with a rated capacity of greater than 10 t.

Schedule 5 (Part 2 section 4) lists the items of plant that are an exception to Schedule 5 (Part 2)

A certificate of registration will be issued for all registered plant (fixed and mobile).

Applications for plant registration will be required to include a declaration that the item of plant has been inspected by a competent person and assessed by that person as being safe to operate ('safe to operate' statement). This applies unless a more detailed inspection requirement applies (see below for details). A competent person who is qualified to inspect plant for the 'safe to operate' statement must have:

- educational or vocational qualifications in an engineering discipline relevant to the plant to be inspected or
- knowledge of the technical standards relevant to the plant to be inspected.

More detailed inspection requirements apply for amusement device and mobile or tower crane registration applications.

INSPECTION REQUIREMENTS FOR REGISTERED PLANT

The PCBU that is in control of an item of registrable plant must keep a record of all tests, inspections, maintenance, commissioning, decommissioning, dismantling and alterations of plant for the period that the plant is used or until the person relinquishes control of the plant. If the plant is relinquished to another party, these records must be given to the person taking control of the plant.

The maintenance, inspection and testing must be carried out:

- in accordance with the manufacturers recommendations, if any; or
- if there are no manufacturer's recommendations, in accordance with the recommendations of a competent person; or
- in relation to inspection, if it is not reasonably practicable to comply with paragraph (a) or (b), annually

ADDITIONAL REQUIREMENTS FOR AMUSEMENT DEVICE AND MOBILE OR TOWER CRANE OWNERS

Amusement devices

The person with management or control of an amusement device at a workplace must ensure that a detailed inspection of the device is carried out at least once every 12 months by a competent person. An inspection must include the following:

- Checks of the operational history of the amusement device since the last detailed inspection.
- Checks of the log book for the amusement device.
- Checks that maintenance and inspections have been undertaken under section 240 of the WHS Regulation..
- Checks that any required tests have been carried out, and that appropriate records have been maintained.
- A detailed inspection of the amusement device to ensure compliance with the WHS Act and the WHS Regulation (including a specific inspection of the critical components of the amusement device).

Registered mobile cranes and tower cranes

The person with management or control of a registered mobile crane or tower crane at a workplace must ensure that the maintenance, inspection and, if necessary, testing of the crane is carried out by a competent person. Mobile and tower cranes must be inspected:

- at the end of the design life recommended by the manufacturer for the crane; or
- if there are no manufacturer's recommendations, then in accordance with the recommendations of a competent person; or
- if it is not reasonably practicable to comply with the above recommendations, then every 10 years from the date that the crane was first commissioned or first registered, whichever occurred first.

Additional requirements for applications

Applications for registration of an amusement device and mobile or tower cranes, where the ten year inspection was completed within one year of registration date, must include declarations from a competent person. A competent person is someone who is qualified to inspect plant for this purpose and must either:

- have the skills, qualifications, competence and experience to inspect the plant and be registered under a law that provides for the registration of professional engineers; or
- be determined by the regulator to be a competent person.

Where the mobile crane or tower crane ten year inspection was completed more than one year ago, the 'safe to operate' statement is required.

LICENSING

HIGH RISK WORK LICENCE

What high risk work licences are required

Anyone carrying out high risk work must hold a high risk work licence. High risk work licences are renewable, photographic and recognised nationally. A high risk work licence is required for the following classes of high risk work (WHS Regulation Schedule 4):

- Cranes and hoists
 - As of 1 January 2017, the RS HRW licence class **must** be held for the operation of a reach stacker.
 - The description for the licence class PB has altered and no longer refers to mobile truck-mounted concrete placing booms only.
- Forklift truck
- Rigging and dogging
- Scaffolding
- Pressure equipment
- Boom-type elevating work platform with boom length of 11m or more
- Concrete placing boom
- Boilers, steam engines and steam turbines

Earthmoving or particular crane (EPC) certificate

From 1 January 2012 earthmoving or particular crane (EPC) certificates are no longer required. Queensland will continue to facilitate and promote competency based training and assessment for these occupations.

Plant which falls under the EPC class is:

LB	Front-end loader backhoe
LBG	Bridge and gantry (remote control) crane
LE	Excavator
LL	Front-end loader
LP	Scraper
LR	Road roller
LG	Grader
LS	Skid steer loader
LZ	Dozer

It is the duty of a person conducting a business or undertaking (PCBU) to ensure competency of the operator when plant is operated, so far as is reasonably practicable.

View the fact sheet *Licensing for earthmoving or particular crane (EPC) occupational classes* on the Worksafe QLD website for more information.

ASBESTOS LICENCE

What asbestos licences are required

There are two types of asbestos removal licences:

- friable asbestos - class A
- non-friable (bonded) asbestos - class B

Asbestos removal licences issued under the WHS Regulation are valid for a period of five years. These licences are only be issued to a person who conducts a business or undertaking (PCBU).

Friable asbestos - class A asbestos removal licence

A 'class A' asbestos removal licence is for businesses removing any amount of friable asbestos (material that contains asbestos and is in a powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry). Class A licence holders must ensure the removal of friable asbestos is directly supervised by a nominated supervisor.

Nominated supervisors for class A asbestos removal work must:

- be at least 18 years old
- have at least three years or relevant industry experience
- have certification in CPCCDE3015A Remove friable asbestos and CPCCBC4051A Supervise asbestos removal.

Class A licence holders are also authorised to carry out class B asbestos removal work

Non-friable (bonded) asbestos - class B asbestos removal licence

A class B asbestos removal licence only covers work for the removal of:

- more than ten square metres of non-friable asbestos
- any asbestos contaminated dust or debris associated with the removal of this non-friable asbestos.

The licence does not authorise the removal of friable asbestos (class A asbestos removal work).

Non-friable asbestos materials include asbestos cement sheeting, often called fibro, used in many Queensland buildings before 1990. The sheeting was used for cladding, roofs and fences and can often be found as backing boards in wet areas like kitchens and bathrooms.

Where class B asbestos removal work is being carried out by more than one person, the licence holder must ensure a supervisor is readily available to the workers carrying out the asbestos removal work.

A class B asbestos removal work supervisor must

- be at least 18 years old
- have at least one year of relevant industry experience

- have certification in CPCCDE3014A Remove non-friable asbestos or CPCCDE3015A Remove friable asbestos.

When applying for a class B asbestos removal licence, the applicant does not need to provide WHSQ with details about supervisors for class B asbestos removal work.

Although a licence is not required to remove ten square metres or less of non-friable asbestos material, all asbestos removal work must be carried out properly using safe work procedures. Guidance on asbestos removal can be found in the How to Safely Remove Asbestos Code of Practice 2011.

DEMOLITION WORK REQUIRING A LICENCE

A person conducting a business or undertaking (PCBU) must hold a licence to carry out certain types of demolition work.

Demolition licences are valid for a period of two years from the date of issue.

You must have a demolition work licence to demolish or dismantle a structure that:

- contains pre-tensioned or post-tensioned structural components
- involves use of load shifting equipment (e.g. use of combination front-end loader and backhoe, skid steer loader, excavator, crane).
- involves the use of explosives or another induced collapse method.

You must have a demolition work licence for all other demolition work unless the structure being demolished or dismantled is:

- a domestic house
- a structure built as, and still generally having the characteristics of, a domestic house (e.g. a domestic house converted to flats or an office)
- a structure that is ancillary to a domestic house or a structure with the characteristics of a domestic house (e.g. a carport or garage for a domestic house)
- the structure does not contain the structural components described in (1) above and the work does not involve the use of load shifting equipment, or the demolition methods described in (2) or (3) above.

RECOGNITION OF INTERSTATE REGISTRATIONS AND LICENCES

Only current HRW licences are recognised throughout Australia, WHSQ is unable to convert expired interstate licences to national HRW licences as prescribed under the WHS Regulation.

The WHS Regulation recognises design registrations issued by other health and safety regulators.

You are not required to re-register your plant design in Queensland if you have a registration number for your plant design from another regulator.

If you are supplying the plant you will need to provide the design registration number with each item.

Version	Date	Author
1	30/06/2018	WHSQ