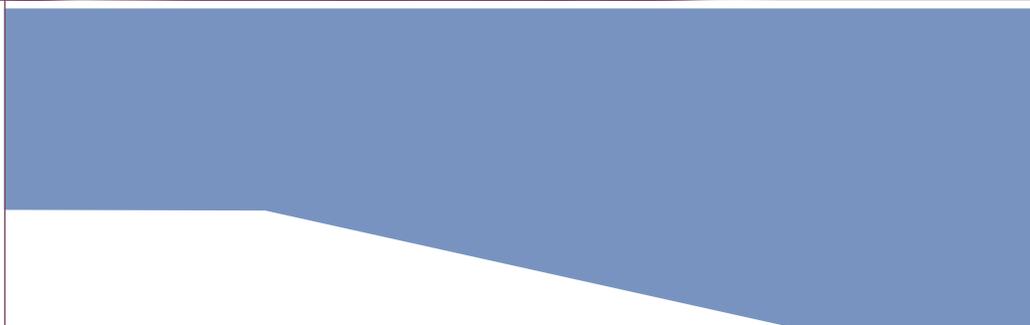
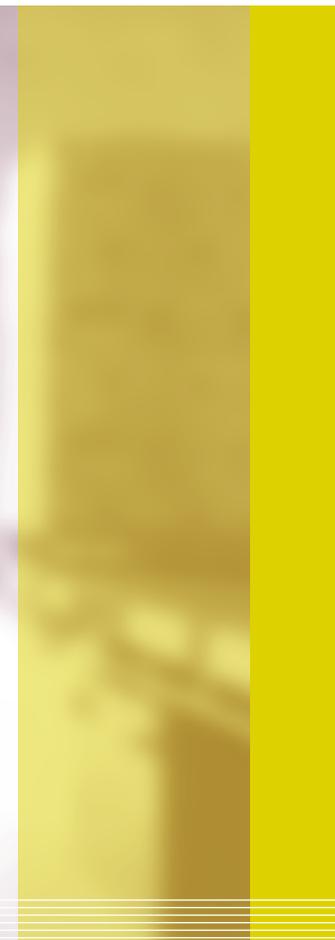


NATIONAL STANDARD FOR LICENSING PERSONS PERFORMING HIGH RISK WORK



Australian Government
Australian Safety and Compensation Council

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FOREWORD

The Australian Safety and Compensation Council (ASCC) leads and coordinates national efforts to prevent workplace deaths, injury and disease in Australia and aims to improve national workers' compensation arrangements and return to work of injured employees.

Through the quality and relevance of the information it provides, the ASCC seeks to influence the awareness and activities of every person and organisation with a role in improving Australia's occupational health and safety (OHS) performance.

More specifically, the ASCC aims to:

- > support and enhance the efforts of the Australian, State and Territory governments to improve the prevention of workplace deaths, injury and disease
- > work in alliances with others to facilitate the development and implementation of better preventative approaches, and
- > ensure that the needs of small business are integrated into these approaches.

The *National OHS Strategy 2002-2012* (the National Strategy), which was endorsed by the Workplace Relations Ministers' Council (WRMC) on 24 May 2002, records a commitment by all Australian, State and Territory governments, the Australian Chamber of Commerce and Industry and the Australian Council of Trade Unions, to share the responsibility of ensuring that Australia's performance in work-related health and safety is continuously improved.

The National Strategy sets out five 'national priorities' to achieve short-term and long-term improvements.

The priorities are to:

- > reduce high incidence and high severity risks
- > improve the capacity of business operators and workers to manage OHS effectively
- > prevent occupational disease more effectively
- > eliminate hazards at the design stage, and
- > strengthen the capacity of government to influence OHS outcomes.

In line with these priorities, the ASCC declares national standards and codes of practice under section 6 of the *Australian Workplace Safety Standards Act 2005*.

The expectation of the Australian Government and the ASCC is that national standards will be suitable for adoption by the Australian, State and Territory governments. Such action will increase uniformity in the regulation of occupational health and safety throughout Australia and contribute to the enhanced efficiency of the Australian economy.

ASCC documents are instruments of an advisory character, except where a law, other than the *Australian Workplace Safety Standards Act 2005*, or an instrument made under such a law, makes them mandatory. The application of a national standard or code of practice in any particular state or territory is the prerogative of that state or territory.



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PREFACE

This National Standard aims to facilitate the operation of a nationally uniform, competency based licensing system for persons performing certain types of high risk work. It replaces the *National Occupational Health and Safety Certification Standard for Users and Operators of Industrial Equipment* [NOHSC:1006(2001)] originally declared in 1992, which was adopted in OHS regulations throughout Australia.

In July 2004, the National Occupational Health and Safety Commission (NOHSC) commenced a review of the *National Occupational Health and Safety Certification Standard for Users and Operators of Industrial Equipment* [NOHSC:1006(2001)] and the supporting *National Guidelines for OHS Competency Standards for the Operation of Loadshifting Equipment and Other Types of Specified Equipment* [NOHSC: 7019 (1992)].

This National Standard has been developed in response to the findings of the review¹ that included a number of recommendations to improve the national certification system, now referred to as the National Licensing System.

Compliance with this National Standard depends on the acceptance of the obligations that responsible parties have under each jurisdiction's OHS legislation, in particular the employer's responsibility to ensure that a person at work has received the necessary training, information and supervision to enable them to work in a safe manner.

This National Standard recognises the importance of quality training as an underpinning principle in providing skilled workers, and that the most effective form of training is a combination of informal and formal training methods. It requires training and assessment to be undertaken by Registered Training Organisations (RTOs) under the Australian Quality Training Framework (AQTF).

The AQTF standards were developed in collaboration with state and territory governments, the Australian Government and industry and training organisations. The AQTF provides the basis for a nationally consistent, high quality vocational education and training (VET) system. It consists of two sets of quality standards:

- > *Standards for Registered Training Organisations* – RTOs must meet these standards in order to deliver and assess nationally recognised training and issue nationally recognised qualifications. There are 12 standards dealing with a range of matters, including learning and assessment strategies, staff competency, record keeping and quality systems.
- > *Standards for State and Territory Registering/Course Accrediting Bodies* – these standards provide a common framework for the authorities in each state and territory that register and audit training organisations and accredited courses.

Specific units of competency that meet OHS regulatory requirements are developed within nationally endorsed Training Packages or, where these are not available, accredited courses. They are the minimum competencies for the high risk work and provide the basis for the further development of industry or enterprise level competency standards, taking into account specific industry hazards and conditions.

The ASCC and the Department of Education, Science and Training (formerly the Australian National Training Authority) are working together to incorporate OHS competencies contained in the previous *National Occupational Health and Safety Certification Standard for Users and Operators of Industrial Equipment* [NOHSC:1006(2001)] and the *National Guidelines for OHS Competency Standards for the Operation of Loadshifting Equipment and Other Types of Specified Equipment* [NOHSC: 7019 (1992)] into nationally endorsed Training Packages.

Implementation of this National Standard will require coordinated action on the part of all parties involved.

¹ Russell Lynch Consulting (2204), 'Review of National Certification Standard and Guidelines: Final Report', Report of the National Occupational Health and Safety Commission, 30 November 2004.



To ensure the quality and integrity of training and assessment under this National Standard, co-operative relationships between state or territory OHS licensing authorities and authorities responsible for administering vocational education and training (VET) are required. The ASCC has developed a template agreement to facilitate a nationally consistent approach for establishing these relationships and joint quality assurance processes.

The WRMC agreed in May 2005 to a two staged review of the certification system, now referred to as the National Licensing System. This National Standard is the outcome of the first stage. Stage 2, to commence in 2006, will involve the review of all classes of high risk work requiring licensing under the National Standard, based on the principles of:

- > Level of risk
- > Scope of use
- > Operator control, and
- > Alternatives to licensing.

It is essential that the National Licensing System generate data which can be used by the licensing authority and the ASCC to evaluate the effectiveness of the National Standard and its contribution to improving safety. When incidents involving high risk work are notified to a licensing authority, the licensing authority should, following appropriate investigations, collect information on the competency and licensing status of persons performing high risk work, which can be reported to the ASCC.

1. TITLE

1.1 This National Standard is the *National Standard for Licensing Persons Performing High Risk Work*.



2. SCOPE AND APPLICATION

2.1 This National Standard sets out:

- a) the training and assessment requirements for a person performing high risk work, and
- b) the arrangements for issuing a licence to a person performing high risk work.

2.2 This National Standard applies to high risk work of the kind listed in the Schedule.

2.3 This National Standard applies to the following persons, organisations and authorities:

- a) a person performing high risk work
- b) a person who engages or employs other persons to perform high risk work
- c) a person or organisation responsible for training and assessment activities
- d) an authority responsible for administering the vocational education and training system, and
- e) an authority responsible for administering the National Licensing System.

3. OBJECTIVES AND PRINCIPLES

- 3.1 The objectives of this National Standard are:
- a) to ensure that persons have the skills and knowledge to perform high risk work in a safe manner, and
 - b) to facilitate the operation of a nationally uniform and efficient licensing system for persons engaged in high risk work.
- 3.2 Licences issued in accordance with this National Standard will be recognised in all Australian States and Territories to promote the portability of skills and the free movement of labour across State and Territory borders.
- 3.3 This National Standard provides a national policy approach for authorising the performance of high risk work and promoting safety standards relating to high risk work.



4. DEFINITIONS

4.1 In this National Standard, unless the contrary intention appears:

Accredited course means a structured sequence of vocational education and training that has been accredited by a State or Territory course accrediting body and leads to an AQF qualification or statement of attainment.

Applicant means a person applying for a licence to perform one or more classes of high risk work.

Assessment means the process of collecting evidence and making judgements on whether competency has been achieved to confirm whether a person can perform to the standard expected in the workplace, as expressed in the relevant endorsed competency standards or the learning outcomes of an accredited course.

Australian Qualifications Framework (AQF)² means the policy framework that defines all qualifications recognised nationally in post-compulsory education and training within Australia. Under the AQF a statement of attainment is issued for a partial qualification or an individual unit of competency.

Australian Quality Training Framework (AQTF)³ means the national quality arrangements for the vocational education and training (VET) system agreed to by the Ministerial Council.

Certificate of competency means a document that was issued by a licensing authority prior to the introduction of this National Standard authorising a person to perform one or more classes of high risk work.

Commonwealth Regulatory Authority means the government authority responsible for administering the *Occupational Health and Safety (Commonwealth Employment) Act 1991*.

Competency means the ability to perform tasks and duties to the standard expected in employment.

Competency standards means an industry-determined specification of performance which sets out the skills, knowledge and attitudes required to operate effectively in employment. Competency standards are made up of units of competency, which are themselves made up of elements of competency, together with performance criteria, a range of variables, and an evidence guide. Competency standards are an endorsed component of a Training Package.

Direct supervision means overseeing the work of a trainee for the purpose of directing, demonstrating, monitoring and checking the trainee's performance appropriate to the trainee's competency level and ensuring a capacity to respond to emergency situations.

High risk work means the performance of the classes of high risk work listed in the Schedule.

Licence means a document that is issued by a licensing authority in accordance with this National Standard, authorising a person to perform one or more classes of high risk work.

Licence class means a type of high risk work endorsed on a licence.

Licence holder means the person who is named on a licence as authorised to perform high risk work.

² Further information on the AQF can be found in *Australian Qualifications Framework: Implementation Handbook*, Third edition, Australian Qualifications Framework (AQF) Advisory Board, Carlton South, 2002, ISBN 0 642 27021 X

³ Further information on the AQTF can be found in *Australian Quality Training Framework: Standards for Registered Training Organisations*, 2005, Australian National Training Authority, ISBN 1 877 05791 6.

Licensing authority means the government authority responsible for the administration of the licensing system covered by this National Standard.

Nationally approved assessment instrument means a tool approved by the Australian Safety and Compensation Council that is used to record evidence of a person's competency gathered during the assessment process.

Qualification means formal certification issued by a Registered Training Organisation that a person has achieved all the units of competency or modules comprising learning outcomes stated for the qualification in:

- a) a nationally endorsed Training Package for which details of the qualification have been placed on a national register, or
- b) an accredited course that provides training for the qualification.

Recognition of prior learning (RPL) means recognition of competencies currently held, regardless of how, when or where the learning occurred. RPL assesses a person's previous learning to determine the extent to which that person is currently competent against the required learning outcomes or competency standards for entry to, and/or partial or total completion of, a qualification.

Registered Training Organisation (RTO) means a training organisation registered by a State or Territory registering body in accordance with the AQTF, within a defined scope of registration.

Scope of Registration means the defined scope for which a training organisation is registered that identifies the particular services and products that can be provided. An RTO may be registered to provide either:

- a) training delivery and assessment services and products and issue AQF qualifications and statements of attainment, or
- b) assessment services and products and issue AQF qualifications and statements of attainment.

Simulated work environment means a learning environment in which a trainee is able to practice using and operating the relevant industrial equipment under realistic workplace conditions.

Skill means an ability to perform a particular mental or physical activity which may be developed by training or practice.

State/Territory Registering body means the body responsible under the state or territory VET legislation and decision-making framework, for all the processes related to the registration of training organisations, including the imposition of sanctions. This body may function as the State/Territory Training Authority.

State/Territory Training Authority means the body in each State or Territory responsible for the operation of the vocational education and training system within that State or Territory. Each State or Territory training authority participates in the formulation of national policy, planning and objectives, and promotes and implements the agreed policies within the State or Territory.

Statement of Attainment means formal certification issued by a Registered Training Organisation under the AQF that a person has achieved:

- a) part of a qualification
- b) one or more units of competency from a nationally endorsed Training Package, or

- 
- c) all the units of competency or modules comprising learning outcomes for an accredited course that do not meet the requirements for a qualification.

Trainee means a person who is receiving training.

Training Package means an integrated set of nationally endorsed competency standards, assessment guidelines and AQF qualifications for a specific industry, industry sector or enterprise.

Unit of competency means the specification of knowledge and skill and the application of that knowledge and skill to the standard of performance expected in the workplace.

Work means any activity (physical or cognitive) carried out in the conduct of a business, an organisation, an occupation, a trade or a profession, regardless of whether remuneration is offered for the activity.

Workplace means any place where a person carries out work. A workplace is not limited to a building or structure.

- 4.2 Definitions applying to specific schedules are included in the relevant schedule.

5. GENERAL REQUIREMENTS

- 5.1 A person performing high risk work covered by this National Standard must hold a relevant licence unless the person is:
- a) undergoing training in accordance with this National Standard, or
 - b) exempted from holding a licence.

Eligibility for a licence

- 5.2 A person is eligible to obtain a licence when the person has:
- a) demonstrated competency in the safe performance of high risk work under workplace conditions, and
 - b) obtained the training, assessment, experience and qualifications required by the licensing authority.
- 5.3 A person who is at least 18 years of age is eligible to obtain a licence. Training may commence at an earlier age.
- 5.4 A person who is already a licence holder is not eligible to obtain a second licence issued by any other licensing authority for the same class of work unless the licence is being renewed or replaced.
- 5.5 A person whose licence has been suspended or cancelled in one State or Territory is not eligible to obtain a licence in any other State or Territory for the class or classes of work subject to the suspension or cancellation.



6. TRAINING AND ASSESSMENT REQUIREMENTS

- 6.1 This part must be interpreted in conjunction with the AQTF standards for RTOs. Where either this National Standard or the AQTF sets a higher standard for training and assessment, then the higher standard will apply.
- 6.2 An applicant must complete the relevant nationally endorsed unit or units of competency in a Training Package or an accredited course that meets the licensing requirements.
- 6.3 The training and assessment must be delivered under the supervision of, or in partnership with, an RTO in accordance with the AQTF. It must consist of relevant evidence of:
 - a) structured training
 - b) practical training and experience, and
 - c) an assessment of the trainee's competency through the use of nationally approved assessment instruments.
- 6.4 Practical training can be undertaken in the workplace as part of the productive work of the trainee, or in a training facility that includes a simulated work environment, or using a combination of both these training environments.

Recognition of prior learning

- 6.5 An RTO:
 - a) must assess the adequacy of any equivalent qualifications or evidence of prior learning against the licensing requirements, and
 - b) may exempt a person from undertaking all or part of the training to the extent that the person's equivalent qualifications and prior learning are relevant to the competency.

Supervision

- 6.6 A trainee must always be under the direct supervision of a person who holds a licence relating to the high risk work being supervised, unless the person who oversights the practical training judges, and can demonstrate, that:
 - a) the circumstances of a particular task make this degree of supervision impractical or unnecessary
 - b) the level of the trainee's competency is such that direct supervision can be reduced, and
 - c) a lesser degree of supervision would not place the trainee or any other person at risk.

Assessment

- 6.7 A trainee must be assessed against the requirements of the relevant nationally endorsed unit or units of competency or accredited course. To achieve competency the trainee must be able to demonstrate that he or she:
 - a) has the relevant underpinning knowledge and can safely perform the high risk work under realistic workplace conditions, and
 - b) can use the English language at a level that enables the safe performance of high risk work as specified in the competency standard.

Records of training and assessment

- 6.8 A trainee undertaking training in the workplace must maintain a written record of practical training that consists of the following information:
- a) the trainee's name and address
 - b) the name of the RTO supervising the training
 - c) the dates and times on which the trainee performed the high risk work
 - d) information about the tasks performed, including the type of equipment used or operated and the outcomes achieved, and
 - e) a signed entry by the person who supervised each occasion of training which includes the person's name and licence number.
- 6.9 The information in paragraphs 6.8 (c), (d) and (e) must be recorded at the completion of each training session.
- 6.10 In addition to requirements under the AQTF, an RTO must retain all records ⁴ relating to the training and assessment for a period established by the licensing authority in consultation with the relevant state/territory registering body.

RTO Assessors ⁵

- 6.11 Assessments must be conducted by a person who:
- a) has the workplace assessor competencies required under the AQTF Standards for RTOs
 - b) holds a valid licence for the type of high risk work that is being assessed
 - c) has relevant and current industry experience and vocational competencies as required under the AQTF Standards for RTOs, and
 - d) is approved by a licensing authority or satisfies the criteria that have been agreed between the licensing authority and the relevant state/territory training authority.

Statement of Attainment

- 6.12 A person who has been issued with a Statement of Attainment for performing high risk work must apply to the licensing authority for a licence within 60 days of the date that the Statement of Attainment was issued. Failure to do so may result in the licensing authority requiring the applicant to be reassessed.

⁴ Records of practical training, practical assessment, RPL evidence, knowledge test and assessment summary.

⁵ Management of RTO assessors may occur either as part of the licensing authority's involvement in compliance activities under the AQTF or as part of a separate licensing authority process.



7. ADMINISTRATIVE ARRANGEMENTS

Application for a licence

- 7.1 A person may apply to the licensing authority:
- for the grant of a licence for that class of high risk work set out in the Schedule, or
 - if the person is already a licence holder — for a variation of the licence by endorsing it with the relevant class of high risk work set out in the Schedule.
- 7.2 The application must be made in a manner and form determined by the licensing authority, and must be accompanied by:
- proof of identity and age of the applicant
 - a Statement of Attainment relating to the class of high risk work applied for and issued by an RTO not more than 60 days before the date of the application
 - a declaration whether the applicant has had a licence for any class of high risk work cancelled or suspended by a licensing authority in the past five years, and
 - the fee required by the licensing authority.
- 7.3 The licensing authority may make enquiries about the authenticity and suitability of documents presented with the application for a licence.
- 7.4 The licensing authority may, by request in writing, require the applicant to provide further information relating to the applicant's eligibility for a licence as specified in Part 5.
- 7.5 The licensing authority must grant a licence if satisfied that the applicant:
- has met the requirements set out in 7.2, and
 - is eligible to obtain a licence as specified in Part 5.
- 7.6 The licensing authority must not grant a licence if it determines that the applicant:
- has not met the requirements set out in 7.2, or
 - is not eligible to obtain a licence.
- 7.7 The licence must show the following:
- the name, date of birth and signature of the licence holder
 - a photograph identifying the licence holder
 - the date of issue and expiry
 - the name of the licensing authority
 - the class or classes of high risk work which the holder is authorised to perform, and
 - an identifying number unique to the licence holder.
- 7.8 The licence is issued for a period of five years, starting on the date of issue of the first class of work endorsed on the licence, and is in force during that period unless it is suspended or cancelled.

Application for licence renewal

- 7.9 A licence holder may apply to the licensing authority to renew a licence before the date of expiry on the licence.
- 7.10 The application must be made in a manner and form determined by the licensing authority, and must be accompanied by:
- a) proof of identity of the applicant
 - b) a declaration that the licence holder has maintained the competencies required to perform the class or classes of high risk work that the licence relates to, and
 - c) the fee required by the licensing authority.
- 7.11 The licensing authority may, by request in writing, require the applicant to provide further information relating to the application.
- 7.12 The licensing authority must renew a licence if satisfied that the applicant has met the requirements set out in 7.10.
- 7.13 The licensing authority must not renew a licence if it determines that the applicant:
- a) has not met the requirements set out in 7.10, or
 - b) is no longer competent to perform the kind of high risk work authorised by the licence.

Application for exemption

- 7.14 A person may apply to the licensing authority for an exemption from holding a licence to perform a class of high risk work.
- 7.15 The application for exemption must be made in a manner and form determined by the licensing authority and must include:
- a) the reasons for seeking an exemption, and
 - b) the alternative measures that will be used to ensure the high risk work is performed safely.
- 7.16 The licensing authority may, by request in writing, require the applicant to provide further information relating to the application for exemption.
- 7.17 Where an exemption is granted, the licensing authority may place restrictions on the performance of the high risk work.

Licence suspension ⁶ and cancellation ⁷

- 7.18 A licensing authority may suspend or cancel a licence class or classes in accordance with the authority's procedures, if satisfied that:
- a) the licence was obtained on the basis of false or misleading information or a failure to provide required information

⁶ **Suspension** means the validity of a licence class is temporarily terminated for a specific period of time, after which the licence for that particular class is either re-instated or cancelled.

⁷ **Cancellation** means the validity of a licence class is terminated indefinitely and the licence holder is required to undertake a re-assessment of competency in order to re-apply for that class of licence in accordance with clause 7.2 of this National Standard.

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- b) the licence holder no longer has the competency to perform the kind of high risk work authorised by the licence without endangering the health and safety of the holder or another person, or
 - c) the licence holder is not competent to perform the kind of high risk work authorised by the licence where the licence holder's Statement of Attainment has been issued by an RTO which has subsequently been de-registered or sanctioned.

7.19 The suspension or cancellation shall apply to the group of classes that share the same or similar skills⁸.

7.20 The licence holder must surrender a suspended or cancelled licence to the licensing authority after receiving notice of the suspension or cancellation.

7.21 In the case of a licence holder with multiple classes endorsed on the licence, the licensing authority must issue a replacement licence deleting any endorsements which are the subject of the suspension or cancellation, at no cost to the holder.

7.22 The licensing authority must return a surrendered licence at the end of the suspension period if the licence has not been further suspended or cancelled.

7.23 The licensing authority may require a person whose licence is suspended, to undertake re-training and provide evidence of competency, before re-instating the licence.

Reciprocal suspension and cancellation

7.24 If a licensing authority or the Commonwealth regulatory authority has evidence that a licence issued by another licensing authority should be suspended or cancelled, it must advise the issuing licensing authority of its findings and recommendations. The issuing licensing authority must then conduct inquiries into the matter and if it deems appropriate, suspend or cancel the licence.

Review of decisions

7.25 Decisions of the licensing authority may be appealed in accordance with the authority's procedures. The applicant or licence holder may lodge an appeal against:

- a) a refusal to issue or renew a licence or an endorsement on a licence,
- b) a refusal to grant an exemption from holding a licence, or
- c) the suspension or cancellation of a licence.

Replacement of a lost, stolen or destroyed licence

7.26 If a licence is lost, stolen or destroyed, a licence holder may apply to the issuing authority for the reissue of the licence if the licence holder:

- a) completes an application form
- b) provides proof of identity
- c) pays the fee required by the licensing authority, and
- d) completes a statutory declaration setting out the circumstances in which the licence was lost, stolen or destroyed.

⁸ For example, a suspension of a licence to perform advanced rigging work would also include a suspension to perform basic and intermediate rigging work.

RTO management

7.27 For the purpose of ensuring the quality of training and assessment undertaken by Registered Training Organisations, each licensing authority and relevant state/territory registering body shall cooperate with each other to participate in:

- a) the assessment of initial registration requests
- b) extensions to existing scope of registration, and
- c) the auditing of existing and/or new RTOs.

7.28 An RTO intending to deliver training and assessment in another State or Territory must notify the licensing authority in that State or Territory at least 21 days prior to commencing the delivery of training and assessment.

Information requirements

7.29 Licensing authorities shall cooperate with each other in the exchange of information relating to applicants, licence holders and persons conducting assessments for the performance of high risk work.

7.30 Licensing authorities may require RTOs to submit data of training and assessments⁹.

⁹ This may be reported using the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS)



8. RESPONSIBILITIES OF THE LICENCE HOLDER

- 8.1 A licence holder must produce the licence for inspection on the request of a licensing authority or the Commonwealth regulatory authority.
- 8.2 A licence holder must notify the issuing licensing authority of a change of postal or residential address within 14 days of the change.
- 8.3 A licence holder must surrender a suspended or cancelled licence to the licensing authority after receiving notice of the suspension or cancellation within such period as may be specified in the notice of suspension or cancellation.

9. RESPONSIBILITIES OF OTHER PERSONS

- 9.1 A person who engages or employs other persons at a workplace must not direct or allow a person to perform high risk work covered by this National Standard unless the person:
- a) holds a relevant licence, or
 - b) is undergoing training in accordance with this National Standard.
- 9.2 To ensure performance beyond the minimum competencies required for licensing, the person who engages or employs persons licensed to perform high risk work must provide such licence holders with additional training, instruction and information on the equipment operation, hazards, risks and control measures relevant to their workplace.



10. TRANSITIONAL ARRANGEMENTS

Certificate holders

- 10.1 Existing certificate of competency holders:
- a) shall continue to be recognised by licensing authorities for a period as specified in Table 1 of this National Standard, and
 - b) must apply to the licensing authority that issued the certificate of competency to have it converted to a new licence upon providing evidence of current competency, within the timeframes specified in Table 1.
- 10.2 Where existing certificate of competency holders are unable to provide evidence of current competency when converting the certificate, the licensing authority may cancel the existing certificate and request re-training and/or assessment to apply for a new licence in accordance with 7.2 of this National Standard.
- 10.3 This National Standard introduces a new licence class for self-erecting tower cranes. Self-erecting tower crane operators currently holding a tower crane certificate must, within 2 years of the adoption of this National Standard, obtain the new licence upon successful completion of training and assessment through RTOs.

Table 1

Date of issue of certificate or date of most recent endorsement on the certificate	Date that certificate must be converted
Pre 1993 ("Old style" certificates issued before the adoption of NOHSC:1006) and certificates issued between 1 January 1993 – 31 December 1995	Within 12 months of the agreed adoption date
Between 1 January 1996 – 31 December 1998	Within 2 years of the agreed adoption date
Between 1 January 1999 – 31 December 2001	Within 3 years of the agreed adoption date
Between 1 January 2002 – 31 December 2004	Within 4 years of the agreed adoption date
Between 1 January 2005 – agreed adoption date	Within 5 years of the agreed adoption date

Certificate assessors

- 10.4 Existing assessors who are registered with licensing authorities must, within 2 years of adoption of this National Standard, conduct assessments under the AQTF and:
- a) be an RTO
 - b) be employed by an RTO, or
 - c) work in partnership with an RTO.
- 10.5 Notices of Satisfactory Assessment issued by certificate assessors during this period will be recognised for applying for a renewable licence under this National Standard.

SCHEDULE – LICENCE CLASSES AND DEFINITIONS

Licence classes

Scaffolding Work

- 1. Basic scaffolding** – consists of scaffolding work connected with the operation or use of:
 - > Modular or pre-fabricated scaffolds
 - > Cantilevered materials hoists with a maximum working load of 500kg
 - > Ropes and gin wheels
 - > Safety nets and static lines, and
 - > Bracket scaffolds (tank and formwork).
- 2. Intermediate scaffolding** – consists of all basic scaffolding work including scaffolding work connected with the use and operation of:
 - > Cantilevered crane-loading platforms
 - > Cantilevered and spurred scaffolds
 - > Barrow ramps and sloping platforms
 - > Perimeter safety screens and shutters
 - > Mast climbers, and
 - > Tube and coupler scaffolds (including tube and coupler covered ways and gantries).
- 3. Advanced scaffolding** – consists of all intermediate scaffolding work including all other scaffolding work connected with the use and operation of:
 - > Hung scaffolds, including scaffolds hanging from tubes, wire ropes or chains, and
 - > Suspended scaffolds.

Rigging Work

- 1. Dogging** – consists of the application of slinging techniques to move a load (including the selection and inspection of lifting gear) and/or the directing of a crane/hoist operator in the movement of a load when the load is out of the view of the crane/hoist operator.
- 2. Basic rigging** – consists of dogging and rigging work involving:
 - > Movement of plant and equipment
 - > Steel erection
 - > Hoists (including mast climbing hoists)
 - > Placement of pre-cast concrete
 - > Safety nets and static lines
 - > Perimeter safety screens and shutters, and
 - > Cantilevered crane-loading platforms.



3. Intermediate rigging – consists of all basic rigging work including rigging work involving:

- > Cranes, conveyors, dredges and excavators
- > Tilt slabs
- > Hoists with jibs and self-climbing hoists
- > Demolition
- > Dual lifts

4. Advanced rigging – consists of all intermediate rigging work including rigging work involving:

- > Gin poles and shear legs
- > Flying foxes and cableways
- > Guyed derricks and structures
- > Suspended and fabricated hung scaffolds

Crane and Hoist Operation

- 1. Tower crane** – covers the operation of a jib or boom crane mounted on a tower structure, demountable or permanent, including both horizontal and luffing jib types.
- 2. Self-erecting tower crane** – covers the operation of a crane where the tower structure and boom/jib elements are not disassembled into component sections, which can be transported between sites as a complete unit, and where the erection and dismantling processes are an inherent part of the crane's function.
- 3. Derrick crane** – covers the operation of a slewing strut-boom crane with its boom pivoted at the base of a mast which is either guyed (guy-derrick) or held by backstays (stiff-legged derrick) and which is capable of luffing under load.
- 4. Portal boom crane** – covers the operation of a boom crane or jib crane mounted on a portal frame, which is supported on runways along which the crane travels.
- 5. Bridge and gantry crane** – covers the operation of bridge and gantry cranes controlled from a permanent cabin or control station on the crane and those which are remote controlled having more than three powered operations (hoist, raise and lower equals one operation), including the application of load estimation and slinging techniques to move a load.
- 6. Vehicle loading crane** – covers the operation of a crane with a capacity of 10 metre tonnes or more, mounted on a vehicle to move a load onto or from the vehicle, including the application of load estimation and slinging techniques to move a load.
- 7. Non-slewing mobile crane** – covers the operation of a mobile crane of greater than 3 tonnes capacity that incorporates a boom or jib which includes articulated type mobile cranes and locomotive cranes, but does not include vehicle tow trucks.
- 8. Slewing mobile crane** – with a capacity up to 20 tonnes
- 9. Slewing mobile crane** – with a capacity up to 60 tonnes
- 10. Slewing mobile crane** – with a capacity up to 100 tonnes
- 11. Slewing mobile crane** – with a capacity over 100 tonnes

12. **Materials hoist** – covers the operation of a builder’s hoist by which only goods or materials and not personnel may be hoisted and where the car, bucket or platform is cantilevered from, and travels up and down externally to, a face of the support structure.
13. **Personnel and materials hoist** – covers the operation of a builder’s hoist in which personnel, goods and/or materials may be hoisted, and which comprises a car, structure, machinery or other equipment associated with the hoist, and which may be either a cantilever hoist, a tower hoist or a multiple winch operation.
14. **Boom-type elevating work platform** – covers the operation of a telescoping device, hinged device, or articulated device or any combination of these used to support a platform on which personnel, equipment and materials may be elevated to perform work, where the boom length is 11 metres or more. The 11 metre boom length shall be taken to mean the greater of the following:
 - > the vertical distance from the floor of the platform to the ground supporting the elevating work platform with the platform at its maximum height, or
 - > the nominal reach measured from the centre point of rotation to the outer edge of the platform in its most extended position.
15. **Vehicle-mounted concrete placing boom** – covers the operation of vehicle mounted concrete boom pumping systems, including a minimum of two boom stages, and the use and monitoring of the boom distribution system.

Forklift Operation

1. **Forklift truck** – covers the operation of a powered industrial truck equipped with a mast and an elevating load carriage to which is attached a pair of forkarms or other attachment.
2. **Order-picking forklift truck** – covers the operation of a powered industrial truck of a type where the operator’s control arrangement is incorporated with the load carriage/lifting media, and elevates with it.

Pressure Equipment Operation

1. **Basic boiler operation** – covers the operation of boilers with the following features:
 - > Single fixed combustion air-supply
 - > Non-modulating single heat source
 - > Fixed firing rate
2. **Intermediate boiler operation** – covers the operation of boilers with the following features:
 - > Modulating combustion air supply
 - > Modulating heat source
 - > Superheaters, and
 - > Economisers.
3. **Advanced boiler operation** – covers the operation of boilers with the following features:
 - > Same features as intermediate boiler operation, together with
 - > Multiple fuel type boilers which may be fired simultaneously.

NOTE: This does not include boilers that change fuel types during start sequences.



- 4. Turbine operation** – covers the operation of any turbine (except a turbine that produces a power output of less than 500kW) that:
 - > is multi-wheeled
 - > is capable of a speed greater than 3600rpm, or
 - > which uses attached condensers or a multi-staged heat exchange extraction process.
- 5. Reciprocating steam engine operation** – covers the operation of steam equipment where the steam acts upon a piston under pressure where this action of the steam forces the piston to move, including expanding (steam) reciprocating engines, with any piston diameter of greater than 250 millimetres.

DEFINITIONS

Boiler means a vessel or an arrangement of vessels and interconnecting parts, wherein steam or other liquid is heated at a pressure above that of the atmosphere by the application of fire, the products of combustion, electrical power, or similar means. It also includes valves, gauges, fittings, controls, the boiler setting and directly associated equipment.

For the purpose of licensing, a boiler ends at the first connection point after the first valve or valve assembly, and it does not include:

- > unattended boilers certified in compliance with AS 2593¹⁰
- > any vessel where the design of the vessel is such that will allow the vessel to operate deprived of all liquid or vapour that is intended to be heated, without affecting the structure or operation of the vessel but not greater than 500 kW output
- > a direct fired process heater
- > boilers designed or manufactured to the AMBSC codes (Australian Miniature Boiler Safety Committee Codes), or
- > boilers less than five square metres heating surface (or 150 kW output).

Bridge crane means a crane consisting of a bridge beam mounted at each end to an end carriage, capable of travelling along elevated runways and having one or more hoisting mechanisms arranged to traverse across the bridge.

Direct-fired process heater means an arrangement of tubes comprising one or more coils located in the radiant zone or convection zone (or both) of a combustion chamber, whose prime purpose is to raise the temperature of a process fluid which is circulated through the coils, to allow distillation/fractionation/reaction (or other petrochemical process) of that process liquid. The process fluid may be entirely liquid, entirely gas or a liquid/gas combination.

Gantry crane means a crane consisting of a bridge beam supported at each end by legs mounted on end carriages, capable of travelling on supported surfaces or deck levels, whether fixed or not and which has a crab with one or more hoisting units arranged to travel across the bridge.

Rigging work means the use of mechanical load shifting equipment and associated gear to move, place or secure a load using plant, equipment or members of a building or structure, to ensure the stability of those members, and for the setting up and dismantling of cranes and hoists.

Scaffolding work means the erection, alteration or dismantling of a temporary structure erected to support platforms from which a person or object could fall more than 4m.

Slewing mobile crane means a mobile crane incorporating a boom jib, which is capable of being slewed. This excludes front-end loader, backhoe, excavator, and other earthmoving equipment when configured for crane operation.

Turbine means industrial equipment where steam acts on a turbine or rotor to cause a rotary motion, excluding steam turbines and expansion turbines with a power output of less than 500kW.

Vehicle-mounted concrete placing boom means equipment mounted on a vehicle, which incorporates a knuckle boom capable of slewing and luffing to place concrete pumped through a pipeline that is attached to, or forms part of, the boom of the plant.

¹⁰ Standards Australia, Australian Standard AS2593, Boilers - Unattended and limited attendance, Standards Australia

