



Application to renew an Assessor Accreditation

Work Health and Safety Act 2020
Work Health and Safety (General) Regulations 2022 (the Regulations)

CREDIT CARD PAYMENT DETAILS

(Payment will appear as "WA Gov – DMIRS" on your bank statement)

Card Type Visa Mastercard (Only Visa and Mastercard accepted)

Card Number

Card Holder Please print

Expiry Date / *I authorise the Department to deduct the current prescribed fee**

Signature / Authorisation Date

Cardholder's contact phone number:

**Fees are reviewed annually and are subject to change without notice. Current application fees can be found on our website.*

You may lodge your completed application:

By Post:

Licensing Services
Department of Mines, Industry Regulation and Safety
Locked Bag 100
EAST PERTH WA 6892

In Person:

Department of Mines, Industry Regulation and Safety
Level 1, Mason Bird Building
303 Sevenoaks Street, Cannington
Opening hours: 8.30am - 4.30pm, Monday to Friday
Enquiries: 1300 424 091

OFFICE USE ONLY

OFFICE USE ONLY					
Total Fee	\$	Department Code	WL	Chart Description	<input type="checkbox"/> High Risk Work Assessor - Renewal



1. Applicant details – please provide one (1) passport quality photograph

Family name					
Given name/s					
Date of birth			Place of birth		
Residential Address <i>*must provide a residential address for accreditation to be issued</i>	Street address				
	Suburb		Postcode		
Postal address (if different to residential address)	Postal address				
	Suburb		Postcode		
Mobile phone no.			Phone no. (day)		
Email					

2. Assessor’s Accreditation being renewed

Provide details of your current Assessors Accreditation – *an application to renew must be received before the expiry date of the Accreditation*

Accreditation number					
Expiry date					
Classes					
State or Territory of issue					

3. Details of current High Risk Work Licence (‘HRWL’)

Applicants must hold a current Licence to perform High Risk Work in the class(es) for which they are seeking an Accreditation. Please provide your HRWL details below (even if you hold more than one):

Licence number					
Expiry date					
State or Territory of issue					
Classes					

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4. Probity questions *(Please answer 'Yes' or 'No' to the following)*

1. Have you ever been convicted or found guilty of any offence under the Act or these Regulations or under any corresponding WHS (work health and safety) law?

Yes: No:

2. Have you ever entered into an enforceable undertaking under the Act or under any corresponding WHS law?

Yes: No:

3. Have you ever been refused an equivalent accreditation under a corresponding WHS law?

Yes: No:

4. Have you previously held an equivalent accreditation under a corresponding WHS law?

Yes: No:

5. If the answer to question 4 is 'yes', was that accreditation ever suspended or cancelled?

Yes: No:

6. If the answer to question 5 is 'yes', were you disqualified from applying for any accreditation or licence?

Yes: No:

4a. Answering the above questions

If you answered 'yes' to any of the above questions, attach details.

A 'yes' response will be considered by the WorkSafe Western Australia Commissioner on the facts presented, and may not affect your application to be licensed.

N/A: Attached:

5. Competency Declaration

I have retained the skills necessary to assess a person's competency to do high risk work for the classes I am registered to assess by –

- regular ongoing use of these skills over the last term of my registration; or**
- refresher training; or**
- Verification of Competency**

Legal Name:

Signature:

Date:



6. Assessor Accreditation Conditions

I agree and will adhere to the conditions of the Assessor Accreditation as detailed below:

1. You can only assess the Licence Class(es) for which you have been registered to assess. You must hold a current high risk work licence for the class.
2. The assessments must be done accordance with:
 - (i) *Work Health and Safety Act 2020* ('the Act');
 - (ii) *Work Health and Safety (General) Regulations 2022* ('the WHS Regulations');
 - (iii) assessment Instrument, for the particular Licence Class applied for, which has been approved by the WorkSafe Western Australia Commissioner; and
 - (iv) any directives from the WorkSafe Commissioner concerning the application and assessment procedure.
3. Before conducting an assessment, you must:
 - (i) sight personal photographic documentary evidence that proves the identity of the person and verifies the person is at least 18 years of age; and
 - (ii) ensure that the person is enrolled in the relevant Australian Quality Training Framework (AQTF) training package that leads to the issue of a Statement of Attainment issued by a Registered Training Organisation (RTO) registered by the Western Australian Training Accreditation Council (TAC) or the Australian Skills Quality Authority (ASQA).
4. Notice of Assessments are completed in accordance with the directives on the inside front cover of the Notice of Assessment Book.
5. Persons assessed as 'not yet competent' in any component of the Assessment Instrument are not to be re-assessed until they have completed further training relevant to the area(s) in which they were assessed as 'not yet competent';
6. WorkSafe may audit you to check you are complying with these conditions, the WHS Regulations, and the Act. You must co-operate with officers of WorkSafe, including answering questions and allowing full access to all records relating to the training and assessment of applicants for Licenses to Perform High Risk Work which includes, but is not limited to, the following:
 - (i) documents obtaining to satisfy Condition (3)(i);
 - (ii) documents relating to the training of persons for a licence to perform high risk work;
 - (iii) documents relation to the assessment of persons for a licence to perform high risk work; and
 - (iv) copies of issued Notices of Assessment.
7. Any variations or additions to these conditions, as made by the WorkSafe Western Australia Commissioner, are complied with.

APPLICANT DECLARATION

I, (PRINT NAME) _____ have read, understood, and agree to comply with the conditions listed above and understand that non-compliance with any condition or an inability to comply with any condition may result in the Accreditation being suspended or cancelled.

Signature: _____ **Date:** / /



7. Identification

To establish proof of identity, Applicant's must provide ONE primary document or at least THREE secondary documents.

For more examples please refer to the *Applicant Guide – Application for Accreditation to Assess High Risk Work*

Primary Identification	Secondary Identification
Australian Passport – Current or expired within the last two years, but not cancelled	Birth certificate or certified extract
A current driver's licence, learners permit or any other photographic identity document issued under Australian Law	Australian Citizenship or naturalisation document
International Passport or other documents with same characteristics of Passport Current, not expired or cancelled	Current entitlement card issued by a State or Commonwealth Government department (for example, a Medicare, Pension, Health or Veteran)
Current International Driver's Licence or an overseas driver's licence recognised by the WA Department of Transport (in English or translated in English)	Utility bill (for example Telephone, gas or electricity account) not more than 12 months old
Police and Defence identification cards	Water, local rate notice or land valuation notice not more than 12 months old
State or Commonwealth employee photo identification card with DOB	Electoral enrolment card or other evidence of enrolment not more than two years old
Western Australian Photo Card (formerly Proof of Age)	Student Identification Card (Secondary/Tertiary)

8. Declarations

Section 268 of the *Work Health and Safety Act 2020* provides for penalties of up to \$12 500 for a person who gives information that the person knows to be false or misleading in a material particular or omits any matter or thing without which the information is misleading; or who provides a document that the person knows to be false or misleading in a material particular. By signing this application form you declare that the information and documents you have provided in support of your application are true and correct. In addition, by signing this form, you give consent to the WorkSafe Western Australia Commissioner, or persons so directed, to obtain on your behalf any document, record, file, or information that may be necessary and relevant to consider your application.

Legal Name:			
Signature:		Date:	



9. Checklist

Incomplete applications cannot be accepted and will be returned to the applicant.

✓	Please provide a copy of the following:	<i>Office use only</i>
<input type="checkbox"/>	Sections 1-8 of the application form have been completed	
<input type="checkbox"/>	Renewal fee – refer to the website for the relevant fees	
<input type="checkbox"/>	Proof of Identification – refer to the <i>Applicant Guide – Application for Accreditation to Assess High Risk Work</i>	
<input type="checkbox"/>	<p>One (1) passport quality photograph</p> <p>Your photo must: Be of just your head and shoulders, taken within the last six months. Be in colour Be within 45-50mm high and 35-40mm wide Show natural skin tones - no flash reflection and no red eye Show you with natural expression and mouth closed (i.e. not smiling) Have a plain, light-coloured background (e.g. white, cream or pale blue) Show you facing and looking directly at the camera Not show you looking over one shoulder (portrait style) or with head tilted Show you without hat or head covering unless worn for religious reasons. Show your eyes open and clearly visible, and only with glasses if you regularly wear them (no sunglasses).</p>	

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