



# 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 details 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.

Applicants **renewing** a licence to carry out demolition work must meet the requirements of this information paper and ss.144VA, 144VB, 144VC and 144VD 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 – Requirements to supervise demolition work](#)) 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](#).

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

### Criteria for obtaining a licence to conduct demolition work

#### 1 Insurance

The applicant must provide proof of holding:

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

#### 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.

### **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 Information paper D2 – Requirements to supervise demolition work.
- 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.

### **4 General workplace health and safety policies and procedures**

#### *New and renewing applicants*

New and renewing applicants must provide evidence that they have a safety management system in place, and it complies with AS 4801:2001 or AS/NZS ISO 45001:2018 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 visit the JAS-ANZ website [www.jas-anz.com.au](http://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 (JAS-ANZ). For further information visit the RABQSA web site [www.rabqsa.com](http://www.rabqsa.com).

Any other person 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 or AS/NZS ISO 45001:2018 to Workplace Health and Safety Queensland.

## 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 – The demolition of structures](#)
- 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 WHS Regulation 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 call 1300 631 948.

**Postal address:**

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