

High risk work licensing: training and assessment

You cannot carry out any class of high risk work (HRW) unless you hold the relevant HRW licence (HRWL). A list of the licence classes is in Attachment A.

There are a number of exceptions to the requirement to hold a HRWL:

- A person is enrolled in the applicable course and under the direct supervision of a HRWL holder of the same class.
- A person who has successfully passed the HRWL assessment and been issued with certification that is not more than 60 days old and awaiting a decision.
- A person who has made application for a HRWL within 60 days of their successful assessment for the class.
- A person carrying out work involving plant solely for the purpose of the manufacturer, testing, trialling, installation, commissioning, maintenance, servicing, repair, alteration, demolition or disposal of the plant at the workplace or moving the plant within the workplace and the plant is operated/used without load except when standard weight loads with predetermined fixing points are used for calibration of the plant.
- Loading or unloading plant from a vehicle used to move it.
- Work carried out on a heritage boiler.
- A person applying load estimation and slinging techniques don't have to hold a dogger licence if they held a valid authorisation under the repealed legislation to operate a remote control bridge or gantry crane with a maximum of three powered operations when the load being lifted is within the view of the person operating

(only when operating aforementioned crane).

What a HRWL looks like

A valid HRWL will have the following features:

- photograph
- date the card was originally produced
- expiry date
- all endorsements.



If the card does not have an expiry date or photograph then it is no longer valid.



Duration of a HRWL

A HRWL is valid for five years (unless cancelled). The duration of the licence is not reset when you add a class.

How do I know if a HRWL is valid?

Persons conducting a business or undertaking (PCBU) must not allow a person to conduct HRW unless that person holds an appropriate licence.

PCBUs should ensure they view the physical card and keep a copy on the worker's file.

In addition, PCBUs may wish to check the validity of the licence and the classes included by contacting us on 1300 362 128 or by using the online search function <https://fswqap.worksafe.qld.gov.au/hrwor/search>.

If you identify any issues with the validity of the HRWL then do not allow the worker to conduct the work, and provide details to us.

How do I get a HRWL?

- Enrol with a registered training organisation (RTO) authorised to deliver the training and assessment. A list of RTOs is at www.training.gov.au
- Complete training as per the relevant unit of competency. This will include classroom theory and practical training.

Your first interaction with the RTO or assessor should not be on the day of your assessment.

You should be provided face-to-face training although some revision may be undertaken in isolation.

You only need to progress to assessment if you feel ready. Seek further training if necessary.
- Sit the national assessment with an accredited assessor. This assessment is closed book and is to be completed by the individual.

You should not discuss answers with the other participants or view a copy of the test prior to sitting it.

The assessor should be present at all times during the assessment period.

Complete the online application within 60 days of successfully completing the performance assessment.

Keep a copy of the document supplied by the assessor to confirm you've successfully demonstrated competency.

Keep proof of application.

To complete the online application you will need a QGOV/Google/Microsoft account and a customer reference number (CRN) from the Department of Transport and Main Roads (DTMR) (e.g.: driver's licence, proof of age card). Those without a CRN from DTMR can still lodge and will be contacted by us to complete the transaction.

Renew a HRWL

Licence holders will receive a renewal notice by post and email four to six weeks before the expiry of their licence. You must ensure that your contact details are up to date within 14 days of the change occurring. Failure to do so may result in your renewal notice being sent to the wrong address and/or a fine.

Because applications for renewal of a HRWL are lodged online; applicants will need a QGOV/Google/Microsoft account and a customer reference number (CRN) from DTMR (e.g.: driver's licence, proof of age card). People without a CRN from DTMR can still lodge and will be contacted by us.

If a licence holder lodges their application **prior** to, or **on**, the expiry date, their licence remains valid until a decision has been made by the regulator.

You have 12 months after the expiry of your licence to lodge an application for renewal. However, if the application is lodged after the expiry date the licence is no longer valid and you are not authorised to perform the work of the licence class.

Applications for renewal are not accepted 12 months after the expiry date (unless extenuating circumstances exist). You would need to attend an RTO and complete training and assessment before lodging a new application.

Replace a HRWL

You must notify WHSQ as soon as reasonable if your licence is lost, stolen or destroyed. A replacement fee is payable.

Reassessment of competency

We may direct a licence holder to get reassessed if we reasonably believe that person may not be competent to perform the work covered by the class.

Examples of this include:

- The training or assessment did not meet the standard required.

- We receive information that you have carried out HRW incompetently.

If you don't obtain a successful reassessment of your competency by the nominated date you may have your licence suspended or cancelled.

You must return the licence card to us on written request. If you fail to hand in your licence you may be fined.

More information

Call us on 1300 362 128 or visit worksafe.qld.gov.au.

Attachment A

High risk work licence classes	
Licence to operate a concrete placing boom	PB
Licence to perform dogging	DG
Licence to operate a personnel and materials hoist	HP
Licence to operate a materials hoist	HM
Licence to perform rigging basic level	RB
Licence to perform rigging intermediate level	RI
Licence to perform rigging advanced level	RA
Licence to erect, alter and dismantle scaffolding basic level	SB
Licence to erect, alter and dismantle scaffolding intermediate level	SI
Licence to erect, alter and dismantle scaffolding advanced level	SA
Licence to operate a tower crane	CT
Licence to operate a self-erecting tower crane	CS
Licence to operate a reach stacker	RS
Licence to operate a forklift truck	LF
Licence to operate an order picking forklift truck	LO
Licence to operate a bridge and gantry crane (cabin controlled or more than 3 remote operations)	CB
Licence to operate a derrick crane	CD
Licence to operate a boom-type elevating work platform (boom length 11 metres or more)	WP
Licence to operate a non-slewing mobile crane (greater than 3 tonnes capacity)	CN
Licence to operate a portal boom crane	CP
Licence to operate a slewing mobile crane (up to 20 tonnes)	C2
Licence to operate a slewing mobile crane (up to 60 tonnes)	C6
Licence to operate a slewing mobile crane (up to 100 tonnes)	C1
Licence to operate a slewing mobile crane (over 100 tonnes)	C0
Licence to operate a vehicle loading crane (capacity 10 metre tonnes and above)	CV
Licence to operate a reciprocating steam engine	ES
Licence to operate a turbine	TO
Licence to operate a standard boiler	BS
Licence to operate an advanced boiler	BA