

**BULLETIN**

# National Standard for Licensing Persons Performing High Risk Work

This information bulletin provides information about the adoption of the national standard. It also provides an overview of licensing information for licence holders and will address the most frequently asked questions in relation to high risk work licences.

On the 30th June 2010 there was a legislative change affecting OHS licensing. As part of the national harmonisation of Occupational Health and Safety legislation, the Northern Territory Government adopted the National Standard for Licensing Persons Performing High Risk Work (the Standard).

The new national Standard introduces a number of changes that aim to make the training, assessment and licensing of high risk work consistent across Australia. These changes aim to make workplaces, where high risk work is performed, safer.

The key changes are:

- training and assessment are to be undertaken by Registered Training Organisations (RTO) under the Australian Quality Framework (AQTF);
- licences are renewable every five years;
- licences are to be a photographic licence, with your name and date of birth; and
- licences will be required for the operation of order-picking forklift trucks and self-erecting tower cranes. (new classifications)

The Standard aims to facilitate the operation of a nationally uniform, competency-based licensing system. This will provide portability between state and territories for persons performing certain types of high risk work.

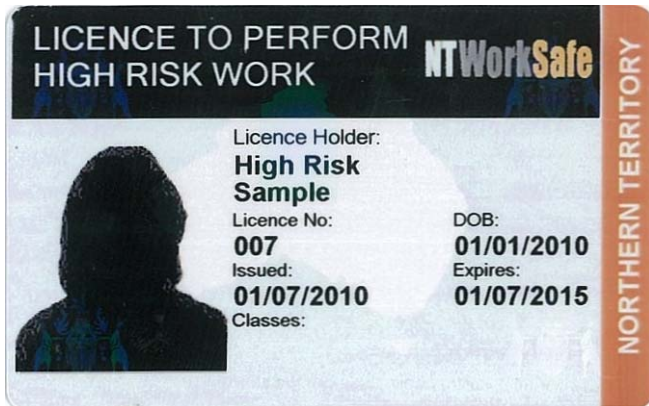
## High Risk Licence cards issued after 30 June 2010

The new high risk work licence card, implemented in the Northern Territory on 30 June 2010, was introduced to align with national safety standards, improve interstate recognition of skills, and better protection against fraud by incorporating a photograph of the licence holder.

Licences are issued with an expiry date (issued for a period up to five years) and these licences will be valid in every Australian State and Territory enabling people to operate high risk equipment under consistent standards everywhere in Australia. When a licence card is issued with more than one licence class, the expiry date of the licence is determined from the date when the first class or classes was granted to high risk.

National certificates of competency cards or 'old style' certificates or licences issued before 30 June 2010 do not have an expiry date or a photograph of the licence holder. These certificates will expire through transitional or phased in arrangements (see Transitional or phased in arrangements for certificates of competency interstate and When does a NT licence holder need to upgrade their licence by?).

Please see NT sample of a High Risk Licence over the page:



## Applying for a licence

To be eligible to apply for a licence, you must:

- be at least 18 years of age
- can use English at a level that enables the safe performance of high risk work
- have the necessary knowledge and ability to safely perform the high risk work
- demonstrate competency in the safe performance of high risk work under workplace conditions
- have obtained the required training, assessment, experience and qualifications (to the satisfaction of a registered assessor)
- apply to NTWS through the Territory Business Centre for a high risk work licence

You can get information on how to apply for a licence by:

- going to [www.ntworksafe.nt.gov.au](http://www.ntworksafe.nt.gov.au) and downloading application form [FM010a](#)
- calling a registered assessor. You can find a list of these by going to [www.ntworksafe.nt.gov.au](http://www.ntworksafe.nt.gov.au) and searching for 'assessors'
- calling the Territory Business Centre on 1800 193 111 or alternatively
- Licence applications can be lodged in person at your nearest Territory Business Centre.
- Please see NT WorkSafe information bulletin Licensing fees and charges.

## TRANSITIONAL PERIODS

### Northern Territory

All current NT licence holders must convert to a high risk licence as per the transition periods outlined in the table below.

Date of issue of licence or date of most recent endorsement on the licence	Deadline to convert to new licence
Between 1 September 1994 to 31 December 1995	30 June 2011
Between 1 January 1996 to 31 December 1998	30 June 2012
Between 1 January 1999 to 31 December 2001	30 June 2013
Between 1 January 2002 to 31 December 2004	30 June 2014
Between 1 January 2005 to 30 June 2010	30 June 2015

Certificates issued prior to 1 September 1994 were issued prior to the commencement of the National Occupational Health and Safety Certification Standards and is NOT a national licence.

Certificates issued prior to 1 September 1994 are now deemed as expired. Holders of these certificates had a 2 year amnesty to convert these certificates to a national licence.

#### Important

If your NT certificate has expired, you must undergo a new assessment of your competence to continue to perform high risk work. To be assessed, contact a registered assessor; for a list of registered NT assessors go to [www.worSAFE.nt.gov.au](http://www.worSAFE.nt.gov.au) and search for "registered assessors" or call the Territory Business Centre on 1800 193 111.

Interstate licences will be recognised in the Northern Territory but licence holders will need to check with the issuing state as all states are currently upgrading to high risk work licences and deadlines to convert do apply to each State and Territory.

Interstate licences can be transferred to the Northern Territory, providing licence holders reside in the Northern Territory, and NT WorkSafe receives confirmation from the originating issuing State, that the licence is still available for transfer to a High Risk Work Licence (i.e. still current).

It is an offence to hold more than one high risk work licence or certificate of competency for the same class. You must surrender your certificate or licence to the issuing licensing authority prior to being issued a high risk work licence.

## Western Australia

The table below identifies the dates when WA certificates are required to have been converted to a High Risk licence.

Date of issue of licence or date of most recent endorsement on the licence	Deadline to convert to new licence
Western Australian 'State' Certificates of Competency issued prior to 1 July 1994 and O.H.S. Certification Australia cards issued from 1 July 1994 to 31 December 1995	Expired on 30 September 2008. Please contact WorkSafe WA for more information
Between 1 January 1996 - 31 December 1998	Expired on 30 June 2009. Please contact WorkSafe WA for more information
Between 1 January 1999 - 31 December 2001	30 June 2010
Between 1 January 2002 - 31 December 2004	30 June 2011
Between 1 January 2005 - 30 September 2007	30 June 2012

Please see below WA sample of a High Risk Licence:



\*\* Please note that this licence is accepted and recognised in all states and jurisdictions\*\*

The below WA licence is accepted in the NT for transfer pending that the issue date fits into the above transitional table, confirmation from WorkSafe WA is received and proof of NT residency is shown.

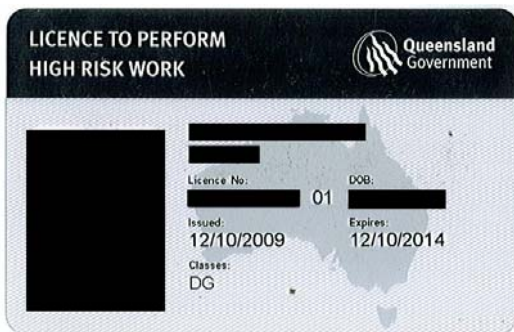


## Queensland

The table below identifies the dates when QLD certificates are required to have been converted to a High Risk licence:

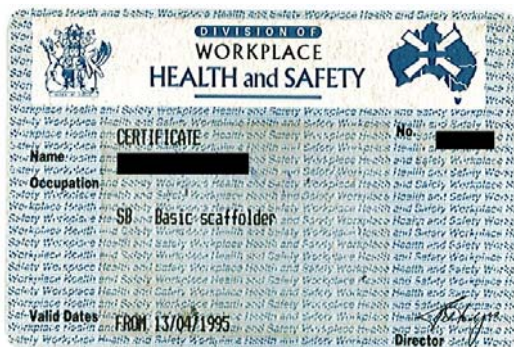
Date of issue of licence or date of most recent endorsement on the licence	Deadline to convert to new licence
All licences issued prior to 31 December 1995 (including paper-based licences)	Within the 2008/09 period and aligned to applicants birth date
Between 1 January 1996-31 December 1998	Within the 2009/10 period and aligned to applicants birth date
Between 1 January 1999 to 31 December 2001	Within the 2010-11 period and aligned to applicants birth date
Between 1 January 2002 to 31 December 2004	Within the 2010-12 period and aligned to applicants birth date
Between 1 January 2005 to 30 June 2008	Within the 2010-13 period and aligned to applicants birth date

Please see below QLD sample of a High Risk Licence:



**\*\* Please note that this licence is accepted and recognised in all state and jurisdictions\*\***

The below QLD licences are accepted in the NT for transfer pending that the issue dates fit into the above transitional table, confirmation from QLD Department of Employment and Industrial Relations and proof of NT residency is shown.



## Tasmania

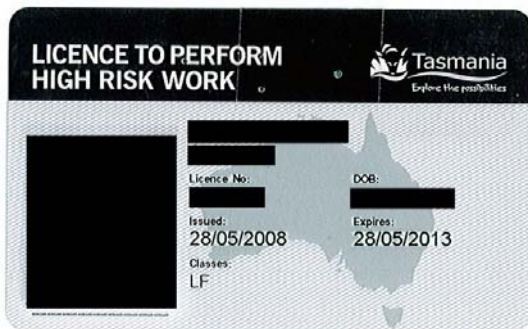
The table below identifies the dates when TAS national certificates are required to have been converted to a High Risk licence:

Date of issue of licence or date of most recent endorsement on the licence	Deadline to convert to new licence
issued before 31 Dec 1995	expired at midnight on 30 June 2008
issued between 1 Jan 1996 and 31 Dec 1998	will expire at midnight on 30 June 2009
issued between 1 Jan 1999 and 31 Dec 2001	will expire at midnight on 30 June 2010
issued between 1 Jan 2002 and 31 Dec 2004	will expire at midnight on 30 June 2011
issued between 1 Jan 2005 and 17 October 2007	will expire at midnight on 30 June 2011

Transitional or phased in arrangements were introduced in TAS for national certificates of competency and 'old style' certificates issued before 1 October 2007.

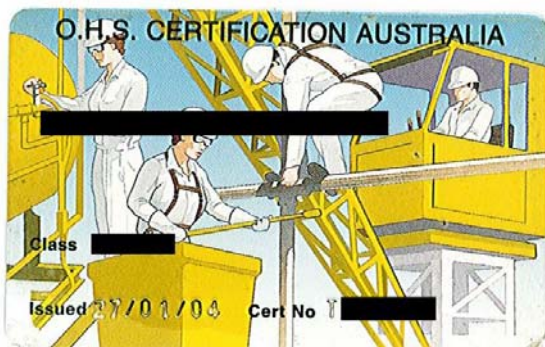
Tasmania-issued 'old style' certificates issued before 31 December 1995 expired on 1 July 2008.

Please see below TAS sample of a High Risk Licence:



**\*\* Please note that this licence is accepted and recognised in all state and jurisdictions\*\***

The below TAS certificate is accepted in the NT for transfer pending that the issue date fits into the above transitional table, confirmation from WorkCover Tasmania is received and proof of NT residency is shown.



## Australian Capital Territory

The table below identifies the dates when ACT certificates of competency are required to have been converted to a High Risk licence:

Date of issue of licence or date of most recent endorsement on the licence	Deadline to convert to new licence
Before 1 January 2001	30 June 2010
1 January 2001 to 31 December 2004	30 June 2011
1 January 2005 to 30 June 2009	30 June 2012
1 July 2009 to 30 June 2011	30 June 2014

Please see below ACT sample of a High Risk Licence:



\*\* Please note that this licence is accepted and recognised in all state and jurisdictions\*\*

## Victoria

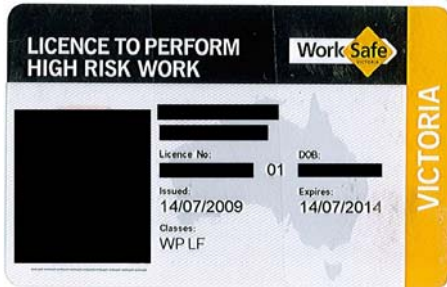
The table below identifies the dates when VIC certificates are required to have been converted to a High Risk licence:

Date of issue of licence or date of most recent endorsement on the licence	Deadline to convert to new licence
1 August 1997 - 31 October 1997	31 January 2009
1 November 1997 - 31 January 1998	28 February 2009
1 February 1998 - 30 April 1998	31 March 2009
1 May 1998 - 31 July 1998	30 April 2009
1 August 1998 - 31 October 1998	31 May 2009
1 November 1998 - 31 December 1999	31 October 2009
1 January 2000 - 30 April 2000	30 November 2009
1 May 2000 - 31 July 2000	30 April 2010

All 'old style' VIC certificates of competency issued prior to 1995 have now expired.

Please go to [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au) for the full comprehensive expiry date schedule available to VIC licence holders should you require so.

Please see below VIC sample of a High Risk Licence:



\*\* Please note that this licence is accepted and recognised in all states and jurisdictions\*\*

The below VIC certificate is accepted in the NT for transfer pending that the issue date fits into the above transitional table, confirmation from WorkSafe Victoria is received and proof of NT residency is shown.



## New South Wales

WorkCover NSW is currently running a program to change all national certificates of competency issued by WorkCover NSW to a new high risk work licence.

WorkCover NSW have sent NSW certificate holders a renewal package with an application form and guide before their national certificate of competency is due to expire.

If you are a NSW licence holder and have changed your address or not yet received your renewal package you can notify WorkCover NSW by calling the renewal team on 1800 201 225.

The below NSW certificate is accepted in the NT for transfer pending the confirmation from WorkCover NSW is received and proof of NT residency is shown.



## South Australia

The table below identifies the dates when SA certificates are required to have been converted to a High Risk licence:

Date of issue of licence or date of most recent endorsement on the licence	Deadline to convert to new licence
Before 3 April 1995	1 September 2011
4 April 1995 – 31 December 1998	1 September 2012
1 January 1999 – 31 December 2001	1 September 2013
1 January 2002 – 31 December 2004	1 September 20104
1 January 2005 – 31 August 2010	1 September 2015

All Certificates issued before 3 April 1995 (the date the OHS Certification Australia card was introduced in South Australia) will be the first needing to be transferred to the new Licence. If you have old-style paper Certificates, then your qualifications are likely to fall into this category. These must be transferred to the new Licence by 1 September 2011.

The below SA certificate is accepted in the NT for transfer pending that the confirmation from SafeWork SA is received and proof of NT residency is shown.

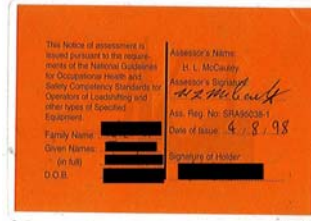


### Forklifts

Please note that prior to High Risk work being introduced in SA on the 1st of September 2010, there was no requirement for forklift or order picking forklift operators to be licensed under the authority. Training was still required however forklift 'tickets' were issued by Registered Training Organisations on the authority's behalf. This is why SA forklift 'tickets' vary in appearance. As long as these 'tickets' were issued after 3 April 1995 (as the above transitional table outlines) they are acceptable to be upgraded to High Risk licences.

Worsake SA can be contacted if you require any further information (see Interstate licensing authorities contact details) following.

A few examples of SA 'tickets' issued in SA are displayed on the following page:



## Interstate licensing authorities contact details:

If you are an interstate licence holder and require any further information please see below:

All phone numbers given are for callers outside that state.

<p>Australian Capital Territory WorkCover PO Box 224 Civic Square ACT 2608 phone: 02 6205 0200 fax: 02 6205 0336</p>	<p>New South Wales WorkCover NSW Locked Bag 2906 Lisarow NSW 2252 phone: 02 4321 5000 fax: 02 4325 4145</p>
<p>Queensland Department of Employment and Industrial Relations PO Box 69 Brisbane QLD 4001 phone: 07 3225 2000 fax: 07 3225 1540</p>	<p>South Australia SafeWork SA GPO Box 465 Adelaide SA 5001 phone: 08 8303 0400 fax: 08 8303 0277</p>
<p>Victoria WorkSafe Victoria GPO Box 4293 Melbourne VIC 3001 phone: 1300 852 562 fax: 1800 060 727</p>	<p>Western Australia WorkSafe PO Box 294 West Perth WA 6872 phone: 08 9327 8777</p>
<p>Tasmania WorkCover Tasmania Po Box 56 Rosny Park TAS 7018 Phone: 03 6233 7657 Fax: 03 6233 8338</p>	

## Licence Classes and Codes

A licence to perform high risk work will be issued by NT WorkSafe under the Workplace Health and Safety Regulations 2008.

### What licence classes are covered by the National Standard?

#### Crane and Hoist Operations

CT	tower crane
CS	self-erecting tower crane (Note. New class)
CD	derrick crane
CP	portal boom crane
CB	bridge and gantry crane
CV	vehicle loading crane
CN	non-slewing mobile crane
C2	slewing mobile crane with a capacity up to 20 tonnes
C6	slewing mobile crane with a capacity up to 60 tonnes
C1	slewing mobile crane with a capacity up to 100 tonnes
CO	slewing mobile crane with a capacity over 100 tonnes
WP	Boom-type elevating work platform
PB	vehicle-mounted concrete placing boom
HM	materials hoist
HP	personnel & materials

#### Forklift Operation

LF	forklift truck operation
LO	order picking forklift truck operation (Note. New class)

#### Scaffolding Work

*SB	basic scaffolding
*SI	intermediate scaffolding
*SA	advanced scaffolding

#### Dogging and Rigging Work

*DG	dogging
*RB	basic rigging
*RI	intermediate rigging
*RA	advanced rigging

#### Pressure Equipment Operation

*BB	basic boiler operation
*BI	intermediate boiler operation
*BA	advanced boiler operation
TO	turbine operation
ES	reciprocating steam engine operation

**\* A High Risk Work Licence hierarchy is any group of classes that requires the entry level class prior to holding the higher level classes.**

\*\* Note – The National Standard introduces a new licence class for self-erecting tower cranes (CS). Self-erecting tower crane operators currently holding a (CT) Tower Crane certificate must, within two years of the adoption of this standard National Standard, obtain the new licence upon successful completion of training and assessment through a registered assessor. Please note this period in the NT will be 30 June 2012. \*\*

## What licence classes are NOT covered by the National Standard?

### Load shifting equipment operation

The following certificate classes may be issued by some states or territories, but they are not issued in the Northern Territory.

LC	Cableway / flying fox	LZ	Dozer
LD	Dragline	LE	Excavator
LS	Front-end loader (skid steer types)	LB	Front-end loader / backhoe
LL	Front-end loader	LBG	Bridge/Gantry, 3 power remote control load over 5 tonne
LG	Grader	LP	Scraper
LR	Road roller		

These classes are not included or are not deemed to be high risk work requiring a statutory licence.

### Overseas Licences

Overseas licences are not recognised.

The only licences recognised in the Northern Territory are if they are issued here or if they have been issued from another state or territory within Australia under the “national” licensing conditions.

Holding only an overseas licence means that this person is definitely not licensed to conduct high risk work in the Northern Territory and any such work will be classified as illegal work under the Workplace Health and Safety Regulations.

If you wish to undertake High Risk Work in the Northern Territory you must first go through an approved Northern Territory assessor to obtain the competency and then lodge an application to obtain a licence within 60 days.

### Trainees and unlicensed persons

Regulation 23 & 24 of the Workplace Health and Safety Regulations allow trainees to be provided with high risk work experience at the workplace providing the trainee is supervised by a person who holds a high risk work licence for that class of work. The person supervising is directly responsible for the actions of the person while the person is performing that class of work. It is also expected that the trainee will not be employed or perform the work under supervision for longer than is reasonably necessary for the person to gain training sufficient to obtain a licence. A person who performs high risk work under supervision shall be required to complete records containing details of all the work performed and the length of time spent performing the work and the licence number of each person whose supervision the person performs work under.

### High risk licence renewal

The Licence requires renewal every five years. At this time the licence holder will need to provide evidence that they have maintained their skills and are still competent to perform high risk work.

For further information please contact NT Worksafe on 1800 019 115 or visit [www.worksafe.nt.gov.au](http://www.worksafe.nt.gov.au)