



WORKSAFE WESTERN AUSTRALIA

# LICENCE TO PERFORM HIGH RISK WORK CONVERSION AND REPLACEMENT APPLICATION



## Who Should Complete this Form

You should complete this application form if you wish to:

1. Convert a Western Australian issued Certificate of Competency to a Licence to Perform High Risk Work;
2. Convert a Western Australian issued Old Style Certificate(s) to a Licence to Perform High Risk Work;
3. Convert an interstate issued Certificate of Competency to a Licence to Perform High Risk Work;
4. Convert an interstate issued Licence to Perform High Risk Work to a Western Australian issued Licence to Perform High Risk Work;
5. Convert a valid NOHSC:7019 forklift qualification to a Licence to Perform High Risk Work;
6. Apply for a replacement Licence to Perform High Risk Work for a lost, stolen or damaged licence.

## General Enquiries - High Risk Work Licences

WorkSafe WA: **Perth**

Telephone 1300 424 091 (cost of a local call)  
Email: [wslicensing@commerce.wa.gov.au](mailto:wslicensing@commerce.wa.gov.au)

**Bunbury**

Telephone (08) 9722 2888

**Karratha**

Telephone (08) 9185 1911

Further information can be found on our website [www.worksafe.wa.gov.au](http://www.worksafe.wa.gov.au)

## Checklist – What to send to WorkSafe

1. Your *completed application* form.
2. A photocopy of *all current Western Australian or interstate issued certificates*.
3. *Two (2) passport size and quality photographs* of yourself – **write your name and date of birth on the back of the photos and STAPLE the photos to your application form. Please do not send loose or paperclipped photos.** See 'Your Photograph' for minimum requirements
4. A photocopy of *2 types of identification documents. One primary and one secondary*. See 'Proof of Identification' for further details.
5. The required *application fee*. Further information on the correct fees payable is available at [www.worksafe.wa.gov.au](http://www.worksafe.wa.gov.au) or by calling 1300 424 091. Fees can be paid in person (cash, cheque, money order, EFTPOS) or by credit card by completing Part G. Cheques and money orders should be made payable to "WorkSafe Western Australia".

**Please note applications not completed correctly or not accompanied by the required documentation and fee will not be accepted and will be returned to you by mail to the mailing address listed on your application.**

## Proof of Identification

WorkSafe requires that all licence applications are accompanied by two forms of identity documents, one type of primary identification and one type of secondary identification.

### Primary Identification

- An Australian passport (expired no more than two years);
- An original birth certificate or a certified copy;
- A photographic driver's licence issued by any Australian licensing authority;
- A current overseas passport;
- An Australian citizenship or naturalisation document or immigration
- A valid High Risk Work Licence;

### Secondary Identification

- A current entitlement card issued by a Commonwealth Government department (for example, a Medicare card or a Pension card);
- A current credit card or ATM access card issued by a financial institution;
- A passbook or account statement from a bank, or credit union not more than 12 months old;
- A telephone, gas or electricity account not more than 12 months old;
- A water or local rate notice or land valuation notice not more than two years old;

**Applications will not be accepted unless adequate identification, as detailed above, is provided**

## General Information on the Licence to Perform High Risk Work

### Renewal of Your Licence

You are required to renew your Licence to Perform High Risk Work every five years from its date of first issue.

### Change of Personal Details

If your contact details change (eg your postal address), you are required to notify WorkSafe within 14 days of the changes. Contact WorkSafe on 1300 424 091 if you need to update your contact details. Penalties may apply if you fail to keep your contact details up to date.

### Lost, Stolen or Damaged Licence

If your Licence to Perform High Risk Work is lost, stolen or damaged you can obtain a replacement by contacting WorkSafe on 1300 424 091. You will be required to complete an application form, pay the relevant fee and provide proof of identification.

## Conversion of Existing Certificates

### Certificate of Competency

If you currently hold a Western Australian Certificate of Competency (O.H.S Certification Australia Card), or equivalent interstate issued certificate of competency, containing one or more classes, you may be able to convert these certificates to a Licence to Perform High Risk Work. To convert your existing certificate(s) you should record your current certificate number(s) on this application form in Part C. If you are eligible WorkSafe will verify your current Certificate of Competency classes and update your new Licence to Perform High Risk Work. **At the time of converting an interstate issued certificate of competency, you will be required to cancel the certificate in the state/territory in which it was issued.**

Further information on Certificates of Competency and expiry dates can be found on the WorkSafe website – [www.worksafe.wa.gov.au](http://www.worksafe.wa.gov.au) or by telephoning WorkSafe on 1300 424 091.

### Collection of Personal Information

Personal information collected by WorkSafe Western Australia in connection with this application will be used for the purpose of assessing the application and administering the licensing system. The information may also be used for the enforcement of legislation administered by WorkSafe Western Australia, administration and evaluation of WorkSafe's programs generally and legal proceedings.

WorkSafe may disclose personal information to its contractors and agents; to a court or tribunal; to other regulatory agencies (including police, for the purposes of investigating or conducting an interview in connection with the application) and to any person authorised by the individual to whom it relates, or by law, to obtain it.

WorkSafe may disclose a person's licence status to employers or prospective employers and members of the public who wish to check this status.

If you do not provide any or all of the information, your application may not be accepted or processed. You have rights to have access to any personal information WorkSafe holds about you. Contact the WorkSafe Freedom of Information Unit on 1300 307 877 to obtain further information. You can access WorkSafe Western Australia's Privacy Policy at [www.worksafe.wa.gov.au](http://www.worksafe.wa.gov.au)

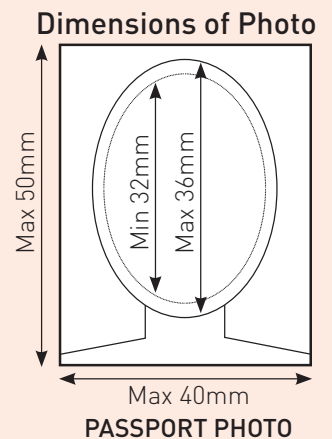
## Your Photograph

You must provide two (2) recent colour passport size and quality photographs of yourself with your application. Your photograph must be no more than 6 months old and must meet the conditions set out below. If your photo does not meet the quality requirements, your application cannot be accepted.

To meet the minimum requirements your photo must:

1. Be within 45-50mm high and 35-40mm wide
2. 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
3. Be printed on high quality paper at high resolution
4. Show natural skin tones and colours - no flash reflection and no red eye
5. Show you with natural expression and mouth closed (i.e. not smiling)
6. Have a plain, light-coloured background (e.g. white, cream or pale blue)
7. Show you facing and looking directly at the camera
8. Not show you looking over one shoulder (portrait style) or with head tilted
9. Show you without hat or head covering unless worn for religious reasons.
10. Show your eyes open and clearly visible, and only with glasses if you regularly wear them.

**Please note applications not accompanied by the required photos will not be accepted**





## D. Performance History (you must answer Yes or No)

Has any Licence to Perform High Risk Work or class of licence, held by you been suspended or cancelled by an Australian licensing authority within the past 5 years?

No  Yes

Date suspension/cancellation occurred? (if applicable)

▶ D D M M Y Y Y Y

In which State or Territory?

□ □ □

Have you had a conviction recorded under Western Australian safety and health legislation (or equivalent interstate legislation) for an offence relating to plant in the past 5 years?

No  Yes

Date of conviction (if applicable)

▶ D D M M Y Y Y Y

In which State or Territory?

□ □ □

## E. Declaration

I, The Applicant,

### Consent

Consent to the collection of personal information by WorkSafe Western Australia for the purpose outlined in the section headed 'Collection of Personal Information' on this form. I consent to the disclosure of such information to the types of organisations listed in the section headed 'Collection of Personal Information' for any of the purposes listed in that section.

### Declaration

Declare that, to the best of my knowledge, the information provided in this application and supporting this application is true and correct in every particular.

**WorkSafe can not process your application without the following information:**

I have included: (Please Tick)

- Copy of licence/certificate  Passport Photos  
 Application fee  Copy of 2 types of ID

Signature of Applicant

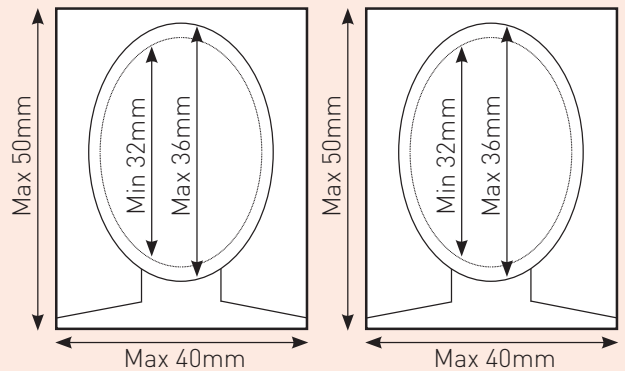
Please sign within the box using black pen

\_\_\_\_\_

Date

D D M M Y Y Y Y

**Secure two(2) passport photos face up. Ensure that your name and date of birth is printed on the back of the photo**



## F. Payment

- Cheque  Cash  Money Order (Cheques and Money Orders should be made payable to WorkSafe Western Australia)  
 Mastercard  Visa

Card No. \_\_\_\_\_

Date of Expiry: \_\_\_\_\_

Card Holder's Name: \_\_\_\_\_

Card Holder's Signature: \_\_\_\_\_

Card Holder's Address - If different to applicant's: \_\_\_\_\_

## Lodging Your Application Form

To lodge your application, send your completed form to WorkSafe Western Australia.

**PERTH OFFICE:** WorkSafe 1260 Hay Street, West Perth 6005

**Postal Address:** P.O. Box 294, West Perth 6872 **Telephone:** 1300 424 091 **Facsimile:** (08) 9321 7989

**BUNBURY OFFICE:** Bunbury Tower, 8th Floor, 61 Victoria Street, Bunbury 6230

**Postal Address:** P.O. Box 1747, Bunbury 6231 **Telephone:** (08) 9722 2888 **Facsimile:** (08) 9791 2263

**KARRATHA OFFICE:** Unit 9 Karratha Village Shopping Centre, Sharpe Avenue, Karratha 6714

**Postal Address:** P.O. Box 5, Karratha 6714 **Telephone:** (08) 9185 1911 **Facsimile:** (08) 9185 1234

**WorkSafe will contact you if there are any queries with your application. Once your application is made, the validity period of your existing certificate(s) is extended until you receive advice from WorkSafe on the outcome of your application. Applications can take up to 4 weeks to process. If you have not received your Licence to Perform High Risk Work within 4 weeks of making your application, you should contact WorkSafe immediately on 1300 424 091.**