

Information Paper D1

Approved criteria for a certificate to carry out demolition work

Work Health and Safety Regulation 2011 s.144C (2)(o)

This information paper states the criteria an applicant must satisfy before applying for a licence to carry out demolition work.

A licence to carry out demolition work is held by a **business or undertaking** carrying out certain demolition work. [Work Health and Safety Regulation 2011](#) (WHS Regulation) s.144B.

An applicant for a licence to carry out demolition work must meet the requirements of this information paper and ss.144C and 144D of the WHS Regulation.

The holder of this licence must ensure that a nominated competent person (who meets the criteria set out in Information Paper D2) is present or readily available to a worker carrying out demolition work.

The documentation required with the application is noted in the guidelines of Form 76 Application for a licence to carry out demolition work.

Note: Different evidence requirements apply under Criterion 4 below for persons applying for a licence to carry out demolition work upon expiry of a transitional demolition work licence to those applicants who do not hold a transitional demolition work licence.

Section 732 of the WHS Regulation provides that a person granted a prescribed activity certificate to perform demolition work under the repealed *Workplace Health and Safety Regulation 2008* which was valid as at 1 January 2012, is taken to hold a transitional demolition work licence, which remains in effect for a period of two years from the date of issue.

Demolition licences are valid for a period of two years from the date of issue.

Criteria for obtaining a licence to conduct demolition work

Criterion 1 – Insurance

The applicant must provide proof of holding:

- workers' compensation insurance (if applicable)
- public liability insurance.

Criterion 2 – Nominated competent person

The applicant must demonstrate there will be one or more nominated competent persons engaged by the applicant with the knowledge and experience of safe working methods and practices appropriate for the supervision of demolition work.

For information about the nominated competent person and the competencies required to supervise demolition work, refer to *Information Paper D2 – Requirements to supervise demolition work*.

Criterion 3 – Demolition removal plan

A template demolition removal plan must be developed to be adapted for each demolition project, which includes as a minimum the following project information:

- location of the building/structure
- name and contact details of on-site supervisor; the supervisor must meet the requirements of the Information Paper D2
- details of the type of building/structure
- construction materials used
- height of the structure and boundary clearance distances
- scope of the demolition project (e.g. single story or wall)
- demolition techniques and methods including major equipment to be used
- demolished materials waste management plan including hazardous chemicals
- demolition work plan (safe work method statements)
- demolition sequence:
 - overall work procedures as per investigations
 - level by level procedures for stripping, breaking up and removal of materials
 - level by level plan for mechanical equipment
 - structural engineers report/s
 - restrictions/requirements by statutory authorities
 - work plans including time charts
 - safe work method statements
 - legal authority to carry out work
 - legal authority to dispose of waste.
- traffic management plan
- environmental management plan
- details of protective measures required during demolition
- dimensions of the exclusion zones
- any other plans or documents necessary.

The applicant must submit a sample demolition removal plan used by the applicant for a major demolition project.

Criterion 4 – General workplace health and safety policies and procedures

1. New applicants (who do not hold a transitional demolition licence)

New applicants must provide evidence that they have in place a safety management system that this system complies with AS 4801:2001 or an equivalent safety management system provided by:

- a JAS-ANZ accredited conformity assessment body
- a RABQSA certified auditor
- another person deemed to be suitably qualified by the regulator.

JAS-ANZ is the government-appointed accreditation body for Australia and New Zealand responsible for providing accreditation of conformity assessment bodies (CABs) in the fields of certification and inspection. Accreditation by JAS-ANZ demonstrates the competence and independence of these CABs. For further information please visit the JAS-ANZ web site at www.jas-anz.com.au.

RABQSA is an independent auditor and training certification body and is accredited to ISO/IEC 17024:2003- Requirements for Bodies operating the certification of persons, standard by the Joint Accreditation System of Australia and New Zealand (JAZ-ANZ). For further information please visit the RABQSA web site at www.rabqsa.com.

Other persons wishing to certify safety management systems for applicants for demolition removal licences should provide evidence of their qualifications, experience (particularly experience related to the demolition industry) and examples of systems considered to be compliant with AS4801:2001 to Workplace Health and Safety Queensland (WHSQ).

2. Persons applying for a licence to carry out demolition work upon expiry of a transitional demolition work licence.

Section 732 of the WHS Regulation provides that a person granted a prescribed activity certificate to perform demolition work under the repealed *Workplace Health and Safety Regulation 2008* which was valid as at 1 January 2012, is taken to hold a transitional demolition work licence, which remains in effect for a period of two years from the date of issue.

A holder of a transitional demolition work licence must attach a statutory declaration to their application to declare that they hold a workplace health and safety management system which was deemed to be effective by an accredited provider under the repealed *Workplace Health and Safety Regulation 2008* prior to issue of the transitional demolition work licence, and that they continue to perform demolition work in compliance with that system. Such a management system should meet the requirements listed in the remainder of this information paper. Evidence of policies and operational practices is not required at time of application; however evidence must be available to a Workplace Health and Safety Queensland Inspector when an audit is conducted.

The applicant must ensure that there are effective operational practices in place to ensure that demolition work is performed safely and without risk to any person including workers and the general public.

Workplace health and safety system

The applicant's workplace health and safety system should include the following elements:

a) Workplace health and safety policy

There must be a written workplace health and safety policy statement that:

- is supported by management
- clearly identifies the work health and safety (WHS) responsibilities of managers, supervisors and workers
- is communicated to workers.

Note: There should be adequate consultation with workers and, where they exist, with Representatives and Committees, in the development of the policy.

b) Safe work method statements

There must be written evidence that a process has been developed for preparing effective safe work method statements for each project. In preparing safe work method statements, consideration must be given to *AS 2601 – The Demolition of Structures* and the WHS Regulation.

There must be written evidence of the ability to systematically:

- identify hazards
- assess risks
- control risks
- review control measures.

c) WHS information

There must be personnel with knowledge of current workplace health and safety legislative and operational requirements, including:

- [AS 2601 - Demolition work](#) (non-Queensland Government link)
- relevant requirements of the [Work Health and Safety Act 2011](#) (WHS Act), the WHS Regulation and codes of practice relevant to demolition work.

d) Training and supervision

(i) Training of workers:

There must be written evidence that processes are in place for:

- training new workers, including induction training and training in workplace health and safety issues
- making sure workers are trained in safe working methods and practices, including training in new jobs or new plant and equipment
- keeping records of the workers who have been trained and the training provided
- making sure that a person performing high risk work under the [Work Health and Safety Regulation 2011](#) holds the required licence.

(ii) Supervision of work:

There must be written evidence that processes are in place to ensure that a nominated competent person is present or readily available to a worker carrying out demolition work.

This will include a list of the 'competent person/s' and how they meet the competencies stated in *Information Paper D2 - Requirements to supervise demolition work*. The arrangements for ensuring that the work is supervised (direct supervision is at least on site) by a nominated competent person must be reflected in the safe work method statement.

e) Reporting and investigation of incidents/accidents

There must be written evidence that a system is in place to make sure required records (incident record/report) are maintained and investigations are undertaken. Workers are to be trained about the system and how to use it.

f) Emergency planning

There must be written evidence that an emergency response plan relevant to the site or project is in place, including arrangements for evacuation. This plan must take account of all persons on the site, including contractors.

g) Suppliers, subcontractors and purchasing controls

There must be written evidence that the applicant's management is aware of all its legislative obligations about contractors and suppliers under the WHS Act and the WHS Regulation. Contractors and suppliers should conform to the applicant's workplace health and safety standards and procedures.

More information

For more information contact Infoline on 1300 655 986.

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