

Self-insurance guidance – Auditor appointment procedures

1. Introduction

The Workers' Compensation Regulatory Authority (Q-COMP) regulates all insurers in Queensland, including WorkCover Queensland and insured employers under the *Workers' Compensation and Rehabilitation Act 2003* and *Workers' Compensation and Rehabilitation Regulation 2003*.

The Department of Justice and Attorney-General (DJAG), through Workplace Health and Safety Queensland (WHSQ), is responsible for the administration of the work health and safety performance requirements for current and prospective self-insurers in Queensland.

This role requires that WHSQ undertake the following functions:

- compliance checks of self-insurer Work Health and Safety (WHS) performance
- coordination of WHS management system audits with new and existing self-insured employers
- reporting of audit findings to Q-COMP
- accreditation of suitably qualified WHS professionals to undertake WHS management system audits of potential and existing self-insured employers
- maintenance of a [register of accredited WHS management systems auditors](#) (self-insurance).

This guide has been developed to support the administrative requirements of these functions along with the [Self-insurance guidance – WHS performance reporting arrangements](#).

2. Purpose

DJAG, through WHSQ will accredit WHS auditors (self-insurance) for the purpose of undertaking WHS management system audits of applicant self-insurance employers.

The purpose of this document is to provide guidance on the administrative procedures for WHS auditor (self-insurance) accreditation in Queensland.

The accreditation standards outlined in this document identify key deliverables as well as a range of competencies and experience that must be demonstrated in order to be considered as a WHS management systems auditor (self-insurance).

3. Functions of WHS auditor (self-insurance)

The specialist WHS management systems auditor (self-insurance) is required to audit the self-insured applicant against the essential elements of a best practice WHS management system. The accredited self-insurance auditor is required to complete three key deliverables as part of stage two of the performance assessment process:

1. Workplace assessment.
2. Presentation of preliminary findings.
3. Evaluation report.

The full performance assessment process is detailed in the [Self-insurance guidance - WHS performance reporting arrangements](#).

Workplace assessment

The WHS auditor (self-insurance) will conduct a systematic examination against defined audit criteria outlined in the [National Self-insurer Occupational Health and Safety Audit Tool](#) (Nat OHS audit tool). The assessment will determine:

- whether activities and related results conform to the self-insured organisations' management systems
- if systems are implemented effectively and are suitable to achieve the applicant self insurer's policy and objectives.

The assessments will consist of examining documentation and records to verify that systems exist and are working. There are also circumstances where observations and discussions with relevant personnel are an appropriate means for verifying performance.

An overview of audit criteria and scoring to determine the level of achievement is outlined in the [Self-insurance guidance - WHS performance reporting arrangements](#).

A user guide and workbook is contained in the Nat OHS audit tool document and assists organisations and auditors to understand and apply the audit criteria in a consistent manner. This is beneficial to all self-insurers, including those who operate in more than one jurisdiction, as it provides a similar benchmark for all audits. The user guide and workbook defines the audit criteria, provides further information to assist with interpretation and understanding, and offers guidance to auditors and users that may improve the efficiency and effectiveness of audit activities.

The AS/NZS ISO 19011 – *Guidelines for quality and/or environmental management systems auditing* also provides a comprehensive auditing methodology and is consistent with the quality approach underpinning the Nat OHS audit tool.

The WHS auditor (self-insurance) will be required to rate workplaces against five key WHS management system elements:

1. Commitment and policy.
2. Planning.
3. Implementation.
4. Measurement and evaluation.
5. Review and improvement.

Before beginning the audit, a sample of workplaces which will be visited for the audit of management systems is agreed between the auditor, applicant organisation and DJAG.

Preliminary presentation of findings

At the completion of the audit, the WHS management systems auditor (self-insurance) will be required to provide preliminary findings to the management team nominated by the assessed

self-insured applicant. Presentation should include an overview of audit findings that identify positive aspects of the WHS management system elements at the workplace and any deficiencies against the assessment criteria.

Audit report

At the conclusion of the assessment process a comprehensive audit report is to be developed that includes a summary of the audit findings and scoring against criteria outlined in the Nat OHS audit tool. The audit report should also contain information about the evidence that contributed to the auditor's judgement of conformance or non-conformance. This report, based on the evidence collected at the workplace and/or provided by the self-insurer applicant, will include recommendations for strategic and operational improvement in the WHS management system, processes, resources and employee capabilities.

This report is to be received by DJAG no less than two months prior to determination of new self-insurance applications or licence renewal.

Accredited self-insurance auditors are required to treat all findings and reports made during the audit as confidential to DJAG and the applicant self-insurer.

Note: Consistent with public sector principles of transparency and accountability, WHSQ monitors and evaluates the activities of the auditors at regular intervals. This monitoring is undertaken through reviews of audit, assessment, and inspection reports, and auditor evaluations at the site level.

4. Appointment arrangements for WHS auditors (self-insurance)

4.1 Administrative arrangements for appointment

DJAG, through WHSQ, may appoint a person as an accredited provider if the applicant:

- a) satisfies the necessary expertise or experience to be an accredited provider
- b) has satisfactorily attained the WHS qualifications required
- c) applies for accreditation using the application process outlined in the document
- d) acknowledges complying with the conditions of appointment by signing the application form included at the end of this document.

Individuals only (not businesses or groups) will be eligible for consideration for accreditation.

The accredited self-insurance auditor may be subject to monitoring and review by authorised DJAG staff during the performance of an audit to ensure compliance with accreditation terms and conditions.

4.2 Term of appointment

In accordance with the conditions of appointment the accreditation will remain current for three years from the date of issue.

4.3 Conflict of interest

Accredited self-insurance auditors who have a current or recent (within two years from date of application) business or employee relationship with a self-insurance applicant, will be disqualified from consideration for audit of that applicant, due to deemed conflict of interest. Such business relationships refer to those undertaken either personally by the auditor, or as an agent of another, involving the development or maintenance of the applicant's health and safety management system.

4.4 Conditions of appointment

WHS auditor's (self-insurance) are appointed on the conditions stated in this guide and must work within those conditions for the duration of their accreditation. The WHS auditor (self-insurance) conditions of appointment set clear requirements on the function and behaviour of an auditor. Compliance with the conditions is mandatory and any breaches will be addressed by WHSQ.

A WHS auditor (self-insurance) is issued with a copy of a certificate outlining the conditions of appointment once their application has been approved. The certificate is signed by the Executive Director of WHSQ and can be used as evidence in support of the auditor function and authority. The conditions of appointment are:

1. Perform the functions in accordance with the procedures outlined in section three of this guidance document.
2. Not to perform the above functions after the expiry date of the certificate.
3. Maintain and update personal knowledge, skills, and abilities through professional development, training, and continued practice in the competencies specified in this document and any other requirements introduced by WHSQ.
4. Attend briefings and other events hosted by WHSQ for the purpose of informing and engaging the WHS auditor (self-insurance).
5. Maintain ready access to current legislation, standards and other occupational health and safety related information.
6. Comply with the code of conduct for the Queensland Public Service and demonstrate the qualities specified within the code.
7. Respond to requests from WHSQ in relation to the functions of a WHS auditor (self-insurance).
8. Disclose any occupational health and safety related or criminal convictions to WHSQ.
9. Ensure that appropriate cover for professional indemnity and public liability is maintained for the duration of their appointment as a WHS auditor (self-insurance).
10. Maintain and make available any records, notes and reports obtained in relation to the activities of a WHS auditor (self-insurance).
11. At any time, WHSQ may suspend or revoke the status of a WHS auditor (self-insurance).

4.5 Identification card

Accredited self-insurance auditors will be issued with an identity card that must be carried and displayed at all times when the auditor performs functions as per conditions of appointment. The identity card must:

- contain a recent photo of the accredited provider
- be signed by the accredited provider
- identify the person as an accredited provider
- state the expiry date.

4.6 Termination of appointment

At any time, the Chief Executive Officer (or delegate) of DJAG may suspend or revoke the status of a WHS auditor (self-insurance). A right of review and appeal of such a decision is available under part 12 of the *Work Health and Safety Act 2011*.

The auditor may cease their functions by signed notice of resignation given to DJAG.

The conditions of appointment and identity card must be returned to DJAG in the event that an auditor cancels or has their appointment suspended or revoked.

5. Code of conduct of auditors

WHS auditors (self-insurance) are required to act in accordance with the [code of conduct](#) for the Queensland Public Service. Auditors are required to be familiar with the content of the code and abide by its conditions and obligations.

The code of conduct has been developed in accordance with the principles of ethical and responsible decision making. Failure to comply can constitute grounds for suspension or cancellation of appointment as an auditor.

Additionally, WHS auditors (self-insurance) are required to comply with the following while performing work described in this document:

1. Remain professional and impartial in the performance of their duties. Relationships that may result in conflicting or competing interests, as well as those that may influence judgements, are required to be disclosed to the relevant client or employer prior to an audit, assessment or inspection being undertaken..
2. Disclosure of information – auditors are only permitted to discuss or disclose information relating to the performance of their duties with the relevant stakeholder.
3. Business or personal relationship – an auditor is not permitted to provide services to contractors with whom the auditor has assisted in the development and/or maintenance of the employer's safety management system, either as an auditor, worker, agent of the person, or legal entity.
4. Gifts and other benefits – auditors are not permitted to accept inducements, commissions, gifts or other benefits offered from contractors or other parties related to an audit, assessment or inspection.
5. Misleading information – auditors are not permitted to intentionally communicate false or misleading information that may compromise the integrity of an audit, assessment or inspection.

Auditors are also expected to demonstrate attributes that reflect open-mindedness, diplomacy, perceptive reasoning, versatility, tenacity, decisiveness and self-reliance. In all work undertaken, auditors should adopt an evidence-based approach fostering ethical conduct, fair representation, due professional care and independence.

6. Complaint management framework

WHSQ and the WHS auditor (self-insurance) administrative procedures are subject to DJAG's complaints management policy. A copy of the policy is available on DJAG website.

Complaints regarding the WHS auditors (self-insurance) should be made to WHSQ Program Administrator at govsiadmin@justice.qld.gov.au. All complaints will initially be considered by the Program Administrator of the Government and Self-Insurance Unit. Complaints requiring escalation will be considered by the Senior Director, Programs.

7. Applying for (or renewal of) accreditation

A set of competencies and performance criteria has been developed to enable the evaluation of a WHS accredited auditor (self-insurance). New applicants as well as those seeking reaccreditation must complete the application form demonstrating their capacity to satisfy the eligibility criteria and acceptance of the terms and conditions.

In order to be considered for appointment the application form must be completed and submitted, along with the required documentation as evidence of meeting the criteria identified in the application to the WHSQ Program Administrator.

DJAG may request the applicant to provide additional evidence in support of any information provided in the application. By signing the application form the applicant is declaring that all of the information provided on the form is true and correct to the best of their knowledge, and that accreditation requirements will be maintained for the duration of employment.

When applying for accreditation, the following points should be considered:

- Where further information is requested, this information should be provided within 28 days from receiving the request. Failure to provide the information will result in the application lapsing.

- Failure to satisfy any of the criteria required will result in the application lapsing.
- Persons who have been convicted of a WHS or criminal offence are required to disclose this information to WHSQ for consideration on a case by case basis.
- Successful applicants are required to ensure professional indemnity and public liability cover is maintained whilst the functions of a WHS auditor (self-insurance) are carried out (*application form – section 5.3 Insurance*).
- The successful applicant will be provided with conditions of appointment and identification card as a WHS auditor (self-insurance).
- The prescribed fees payable for application and accreditation.

The WHS auditor (self-insurance) **application form** for new and renewal of accreditation is included at the bottom of this guidance document. Applications should be forwarded to:

WHSQ Program Administrator
Workers' Compensation Policy
Workplace Health and Safety Queensland
Department of Justice and Attorney General
GPO Box 69
BRISBANE QLD 4001

8. Administration charges

8.1 Application fee

An application fee is payable to WHSQ to assess applications from prospective WHS auditors (self-insurance). To apply for accreditation, applicants need to complete the application form and submit it along with other documentation described above.

On receipt of the application, an invoice for the application fee will be forwarded by DJAG to the applicant. Payment should be submitted on receipt of invoice only and **not** with the application.

The application fee is not refundable in the event that the application fails to meet the accreditation criteria.

8.2 Accreditation fee

Once the application has been assessed as successful and all related documentation validated, an accreditation fee is payable by the applicant.

On receipt of all required fees WHS auditors (self-insurance) will be issued with the certified conditions of appointment and an identification card, which is valid for a period of three years.

8.3 Renewal of accreditation fee

Applicants seeking reaccreditation as a WHS auditor (self-insurance) must complete the relevant sections in the application form included in this document demonstrating their capacity to satisfy the eligibility criteria and acceptance of the terms and conditions. On receipt of the application, an invoice for the renewal fee will be forwarded by DJAG to the applicant. Payment should be submitted on receipt of invoice only and **not** with the application.

8.4 Audit service fees

The fees payable for audit services are negotiable between the auditor and the applicant self-insurer. Payment for the services of the accredited self-insurance auditor is the responsibility of the applicant self-insurer.

A complete list of fees payable for application, accreditation and renewal is outlined in *Self-insurance guidance* - [WHS performance reporting and auditor accreditation - Prescribed fees and administration charges](#).

9. Register of accredited auditors

DJAG, through WHSQ is responsible for maintaining a [register of accredited WHS auditors](#) (self-insurance).

10. Contact information

All enquiries should be directed to:

WHSQ Program Administrator
Workers' Compensation Policy
Workplace Health and Safety Queensland
Department of Justice and Attorney-General
GPO Box 69 BRISBANE QLD 4001
Telephone: 1300 369 915 (local call charge within Australia, mobiles charged at applicable rates)
Web: www.justice.qld.gov.au Email: wcpolicy@justice.qld.gov.au

Form 88

Application for appointment/renewal — accredited provider for workplace health and safety auditor (self-insurance)

V16.6.13

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

What is the application used for?

This application is required for individuals wishing to become an accredited workplace health and safety (WHS) auditor for self-insurance, or to renew their accreditation.

Employers making application for a self-insurance licence under the *Workers' Compensation and Rehabilitation Act 2003* are required to meet a number of self-insurance criteria including demonstrating a satisfactory workplace health and safety performance.

The Department of Justice and Attorney-General, through Workplace Health and Safety Queensland (WHSQ) administers the workplace health and safety assessment for applicant self-insurers including a health and safety management systems audit undertaken by accredited independent third party auditors.

Accreditation and registration of these auditors is administered by WHSQ. To be considered as a WHS auditor (self-insurance), a range of competencies in workplace health and safety management systems must be demonstrated together with evidence of applied audit experience in a range of industry sectors. Application to become a WHS auditor (self-insurance) must be made in accordance with the general conditions and core competencies for auditor accreditation detailed on the WHSQ website www.worksafe.qld.gov.au.

Note: Only individuals can apply. Corporations, trusts and other business entities are not eligible for auditor accreditation.

What information is needed?

The application must be fully completed, signed and dated. To complete the application for the accreditation, the person making application must satisfy the eligibility criteria outlined in this application. All documentation submitted must be certified by a justice of the peace (JP) or WHSQ program administrator.

This form must be read in conjunction with the *Self-insurance guidance-Auditor appointment procedures*.

Competencies

Please submit a statement evidencing how the applicant meets the following:

Education and knowledge

The applicant must demonstrate:

- understanding and knowledge of management systems and principles of workplace health and safety
- knowledge of relevant industry practices including hazards and management techniques
- the ability to assess management systems and workplace health and safety practices
- understanding and knowledge of the *Work Health and Safety Act 2011*, *Work Health and Safety Regulation 2011* and codes of practice
- understanding and knowledge of risk management processes.

Skills and abilities

The applicant must demonstrate the following skills and abilities through work experience:

- the ability to investigate, collect and collate information for evaluating workplace health and safety systems and to maintain accurate and correct records
- the ability to interpret and assess information particularly as it applies to the *Work Health and Safety Act 2011*, *Work Health and Safety Regulation 2011*, codes of practice, National Standards, and Australian and New Zealand Standards Regulation and Advisory Standards

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- a sound understanding and application of risk management principles
- a sound understanding and application of audit, assessment and inspection processes
- the ability to provide strategic planning advice, for both short and long term improvements of health and safety management systems
- the ability to identify and adapt relevant workplace health and safety risk management systems and to report these in the format required
- sound interpersonal skills, including high level written and verbal communication skills and the ability to provide and receive feedback
- a sound ability to record, store and retrieve data relating to audit, assessment and inspection processes
- competence in the use of computer based applications.

Eligibility criteria

WHS qualifications

To demonstrate minimum competencies, an applicant must meet **one** of the following conditions:

- Awarded a diploma in workplace health and safety or higher qualification in a health and safety related area¹ by a recognised institution.
- Awarded a diploma in workplace health and safety through the relevant recognition of prior learning (RPL) process.

Industry experience

In addition to satisfying the education and knowledge requirements, applicants must meet minimum requirements in the areas of:

(i) workplace health and safety work experience

An applicant must meet one of the following conditions:

- Completed the equivalent of five years full-time experience; or
- Completed three years full-time experience if the applicant holds a workplace health and safety degree or any higher qualification in a health and safety related area.

This experience must include:

- ~ Technical, professional or management positions in workplace health and safety.
- ~ Provision of strategic advice on workplace health and safety risk management systems.
- ~ Use and reference of current workplace health and safety legislation.
- ~ Development or review of safe work practices.
- ~ Management of processes or staff in relation to workplace health and safety.

(ii) workplace health and safety management systems evaluation experience

In addition to the workplace health and safety work experience, an applicant must meet **all** the following conditions:

- Submit three examples of substantial workplace health and safety risk management systems, audits or evaluations undertaken on large and diverse enterprises or organisation. These evaluations can be undertaken in the applicant's own right or while acting as agent or employee of another.
- Present a proposal demonstrating:
 - ~ The ability to incorporate the concepts contained in the National Self-Insurer OHS Audit Tool.
 - ~ The ability to present findings of audits in a form to meet the reporting requirements of the published Performance Criteria And Guidelines For Workers' Compensation Self-Insurers Workplace Health and Safety Report.

Insurance details

Accredited self-insurance auditors must be covered by appropriate types and levels of both public liability and professional indemnity insurances for the work performed:

- Public liability insurance cover to the value of at least five million dollars per claim for the entirety of the contract's duration.
- Professional Indemnity Insurance cover to the value of one million dollars per claim for the entirety of the contract and for one year after completion of the project.

If appointed, insurance must be maintained for the duration of appointment and the auditor must only complete work within the scope and level of insurance held. A copy of your insurance documents must be sighted by the WHSQ program administrator upon successful application.

¹ Health and safety related area is an area of study or qualification that has a significant component of health and safety such as a Diploma in risk management.

Knowledge of WHS information sources

WHS auditors (self-insurance) are required to maintain their knowledge about the availability and contents of WHS related sources of information. This includes, but is not limited to legislation relating to workplace health and safety, electrical safety, and dangerous goods. Auditors must also familiarise and understand any codes of practice, guides, fact sheets and other documentation endorsed by WHSQ, as well as any Australian and New Zealand Standards relevant to WHS.

Conviction of a WHS or criminal offence

Persons applying for accreditation as a WHS auditor (self-insurance), who have been convicted of a WHS or criminal offence, are required to disclose this information to WHSQ. Applicants are required to provide a statement in relation to this criterion. This statement should include:

- details of any prosecutions held under the WHS legislation
- whether a show cause request has been issued in relation to the suspension or revocation of a certificate or accreditation
- whether any accreditation previously held has been suspended, cancelled or revoked.

Indictment or conviction of a WHS or criminal offence does not automatically prohibit a person from becoming accredited as a WHS auditor (self-insurance). All applications will be considered on a case-by-case basis.

Proof of identity

To verify your identity and the documents provided with your application, you must have the proof of identity and document declaration form completed by a JP or WHSQ program administrator. The JP or WHSQ program administrator will apply the 100 points identification system (outlined in the application) to verify your identity. Ensure that the type, number and expiry date of the identification is recorded in the space provided on the form.

Photographs

WHS auditors (self-insurance) are issued with identification cards. To assist in preparation of these cards, you are required to submit two recent passport size photographs of yourself, which need to be certified by a JP or WHSQ program administrator.

Specimen signatures

The identification cards for WHS auditors (self-insurance) also include signatures of the auditors. Applicants are required to provide two specimen signatures. Sign in the boxes to provide a specimen of your signature, for use on your identity card if appointed. Please ensure signatures are within the boxes provided and certified by a JP or WHSQ program administrator.

Declaration by applicant

Applicants must sign the declaration on the form to accept the terms and conditions of the application and any conditions of office that allow you to act in capacity of an accredited provider. The department may request you to provide evidence in support of any information you have provided in the application. By signing the application form you are declaring that all of the information provided on the form is true and correct to the best of your knowledge, and that you will maintain the accreditation requirements for the duration of the appointment. There are substantial penalties under the *Work Health and Safety Act 2011* for making a statement to the department that you know is false or misleading.

Declaration by JP or WHSQ program administrator

A JP or WHSQ program administrator is required to declare that they have sighted all original copies of the documents required to be attached to the application form. They also have to declare that the applicant has achieved 100 identification points and are satisfied as to the person's identity.

Other supporting documentation

Supporting documentation must demonstrate how you meet the selection criteria and may include, but are not limited to, name and contact details of three referees, curriculum vitae, qualifications, written response to the criteria, letters and statements from employers and statutory declarations. Referees may be contacted to verify the information you have provided in this application. Note that the WHSQ program administrator may request further evidence for information to demonstrate that you meet the criteria.

What prescribed fees apply?

Application fee

An application fee is payable to WHSQ to assess applications for accredited providers. On receipt of the application, an invoice for the application fee will be forwarded by the program administrator to the applicant. Payment should only be submitted on receipt of invoice and **NOT** with the application. The application fee is not refundable in the event that the application fails to meet the accreditation criteria.

Accreditation fee

Once the application has been assessed as successful and all related documentation validated, an accreditation fee is payable by the applicant.

On receipt of the accreditation fee, auditors are issued with a certificate of accreditation and identification card valid for a period of three years.

Re-appointment fee

Applicants seeking re-accreditation as a WHS auditor (self-insurance) must complete and sign the re-appointment application form as acceptance of the terms and conditions.

On receipt of the application, an invoice for the re-appointment fee will be forwarded to the applicant. Payment should be submitted on receipt of invoice and NOT with the application.

Prescribed fees and administration charges are detailed on the WHSQ website – www.worksafe.qld.gov.au.

NOTE: when forwarding payment, please ensure cheques are accompanied by the invoice.

Where can the application be lodged?

This application must be sent to Workplace Health and Safety Queensland program administrator, Workers' Compensation Policy, Department of Justice and Attorney-General, GPO Box 69, BRISBANE QLD 4001.

For further information about making application or details on self-insurance, please call the WHS infoline on 1300 369 915, or visit the WHSQ website www.worksafe.qld.gov.au.

Application for appointment/renewal — accredited provider for workplace health and safety auditor (self-insurance)

V16.6.13

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

This form is to be completed in accordance with the guidelines for application for appointment as an Accredited Provider – WHS auditor (self-insurance).

Section 1 - Applicant details (This section applies to all applicants)

Please complete in BLOCK letters

Title: Mr / Mrs / Ms / Miss / Other			
Family name/surname:			
Given name/s:			
Middle name/s:			
Date of birth (DD/MM/YY):			
Residential address:	Unit/Building no.	Street no.	Street name
	Suburb	State	Postcode
Phone:		Facsimile:	
Mobile:			
Email:			
☐ Tick if the postal address is the same as the residential address.			
Postal address:	Unit/Building no.	Street no.	Street name
	Suburb	State	Postcode

Company details			
Legal name:			
ACN:		ABN:	
Title: Mr / Mrs / Ms / Miss / Other			
Family name/surname:			
Given name/s:			
Business address:	Unit/Building no.	Street no.	Street name
	Suburb	State	Postcode
Phone:		Facsimile:	
Mobile:			
Email:			
☐ Tick if the postal address is the same as the business address.			
Postal address:	Unit/Building no.	Street no.	Street name
	Suburb	State	Postcode

Section 2 - Competencies of WHS auditor (self-insurance) – New applicants only

Statement of skills and abilities – Please attach information to meet criterion including supporting information and documentation.

Section 3 – Eligibility criteria

Copies of ALL supporting documentation to be signed by Justice of the Peace (JP) or WHSQ program administrator at time of interview.

3.1 WHS qualifications – New applicants only

Qualification	Education / Institution	Date of completion

3.2 Industry experience – New applicants only

Please attach information to meet criterion including supporting information and documentation.

3.3 Insurance details – All applicants

Certificate of currency for insurance documentation is to be presented to the WHSQ program administrator for certification at interview.

Insurer (Public liability):			
Public liability \$:		Expiry date:	
Person/company insured:			
Insurer (Professional indemnity):			
Professional indemnity \$:		Expiry date:	
Person/company insured:			
Office use only	Insurance details sighted - name/signature	Date	

3.4 Knowledge of WHS information sources – New applicants only

Please attach information to meet criteria including supporting information and documentation.

3.5 Conviction of an WHS or criminal offence – All applicants

Have you been prosecuted under WHS legislation?	☐ Yes	☐ No
Have you received a show cause request in relation to the suspension or revocation of a certificate or accreditation?	☐ Yes	☐ No
Has any accreditation previously held by you been suspended, cancelled or revoked?	☐ Yes	☐ No
Have you ever been indicted or convicted of a criminal offence?	☐ Yes	☐ No

If you answered yes, to any of the above questions please provide a statement outlining details of the offence.

3.6 Proof of identification / identity card details – All applicants

You will need to provide 100 points of identification. Indicate by ticking in the boxes below which documents you have used to prove your identity. JP or WHSQ program administrator to sight documents for 100 point check and sign declaration at Section 3.9

Only one of the following:

- ☐ Birth certificate (70)
☐ Citizen certificate (70)
☐ Current passport (70)

Any of the following:

- ☐ Driver's licence/ Proof of age card (40)
☐ ID card issued by Commonwealth, State or Territory Government (e.g. boat licence) (40)
☐ ID card issued by a tertiary education institution (40)

Type:		ID number:		Expiry date:	
Type:		ID number:		Expiry date:	
Type:		ID number:		Expiry date:	

3.7 Photographs – All applicants

Two x passport sized photographs (certified on back by JP) required for applicant.

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3.8 Specimen signatures – All applicants

Please provide two specimen signatures in the boxes provided for the applicant. Specimen signatures of the applicant to be certified by JP. Please ensure signatures are wholly within the boxes provided.

3.9 Declaration by JP qualified or WHSQ program administrator – All applicants

Declaration: I am the person authorised to complete this declaration and I have sighted original copies of the documents indicated in the document list above. The applicant has achieved 100 identification points and I am satisfied as to the person's identity.

Name:		JP/Administrator ID number:	
Signature:		Contact number:	
JP stamps:	JP stamps:		

3.10 Declaration by the applicant – All applicants

Un-witnessed statements will not be accepted by the department.

I _____ am satisfied that I meet and will continue to meet the requirements for an accredited provider under the *Workplace Health and Safety Act 2011*, the *Workplace Health and Safety Regulation 2011* and any Conditions of Office that allow me to act in capacity of an accredited provider. I declare that the information contained in this application and all attachments is true and correct to the best of my knowledge.

Signature		Date	
Witness signature		Date	
Witness name			

Note: The Department of Justice and Attorney-General may request you to provide evidence in support of this declaration. There are substantial penalties under the *Workplace Health and Safety Act 2011* for making a statement to the department or providing a document to the department that you know is false or misleading in any material particular. Also supplying incorrect or misleading information and failing to comply with the eligibility requirements throughout the term of the licence are grounds for disciplinary action.

Section 4 - Applying for accreditation - lodging this form

Complete applications, (EXCLUDING payment), are to be mailed to:

WHSQ Program Administrator
Workers' Compensation Policy, WHSQ
Department of Justice and Attorney-General
GPO Box 69
BRISBANE QLD 4001

4.1 Administration charges

Administration charges for application, accreditation and renewal apply to this application instructions. Please see the application instructions for fee details. All payments should be submitted on receipt of invoice only and NOT with the application.

A complete list of fees is accessible on the WHSQ website – *Self-insurers – Prescribed fees and administration charges*.

A completed application form must be received for your application to be accepted. If all supporting documentation is not received within 28 days of lodgement of your application you are taken to have withdrawn your application.

For more information phone the WHS infoline on 1300 369 915 or visit www.worksafe.qld.gov.au.

Privacy statement

The Department of Justice and Attorney-General respects your privacy and is committed to protecting personal information. The information provided on this form is for the purpose of applying for accreditation as an accredited provider (WHS Auditor) with Workplace Health and Safety Queensland that may fall within the legislation it regulates such as the *Work Health and Safety Act 2011* and *Work Health and Safety Regulation 2011* and the *Electrical Safety Regulation 2002*. The information will be managed within the requirements of the current state government privacy regime. The Department may be required to disclose your personal information to other agencies to support the activities of being an auditor such as the Department of Public Works and the Department of Main Roads and Transport. Additionally, the Department may be required to disclose your personal information to other agencies such as the Queensland Police Service, WorkCover, Q-COMP and others in accordance with other law enforcement activities which may be conducted as part of an investigation. Further information on our privacy policy is available at www.justice.qld.gov.au.