

Information Sheet Assessor Registration in Tasmania (IS005)

This 'Information Sheet' contains guidelines for persons applying to become registered for the purpose of conducting Occupational Health and Safety Assessments for operators of Industrial Equipment and to perform designated tasks for the Issue of a High Risk Work Licence in Tasmania.

Reference:

- *Workplace Health and Safety Regulations 1998. (R45)*

High Risk Work Licences referred to are those issued by the State and Territory occupational health and safety authorities for the operation of industrial equipment and to perform designated tasks, such as:

- ✓ **Operators of *fork-lift trucks***
- ✓ **Operators of *order-picking fork-lift trucks***

Reference:

- *Workplace Health and Safety Regulations 1998 (R39 and Schedule 5)*
- *The National Guidelines for Occupational Health and Safety Competency Standards for the Operation of Loadshifting Equipment and Other Types of Specified Equipment*
- ✓ **Operators of *cranes and hoists* (12 licence classes for cranes, 2 cert. classes for hoists and 1 miscellaneous licence class)**
- ✓ **Persons performing *dogging* tasks**
- ✓ **Persons performing *rigging* tasks**
- ✓ **Persons performing *scaffolding* tasks**
- ✓ **Operators of *pressure equipment* (5 licence classes)**

Reference:

- *Workplace Health and Safety Regulations 1998 (R39 and Schedule 5)*
- *The National Standard for Licensing persons performing high risk work.*

Reference:

- *Workplace Health and Safety Regulations 1998 (R39 and Schedule 5)*

APPLICATION AND ELIGIBILITY FOR REGISTRATION

1. An **Application for Registration – High Risk Work Licence Assessor** form must be completed and forwarded to Service Tasmania. The fee for application and processing is \$82.43. The application fee must be paid at the time of making application.
2. To be eligible for registration an applicant:
 - (i) must be the holder of a current certificate of competency/high risk work licence for the task or tasks for which application for registration is made,
 - (ii) must be able to show that they have appropriate industry experience in the use and operation of the industrial equipment, for the task or tasks for which application for registration is made, and
 - (iii) has to meet the requirements of the Assessor Competency Standard by successfully completing a recognised Skills Assessor course. For example, a course available through TAFE Tasmania, or an accredited course conducted by other training provider; and
 - (iv) as at 1 July 2009 you must be able to show that you are a Registered Training Organisation (RTO). A RTO is a training organisation registered by a State or Territory in accordance with the Australian Quality Training Framework. The Regulations stipulate that if you (as a Registered Assessor) choose not to become a RTO yourself, you can still be authorised as an Assessor if you are employed by an RTO; or work in partnership with an RTO.
3. Subject to satisfying the conditions of eligibility from 2 above an applicant must then undertake a written examination. The *examination is conducted by WST and covers the following
 - (i) The national guidelines for persons to operate as a registered assessor, and the guidelines for conducting assessments and granting of high risk work licence.
 - (ii) The *Workplace Health and Safety Act 1995*, and *Workplace Health and Safety Regulations 1998* – in particular assessor registration, high risk work licences and plant safety, and
 - (iii) Codes of Practice pertaining to the particular task or tasks of equipment for which application for registration is made.

* Advice to applicants on the publications that they will require to sit for the examination referred to in 3 above, and their availability - will be provided after the review of an application.

The registration fee for a single specified task is \$549.58 and for more than one specified task \$824.37. Registration is valid for a period of three years.

Copies of relevant certificates, documents, etc referred to in the assessor application form (refer 1 above) must accompany the application form. However, originals of certificates etc, may need to be shown to an officer of Workplace Standards Tasmania at the time of interview.

For further information

Helpline: Phone: 1300 366 322 (Inside Tasmania) 03 6233 7657 (Outside Tasmania)
Fax: 03 6233 8338 Email: wstinfo@justice.tas.gov.au Web: www.wst.tas.gov.au