

GUIDANCE DOCUMENT

SAFETY Everyone. Everywhere. Every day

INDUSTRY WHS LICENCE REQUIREMENTS

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1. PURPOSE

This Guidance Document provides Queensland Urban Utilities (QUU) workers with information on the type of licences required by Work health and safety Queensland.

2. SCOPE

This Guidance Document assist QUU in meeting obligations regarding licence holder training and provides information of the type of licence's required to perform specialised work in Queensland. This information applies to all QUU staff, contractors and other persons within QUU-controlled worksites. The acceptance and approval of a contractor's licence, qualifications and competency before commencement of work is the responsibility of the business unit or representative who has engaged the specific contract service.

3. TYPES OF WHS LICENCES

Asbestos Licences

Friable Asbestos (class A)

A 'class A' asbestos removal licence is for businesses removing any amount of friable asbestos (material that contains asbestos and is in a powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry). Class A licence holders must ensure the removal of friable asbestos is directly supervised by a nominated supervisor.

Nominated supervisors for class A asbestos removal work must be:

- be at least 18 years old
- have at least three years or relevant industry experience
- have certification in CPCCE3015A Remove friable asbestos and CPCBC4051A Supervise asbestos removal.

Class A licence holders are also authorised to carry out class B asbestos removal work.

Non-friable Asbestos (class B)

A class B asbestos removal licence only covers work for the removal of:

- more than ten square metres of non-friable asbestos
- any asbestos contaminated dust or debris associated with the removal of this non-friable asbestos.

The licence does not authorise the removal of friable asbestos (class A asbestos removal work).

Non-friable asbestos materials include asbestos cement sheeting, often called fibro, used in many Queensland buildings before 1990. The sheeting was used for cladding, roofs and fences and can often be found as backing boards in wet areas like kitchens and bathrooms.

Where class B asbestos removal work is being carried out by more than one person, the licence holder must ensure a supervisor is readily available to the workers carrying out the asbestos removal work.

A class B asbestos removal work supervisor must:

- be at least 18 years old;
- have at least one year of relevant industry experience;
- have certification in CPCCE3014A Remove non-friable asbestos or CPCCE3015A Remove friable asbestos.

Although a licence is not required to remove ten square metres or less of non-friable asbestos material, all asbestos removal work must be carried out properly using safe work procedures. Refer to the (WHS Regulation and How to Safely Remove Asbestos Code of Practice 2011 for more information.

Cranes and Hoists licences

Boom type elevating work platform (WP)

To operate a boom type elevating platform workers need a WP high risk work licence.

An elevating work platform uses a telescoping device, hinged device, articulated device or any combination of these to raise personnel, equipment or materials to perform work.

The length of the boom is the greater of either the:

- vertical distance from the surface supporting the boom-type elevating work platform to the floor of the platform with the platform extended to its maximum height;
- horizontal distance from the centre point of the boom's rotation to the outer edge of the platform with the platform extended to its maximum distance.

Note: elevated work platforms less than 11 metres in length are not included in this definition.

Bridge and gantry crane licence (CB)

This licence class includes bridge and gantry cranes that are controlled from a permanent cabin, control station or remotely controlled with more than three powered operations.

Powered operations include:

- north/south;
- east/west;
- up/down;
- rotating attachment—this also includes the application of load estimation and slinging techniques to move a load.

A bridge crane comprises a bridge beam mounted at each end, to an end carriage, capable of travelling along elevated runways and having one or more hoisting mechanisms arranged to traverse across the bridge.

A gantry crane comprises a bridge beam, supported at each end by legs mounted on end carriages, capable of travelling on supporting surfaces or deck levels, whether fixed or not, including a crab with one or more hoisting units arranged to travel across the bridge.

Concrete Placing Boom (PB)

To operate a concrete placing boom workers need a PB high risk work licence.

A concrete placing boom is plant incorporating a knuckle boom, capable of power operated slewing and luffing to place concrete by way of pumping through a pipeline attached to, or forming part of, the boom of the plant.

Note: Static and truck mounted concrete placing booms are covered by this licence.

Materials Hoist with Cantilever Platform (HM)

A materials hoist is used to hoist goods or materials only, **not** personnel. The car, bucket or platform is cantilevered from, and travels up and down externally, to a face of the support structure.

Personnel and Materials Hoist (HP)

A materials or personnel hoist is used to hoist personnel, goods and/or materials. It comprises a car, structure, machinery or other equipment associated with the hoist, and may be either a cantilever hoist, tower hoist or a multiple winch operation.

Included in this definition are situations where winches may be configured to operate as hoists for the transportation of personnel.

Reach Stacker (RS)

To operate a reach stacker Workers need to have an RS high risk work licence.

The reach stacker licence covers powered reach stackers (with a capacity of three tonnes or more) that have an attachment for lifting, lowering, moving and travelling with a shipping container.

In Queensland, until 1 January 2017, a person who holds a non-slewing mobile crane licence (CN) is also permitted to operate a reach stacker without holding an RS licence.

Note: this licence cannot be used to operate a portainer crane.

Derrick Cranes (CD)

A derrick crane is a slewing strut-boom crane with the boom pivoted at the base of a mast which is either guyed (guy-derrick) or held by backstays (stiff-leg derrick) and which is capable of luffing under load.

Portal Boom Cranes (CP)

A derrick crane is a slewing strut-boom crane with the boom pivoted at the base of a mast which is either guyed (guy-derrick) or held by backstays (stiff-leg derrick) and which is capable of luffing under load.

Non-slewing mobile cranes with a capacity exceeding 3 tonnes (CN)

This licence is for the operation of a non-slewing mobile crane with a capacity greater than 3 tonnes.

A non-slewing mobile crane is a powered mobile crane that incorporates a boom or jib which does not slew and includes an articulated mobile crane or a locomotive crane but does not include vehicle tow trucks.

Tower Cranes (CT)

A tower crane is a jib or boom crane mounted on a tower structure, demountable or permanent, including both horizontal and luffing jib types.

Tower cranes are fixed to the ground on a concrete slab (and sometimes attached to the sides of structures). Tower cranes often give the best combination of height and lifting capacity and are used in the construction of tall buildings. The base is then attached to the mast which gives the crane its height. The mast is attached to the slewing unit (gear and motor) that allows the crane to rotate. On top of the slewing unit there are three main parts which are: the long horizontal jib (working arm), shorter counter-jib, and the operators cab.

The long horizontal jib is the part of the crane that carries the load. The counter-jib carries a counterweight, usually of concrete blocks, while the jib suspends the load to and from the centre of the crane. The crane operator either sits in a cab at the top of the tower or controls the crane by radio remote control from the ground.

Self-erecting Tower Cranes (CS)

A self-erecting tower crane is a type of crane with tower and boom/jib elements that do not dismantle into component sections. Self-erecting tower cranes can be transported between sites as a complete unit. The erection and dismantling process is a fundamental part of the cranes function.

Self-erecting tower cranes lift themselves from the ground or lift an upper, telescoping section using jacks, allowing the next section of the tower to be inserted at ground level or lifted into place by the partially erected crane. Therefore they can be assembled without outside help, and can grow together with the building or structure they are erecting.

Vehicle loading cranes with a capacity of 10 metre tonnes or more (CV)

A vehicle loading crane is a crane mounted on a vehicle for the purpose of loading and unloading the vehicle.

This licence class encompasses the use of vehicle loading cranes with a capacity of 10 metre tonnes or more including the application of load estimation and slinging techniques to move a load.

Slewing mobile crane with a capacity over 100 tonnes (CO)

The class of work is operator of a slewing mobile crane with a capacity exceeding 100 tonnes.

This licence also includes authority for the slewing mobile crane with a capacity of:

- 100 tonnes or less - C1
- 60 tonnes or less - C6
- 20 tonnes or less - C2
- non-slewing mobile crane - CN
- vehicle loading crane - CV.

Slewing mobile crane with a capacity of 100 tonnes or less (C1)

The class of work is operation of a slewing mobile crane with a capacity of up to 100 tonnes.

This licence also includes authority for the operation of slewing mobile cranes with a capacity of:

- 60 tonnes or less - C6
- 20 tonnes or less - C2
- non-slewing mobile crane - CN
- vehicle loading crane - CV.

Slewing mobile crane with a capacity of 60 tonnes or less (C6)

The class of work is operation of a slewing mobile crane with a capacity of up to 60 tonnes.

This licence also includes authority for the slewing mobile crane with a capacity of:

- 20 tonnes or less - C2
- non-slewing mobile crane - CN
- vehicle loading crane - CV.

Slewing mobile crane with a capacity of 20 tonnes or less (C2)

The class of work is operator of a slewing mobile crane with a capacity of up to 20 tonnes.

This licence also includes authority for the operation of:

- non-slewing mobile crane - CN
- vehicle loading crane - CV.

Earthmoving or Particular Crane

While a certificate is no longer required the person conducting a business or undertaking (PCBU) with management or control of the plant must ensure:

- operators receive adequate information, training, instruction and supervision;
- operators are competent;
- appropriate use of equipment to minimise any risks to health and safety.

If workers operate any of this equipment they have a duty to take reasonable care for personal health and safety and that of others. Workers must comply with any reasonable instruction and follow any reasonable policy or procedure relating to health and safety at the workplace.

Applicable to:

- Front-end loader backhoe LB
- LBG Bridge and gantry (remote control) crane LBG
- Excavator LE
- Front-end loader LL
- Scraper LP
- Road roller LR
- Grader LG
- Skid steer loader LS
- Dozer LZ

Units of competency for operators of load-shifting equipment

- Course in operating load shifting equipment (superseded) 30496QLD
- Operate a Bridge or Gantry Crane (remote operation only) OHSCER210A
- Operate a front end loader OHSCER203A
- Operate a front end loader/backhoe OHSCER202A
- Operate a grader OHSCER217A
- Operate a roller OHSCER215A
- Operate a front end loader skid steer type OHSCER204A
- Operate a scraper OHSCER216A

Civil construction excavator operations

- Conduct civil construction excavator operations (superseded) RIIMPO320A
- Conduct civil construction excavator operations (current) RIIMPO320B
- Conduct civil construction dozer operations RIIMPO323A
- Conduct civil construction skid steer loader operations (superseded) RIIMPO318A
- Conduct civil construction skid steer loader operations (current) RIIMPO318B
- Conduct civil construction grader operations RIIMPO324A
- Conduct civil construction wheeled front end loader operations RIIMPO321B
- Conduct civil construction tracked front end loader operations RIIMPO322A
- Conduct roller operations RIIMPO317A
- Conduct backhoe/loader operations RIIMPO319A
- Conduct tractor operations RIIMPO315A

Operating Earthmoving or Particular Crane (EPC) machinery in Crane Mode

While a certificate is no longer required to operate an earth moving or particular crane (EPC) occupational class of machinery, including operating it in crane mode, the PCBU with the management or control of the plant must ensure that operators are competent to use the equipment.

Workers should keep the evidence of the competency on the file as a record in the event of an incident.

If EPC machinery is used in crane mode to move a load workers may require a dogging HRW licence.

There are limited circumstances where a person without a high risk work dogging (DG) licence can safely sling a load.

A competent person is able to sling a load, without holding a dogging HRW licence (or rigging) when there is no judgement required for slinging techniques or the suitability and the condition of lifting gear because the following factors are predetermined:

- the weight of the load (or within a weight range) to be lifted is predetermined by a competent person (e.g. may be marked on the load);
- selection of the sling and slinging techniques for the load is predetermined by a competent person;
- the condition of lifting gear is predetermined by a competent person;
- the lifting points are predetermined by a competent person and marked on the load;
- the load is lifted within the view of the operator at all times;
- standard lifting procedures have been documented and signed-off by a competent person;
- A person with a high risk work dogging (DG) licence must be used if these circumstances are not met.

Demolition Licence

Workers must have a demolition licence to demolish or dismantle a structure that:

1. Contains pre-tensioned or post-tensioned structural components
2. Involves use of load shifting equipment (e.g. use of combination front-end loader and backhoe, skid steer loader, excavator, crane).
3. Involves the use of explosives or another induced collapse method.

Workers must have a demolition licence for all other demolition work unless the structure being demolished or dismantled is:

- a domestic house;
- a structure built as, and still generally having the characteristics of, a domestic house (e.g. a domestic house converted to flats or an office);
- a structure that is ancillary to a domestic house or a structure with the characteristics of a domestic house (e.g. a carport or garage for a domestic house); and
- the structure does not contain the structural components described in (1) above and the work does not involve the use of load shifting equipment, or the demolition methods described in (2) or (3) above

Alter, maintain, remodel or repair structures

If workers are going to alter, maintain, remodel or repair a structure which requires workers to demolish or dismantle part of a structure that is load bearing, this work classed as demolition. This includes any part of the structure related to the physical integrity of the structure.

However this work is not classed as demolition if Workers replace the structure with another load bearing element before Workers remove this structure.

Other work that does not compromise load bearing or physical integrity of a structure is also not classed as demolition work.

Examples of work that is not considered demolition includes:

- replacing a load-bearing column with a deep beam so that the column no longer provides physical integrity to the structure before removing it;
- removing cladding, such as plasterboard, that is not load bearing or provides physical integrity to the structure.

Forklift Truck Licences

Forklift truck (LF)

The LF high risk work licence class allows workers to use forklift trucks, but does not include order-picking forklift trucks (see below).

A forklift truck is a powered industrial truck equipped with a mast and an elevating load carriage which has a pair of fork arms attached (that can be raised 900 mm or more above the ground) or other load holding attachment.

Order-picking forklift truck (LO)

To operate an order-picking forklift truck Workers need an LO high risk work licence.

An order-picking forklift truck has the operator's control as part of the load carriage/lifting media and lifts with it. Order-picking forklift trucks are generally referred to as "stock pickers". They can be fitted with a platform extension for use in furniture warehouses, or can be a turret truck in narrow aisle warehouses.

General Construction Induction

The General Construction Induction card provides new and existing workers with the basic understanding and knowledge needed to start or continue work within the building and construction industry.

This card was formerly known as a blue card.

Part 6.5, Division 1, Section 317 of the Work Health and Safety Regulation 2011 (PDF, 2.53 MB), states:

1. A person conducting a business or undertaking must not direct or allow a worker to carry out construction work unless:
 - a. the worker has successfully completed general construction induction training; and
 - b. if the worker completed the training more than 2 years previously—the worker has carried out construction work in the preceding 2 years.
2. The person conducting the business or undertaking must ensure that:
 - a. the worker holds a general construction induction training card; or
 - b. if the worker has applied for but not yet been issued with a general construction induction training card, the worker holds a general construction induction training certification, issued within the preceding 60 days.

To hold a general construction induction card workers must show knowledge of:

- occupational health and safety legislative requirements
- the basic principles of risk management and injury and illness prevention in the construction industry.

Pressure Equipment Licences

Standard boiler (BS)

This licence class includes the operation of a boiler with a single fuel source that does not have a pre-heater, superheater or economiser attached.

Advanced Boiler Operation (BA)

The scope of work for advanced boiler operation includes the operation of a boiler, including a standard boiler, which may have one or more of the following:

- multiple fuel sources;
- pre-heater;
- superheater;
- economiser.

Note: amendments to the Work Health and Safety Regulation 2011 mean that a person with a standard boiler licence is not required to hold an advanced boiler operation licence if:

they held an intermediate boiler operator licence that was in effect on the repeal of the WHS Regulation 2008

they do not operate a boiler with multiple fuel sources

Note: A boiler is a vessel or an arrangement of vessels and interconnecting parts, where steam or vapour is generated or where water or other liquid is heated at a pressure above the atmosphere, by the application of fire, the products of combustion, electrical power, or similar means.

It includes the superheaters, reheaters, economisers, boiler piping, supports, mountings, valves, gauges, fittings, controls, the boiler setting and other equipment directly associated with those vessels.

A boiler does not include a fully flooded or pressurised system where water or other liquid is heated to a temperature lower than the normal atmospheric boiling temperature of the liquid.

For the purposes of certification, a boiler ends at the first connection point after the first valve or valve assembly, and does not include:

- any vessel where the design allows vessel operation deprived of all liquid or vapour that is intended to be heated, without affecting the structure or operation of the vessel
- a direct-fired process heater.

Reciprocating Steam Engines (ES)

Reciprocating steam engines include all steam equipment where steam acts upon a piston under pressure and the action of the steam forces the piston to move.

This includes all expanding (steam) reciprocating engines and reciprocating steam engines with any piston diameter of greater than 250 millimetres.

Turbine Operation (TO)

To operate a turbine workers need to have a TO high risk work licence.

A turbine includes industrial equipment where steam acts on a turbine or rotor to cause a circular motion.

This class includes the operation of a turbine that has an output of 500kW or more and includes one of the following:

- multi-wheeled;
- capable of a speed greater than 3600 revolutions per minute;
- has attached condensers;
- has a multi-staged heat exchange extraction process.

Rigging Licences

Rigging work involves the use of mechanical load shifting equipment and associated gear to move, place or secure a load including plant, equipment or members of a structure to ensure the stability of those members. It also includes the setting up or dismantling of cranes or hoists.

Basic Rigging Work (RB)

A basic rigging licence encompass the requirements for a dogging licence. To apply for a basic rigging licence workers must hold, or have previously passed assessment for, a dogging licence.

The scope of work for basic rigging includes:

- dogging work;
- structural steel erection;
- particular hoists;
- placement of pre-cast concrete members of a structure;
- safety nets and static lines;
- mast climbers;
- perimeter safety screens and shutters;
- cantilevered crane loading platforms.

Intermediate Rigging Work (RI)

To perform intermediate rigging duties workers need to have an Intermediate rigging - RI high risk work licence.

To apply for an intermediate rigging licence workers must hold, or have previously passed assessment for, a dogging licence and basic rigging licence.

The scope of work for intermediate rigging includes:

- rigging work in the class Basic Rigging;
- all hoists;
- rigging of cranes, conveyors, dredges and excavators;
- tilt-slabs;
- demolition of structures or plant;
- dual lifts.

Advanced Rigging Work (RA)

To perform intermediate rigging duties workers need to have an Advanced Rigging - RA high risk work licence.

To apply for an advanced rigging licence workers must hold, or have previously passed assessment for, a dogging licence, basic rigging licence and intermediate rigging licence.

- rigging work in the class Intermediate Rigging;
- rigging of gin poles and shear legs;
- flying foxes and cableways;
- guyed derricks and structures;
- suspended scaffolds and fabricated hung scaffolds.

Dogger (DG)

Dogging work is:

- the application of slinging techniques including the selection and inspection of lifting gear to safely sling a load
- the directing of a plant operator in the movement of a load when the load is out of the operator's view.
- Slinging techniques means using judgement in relation to the suitability of lifting gear and the method of slinging, by considering the nature of the load, its mass and its centre of gravity.

There are some circumstances where a person without a high risk work dogging (DG) licence can safely sling a load.

A person can sling a load, without holding a dogging HRW licence (or rigging) when there is no judgment required for slinging techniques or the suitability and the condition of lifting gear, because the following factors have been predetermined by a licensed dogger or rigger or an appropriately qualified engineer:

- the weight of the load or weight range to be lifted has been determined and communicated (which may be marked on the load);
- selection of the sling and slinging techniques for the load has been made;
- the inspection of lifting gear confirms it is in a safe and serviceable condition;
- the lifting points have been incorporated as part of the load (e.g. lifting lugs) or are marked on the load;
- the load is to be lifted within the view of the operator at all times;
- standard lifting procedures have been documented and signed-off by the dogger, rigger or engineer;
- the person has been trained and deemed competent in the documented lifting procedures.

If these factors cannot be predetermined by the licensed dogger, rigger or appropriately qualified engineer, then a person with a high risk work dogging (DG) licence must conduct the lift.

Scaffolding Licences

Scaffolding work includes putting up, changing or taking down of a temporary structure that is used to support a work platform, where a person or object could fall more than four metres.

Basic Scaffolding Work (SB)

To perform basic scaffolding duties workers need to have a Basic Scaffolding - SB high risk work licence.

Basic scaffolding work includes:

- modular or prefabricated scaffolds;
- cantilevered hoist with a maximum working load of 500 kg (materials only);
- ropes;
- gin wheels;
- safety nets and static lines;
- bracket scaffolds (tank and form work).

Intermediate Scaffolding Work (SI)

To perform intermediate scaffolding duties workers need to have an Intermediate Scaffolding - SI high risk work licence.

Intermediate scaffolding work includes:

- scaffolding work included in the class of Basic Scaffolding;
- tube and coupler scaffolds including tube and coupler covered ways and gantries;
- cantilever crane loading platforms;
- cantilever and spurred scaffolds;
- barrow ramps and sloping platforms;
- scaffolding associated with perimeter safety screens and shutters;
- mast climbers.

Advanced Scaffolding Work (SA)

To perform advanced scaffolding duties workers need to have an Advanced Scaffolding - SA high risk work licence.

Advanced scaffolding work includes:

- scaffolding work included in the Intermediate scaffolding class;
- cantilevered hoists;
- hung scaffolds, including scaffolds hanging from tubes, wire ropes or chains;
- suspended scaffolds.

Driving Plant on the Road

Workers must have a Queensland issued driver's licence to drive plant on the road, with a suitable endorsement for the plant being driven.

Electrical Licences

Electrical Mechanic Licence

Open electrical work licence.

An electrical mechanic can perform all electrical work, such as:

- install or change an overhead electrical line;
- install electrical wiring;
- repair any electrical equipment.

Refer to Section 43 of the Electrical Safety Regulation 2013 (PDF, 846 KB) for more information on eligibility requirements for an electrical mechanic licence.

Electrical Linesperson Licence

Allows workers to perform all electric line work, such as:

- electrical work involved in building or maintaining an overhead electric line;
- electrical work in the building or maintenance of an underground electric line;
- testing of overhead electric lines.

Refer to Section 43 of the Electrical Safety Regulation 2013 (PDF, 846 KB) for eligibility requirements for an electrical linesperson licence.

Electrical Fitter Licence

Allows workers to perform electrical equipment work, such as:

- rewinding and repairing an electric motor;
- building and assembling a switchboard;
- maintain/repair electrical equipment.

Refer to Section 43 of the Electrical Safety Regulation 2013 (PDF, 846 KB) for eligibility requirements for an electrical fitter licence.

Electrical Jointer Licence

Allows workers to perform limited specialist installing, jointing and terminating electrical cables and work relating to electrical cables and equipment, such as:

- jointing and terminating a high voltage cable.

Refer to Section 43 of the Electrical Safety Regulation 2013 (PDF, 846 KB) for eligibility requirements for an electrical jointer licence.

Restricted Electrical Work Licence

This licence limits workers to specific electrical work associated with work from another trade.

Workers need to perform electrical work must be legitimate, saving time or money are not good enough reasons.

Trades and callings that are recognised as having a legitimate need to sometimes perform electrical work are:

- Aircraft maintenance engineer;
- Composite equipment service person;
- Data communications technician;
- Diesel fitter (in relation to electrical equipment coupled to engines);
- Earth moving equipment fitter;
- Electric motor service person;
- Electronic equipment service person;
- Entertainment and servicing technician;
- First class machinist;
- Fitter and turner;
- Gas fitter;
- Injection moulding technician;
- Instrumentation/process control technician;
- Laboratory and scientific electrical equipment technician;
- Marine mechanic;
- Mechanical fitter;
- Office equipment service person;
- Photographic equipment service person;
- Plumber and drainer;
- Refrigeration and air-conditioning equipment service person;
- Sewing machine technician;
- Systems and instrument technician;
- Telecommunication technician.

The licence applies to specific work area categories and units of competence.

There are 7 work area categories or endorsements:

- composite equipment;
- high voltage electrical propulsion;
- plumbing/gas;
- electronics;
- electric motor;
- refrigeration/air conditioning;
- instrumentation/ process control.

Refer to the Restricted Electrical Licence System Information Guide for more details.

Electrical Work Training Permit

This is a restricted permit which allows electrical work to be performed under specified conditions while workers are being trained.

For further details please speak with your relevant QUU management/ WHS representative.