



Procedure: Licensing of high risk work

Purpose

The purpose of this procedure is to outline minimum requirements for the licensing and accreditation of high risk work at the University to ensure compliance with the *Work Health and Safety Act 2011 (Cth)* and the *Work Health and Safety Regulations 2011 (Cth)* and the University's Work Health & Safety (WHS) Management System. This procedure is linked to the University's Work health and safety Policy and is one of the Safe Work Procedures within the WHS Management System.

Definitions

High risk work licence is required for working in a variety of hazardous environments and for operation of certain types of heavy or hazardous equipment classed as High Risk Work divided into 5 categories:

- Scaffolding work
- Dogging and rigging work
- Crane and hoist operation
- Forklift operation
- Pressure equipment operation.

Local area refers to a College, Research School or Service Division at the University.

A **Worker** is anyone who carries out work for the University. A worker includes staff, volunteers, contractor, students and visitors at the University.

Procedure

Scope

1. This procedure applies to all work, classified as high risk work under the WHS Regulations, 2011 (Cth), undertaken by workers at the University and on university premises and or facilities. Work classified as high risk work is divided into the following five categories:

- Scaffolding work;
- Dogging and rigging work;
- Crane and hoist operation;
- Forklift operation; and
- Pressure equipment operation.

General requirements

2. A worker must not carry out a class of high risk work unless the person holds a high risk work licence for that class of high risk work; or is in the course of training towards a certification in order to be licensed to carry out the high risk work or; under the supervision of a person who is licensed to carry out the high risk work.

Written evidence and records

3. Workers are not to be directed or allowed to carry out high risk work for which a high risk work licence is required unless the supervisor or manager sees written evidence of the actual valid licence and retains a copy, provided by the worker of the relevant high risk work licence for that work.

4. A record of the written evidence provided must be kept by the supervisor or manager that has requested the high risk work for at least 1 year after the high risk work is carried out in Electronic Records Management System ERMS or the Maximo Maintenance Management System (Maximo).

5. Local areas shall keep records through the University's ERMS.

Duration of licence

6. A high risk work licence expires 5 years after the day it is issued.

Verification on the validity of a high risk licence

7. Verification of the validity of a high risk licence is done by contacting Access Canberra on 02 6207 8096 or via email at cwpl@act.gov.au.

Contractors on high risk work

Contract manager or contract administrator responsibilities

8. The contract manager/contractor administrator officer shall:
- use Facilities and Services (F&S) accredited contractors. Where this is not possible, they shall ensure the proper induction is completed, documented and

correctly licenced high risk workers are identified and have provided documentation prior commencing such work;

- record and log/photocopy the contractor(s) qualifications, licence details, training, and/or certificate(s) of competence required for the high risk work; and
- ensure group and individual hazard assessments are completed as agreed with the University.

Training

9. All training in high risk work must be delivered in the form of an accredited course or unit of competency provided by a Registered Training Organisation (RTO), registered with the Australian Skills Quality Authority having the scope to train the specified vocational educational training course, or each of the specified vocational educational training courses for the high risk work licence applied for in the ACT.

10. A list of registered training organisations that are registered to provide training for high risk work classes can be found at www.training.gov.au.

11. A statement of attainment, qualification or licence following successful completion of the training must be provided to the immediate area manager or supervisor responsible for ensuring that the training occurs and recorded on personal files within the Human Resources Management System (HRMS).

12. The worker licenced as competent to perform a class of high risk work shall have the licence on their person at all times while the work is being performed and be able to present it on request.

Sources

Legal and other requirements
<i>Work Health and Safety Act 2011 (Cth)</i>
<i>Work Health and Safety Regulations 2011 (Cth)</i>
Safe Work Australia Guide to High Risk Work Licenses

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