

REGISTRATION AND LICENSING

Facilitator Guide



Timings	Facilitator Notes	Resources
30 mins	Discuss learning outcome and assessment criteria	Slide 1 Slide 2
	DISCUSS <i>Refer Student Notes – Plant registration</i> <i>Refer Managing the risks of plant in the workplace COP – s5 Plant Registration & Appendix A</i> Discuss the requirements of the WHS Regulation to register plant and plant design, along with the items that require registration (<i>Appendix A COP</i>) Discuss in detail the difference between plant registration (s5.2 COP) and plant design (s5.1 COP). EXPLAIN Explain that you must not allow the use of any registrable plant in the workplace if it has not been registered. Note: ‘Duration of registration is not current - refer WHS Reg 272A for duration of plant registration. Expiry is 31 January every year. ACTIVITY What items of plant require design registration but not item registration? Have participants refer to WHS Regulations.	Slide 3 Slide 4 Slide 5
	DISCUSS <i>Refer Student Notes – Inspection requirements for registered plant</i> Discuss inspection requirements for registered plant	Slide 6
	DISCUSS <i>Refer Student Notes – Additional requirements for amusement device and mobile or tower cranes</i> Discuss additional requirements including; • Amusement devices • Registered mobile cranes and tower cranes • Additional requirements for applications	Slide 7
	DISCUSS <i>Refer Student Notes – high risk work licence</i> Discuss the types of Plant that require a high risk work Licence to operate and the different classes of licence (eg, basic, intermediate, advanced) along with any encompassments :	Slide 8

	• Cranes and Hoists • Forklift • Rigging • Dogging • Scaffolding • Pressure Equipment • Boom type elevating work platform with a boom length of 11m or more • Concrete placing boom • Boilers, steam engines and steam turbines Note – encompassments can be found on the worksafe QLD website. • <i>CO licence encompasses the CV, CN, RS, C2, C6 and C1 licences.</i> • <i>C1 licence encompasses the CV, CN, RS, C2 and C6 licences.</i> • <i>C6 licence encompasses the CV, CN, RS and C2 licences.</i> • <i>C2 licence encompasses the CV, CN and RS licences.</i> Note - Basic, Intermediate, Advanced. Advanced may perform the work of Basic, Intermediate and Advanced. Intermediate may perform the work of Basic and Intermediate only. Basic may perform the work of Basic only. Workers must not operate items without appropriate licences. ACTIVITY Have participants refer to WHS Regulation Schedule 3 for detailed list of what can be performed under each HRW Licence class.	
	EXPLAIN Explain that as of 01 January 2012, plant which falls under the EPC class are not required to be licensed but the operator must be able to prove competency. Provide examples of EPC equipment and point participants towards the Worksafe QLD website for additional information.	Slide 9
	DISCUSS <i>Refer Student Notes – Asbestos Licence</i> <i>Refer WHS Regulation s458 – duty to ensure asbestos removalist is licensed</i>	Slide 10

	Discuss the three types of Asbestos licensing from Student Notes (Friable and non-friable): • Friable • Non-Friable • Asbestos assessor An independent licensed asbestos assessor is required for the following: • Air monitoring during class A asbestos removal work • Clearance inspections for class A asbestos removal work • Issuing clearance certificates in relation to class A asbestos removal work ASK Have participants refer to the WHS Regulations - Ask participants if an asbestos licence is required to remove 10m2 or less of non-friable asbestos or ACD?	
	DISCUSS <i>Refer Student Notes – Demolition work requiring a licence</i> Discuss definition of Demolition work from Student Notes and explain that a licence is required to perform what is classed as demolition work. Highlight that demolition work and demolition work requiring a licence are not always the same.	Slide 11
	DISCUSS <i>Refer Student Notes – recognition of interstate registrations and licences</i> Discuss interstate recognition	Slide 12
	EXPLAIN Explain online resources: Online register of high risk work licence holders Asbestos online check	-
	ACTIVITY Have participants complete the STUDENT QUESTIONS	-

STUDENT QUESTIONS – REGISTRATION AND HIGH RISK WORK LICENSING

1. Select all of the statements below that are TRUE?

Plant listed in Schedule 5 (Part 1) of the WHS Reg 2011 must be design registered before it can be used or supplied	TRUE
High risk work licences issued in Queensland are only recognised in Queensland	FALSE
A high risk work licence is not needed to operate a forklift truck	FALSE
Design and plant registration numbers issued by other health and safety regulators are recognized in Queensland	TRUE
Applications for plant registration are 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).	TRUE
The design registration holder or supplier must provide the design registration number with each item that is supplied.	TRUE
If a person relinquishes control of plant, they must provide all records of the plant to the person taking control of the plant	TRUE

2. List five high risk work licence classes under the current WHS legislation

- Forklift truck
- Rigging
- Dogging
- Scaffolding
- Pressure equipment
- Boom-type elevating work platform with boom length of 11m or more
- Concrete placing boom
- Boilers
- Steam engines
- Steam turbine
- Cranes
- Hoists
- Reach stacker

3. What information does the applicant need to provide for registration of plant designs?

- the type of plant; and
- a statement from the designer; and
- a statement from the design verifier who must be a Registered Professional Engineer Queensland (RPEQ); and
- a representational drawing of the design.
(These details are provided on *Form 14 - Application for registration of plant design*)

4. What records must persons with control of registrable plant keep and how long do they have to keep these records for?

- Tests, inspections, maintenance, commissioning, decommissioning, dismantling and alternations of the plant
- Records must be kept for the period that the plant is used or until the person relinquishes control of the plant

5. The maintenance, inspection and testing of registrable plant must be carried out in accordance with:
- a) with the manufacturers recommendations, if any; or
 - b) if there are no manufacturer's recommendations, in accordance with the recommendations of a competent person; or
 - c) in relation to inspection, if it is not reasonably practicable to comply with paragraph (a) or (b), annually
6. What is the difference between Class A and Class B asbestos licences?
- Class A licence allows you to remove both friable and non-friable asbestos of any amount.
 - Class B licence only allows you to remove non-friable asbestos of any amount.

Version	Date	Author
1	30/06/2018	WHSQ