

General Information on the Licence to Perform High Risk Work

Renewal of Your Licence

You are required to renew your Licence to Perform High Risk Work every five years from its date of first issue.

Change of Personal Details

If your contact details change (eg your postal address), you are required to notify WorkSafe within 14 days of the changes. Contact WorkSafe on (08) 9327 8728 if you need to update your contact details. Penalties may apply if you fail to keep your contact details up to date.

Lost, Stolen or Damaged Licence

If your Licence to Perform High Risk Work is lost, stolen or damaged you can obtain a replacement by contacting WorkSafe on (08) 9327 8728. You will be required to complete an application form, pay the relevant fee and provide proof of identification. Your replacement licence will be mailed to your current address.

Conversion of Existing Certificates

Certificate of Competency

If you currently hold a Western Australian Certificate of Competency (O.H.S Certification Australia Card), or equivalent interstate issued certificate of competency, containing one or more classes, you can convert these certificates to a Licence to Perform High Risk Work. To convert your existing certificate(s) you must record your current certificate number(s) on this application form in Part D. WorkSafe will verify your current Certificate of Competency classes and update your new Licence to Perform High Risk Work. **At the time of converting an interstate issued certificate of competency, you will be required to cancel the certificate in the state/territory in which it was issued.**

WorkSafe will only be able to convert a valid Certificate of Competency – if your Certificate of Competency has expired or has been cancelled, you may be required to undergo training and reassessment before the classes will be added to your licence.

Further information on Certificates of Competency and expiry dates can be found on the WorkSafe website – www.worksafe.wa.gov.au or by telephoning WorkSafe on (08) 9327 8728.

Old Style Certificates

If you currently hold a Western Australian Old Style Certificate of competency (issued pre- 1 July 1994) you can convert this certificate to a Licence to Perform High Risk Work. Applications for conversions of Old Style Certificate(s) must be made before 30 September 2008. After 30 September 2008, you may be required to undergo training and reassessment before these classes will be added to a licence.

To convert your existing Old Style Certificate(s) you must record your certificate number(s) on this application form in Part D. WorkSafe will verify your current Old Style Certificate classes and update your new Licence to Perform High Risk Work.

Lodging Your Application Form

To lodge your application, send your completed form to WorkSafe Western Australia.

In person: Level 5, WestCentre, 1260 Hay Street, WEST PERTH during normal business hours.

By mail: WorkSafe Business Services Centre, PO Box 294, WEST PERTH, WA 6872

WorkSafe will contact you if there are any queries with your application.

Once your application is made, the validity period of your existing certificate(s) is extended until you receive advice from WorkSafe on the outcome of your application. Applications can take up to 4 weeks to process. If you have not received your Licence to Perform High Risk Work within 4 weeks of making your application, you should contact WorkSafe immediately on (08) 9327 8728.

Application Checklist – What to send to WorkSafe

1. Your original completed application form (Photocopied application forms will not be accepted)
2. A photocopy of all current Western Australian or interstate issued certificates. If you are unable to supply a photocopy of your existing certificates you must contact WorkSafe on (08) 9327 8728 for further advice.
3. Two (2) passport size and quality photographs of yourself – see 'Your Photograph' for minimum requirements
4. A photocopy of a photographic identification document e.g. drivers licence, passport – See 'Proof of Identification' for further details.

Application Checklist – What to send to WorkSafe.... (continued)

- The required application fee (currently **\$45**). Further information on the correct fees payable is available at www.worksafe.wa.gov.au or by calling (08) 9327 8728. Fees can be paid in person (cash, cheque, money order, EFTPOS) or by credit card by completing Part F. Cheques and money orders should be made payable to "WorkSafe Western Australia".

Please note applications not completed correctly or not accompanied by the required documentation and fee will not be accepted and will be returned to you by mail to the mailing address listed on your application.

Completing this Application Form

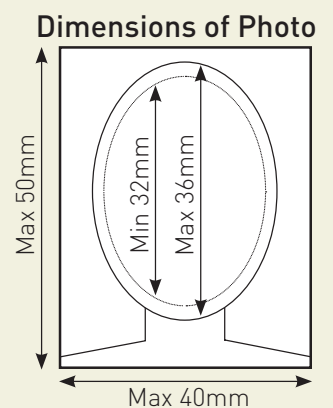
- Use **Black** ink pen and print within the boxes using BLOCK LETTERS - one character per box.
- Leave a space between words when filling out your application form
i.e. **S M I T H S T R E E T**
- If you are asked to make a choice, mark the required box with an "X" not a "✓" i.e. **X**
- All dates should be in the format DD MM YYYY i.e. **2 0 0 7 2 0 0 7**
- Keep all characters within the box and avoid contact with the edges
- If you are not required to provide information in some parts of this form, leave the relevant boxes blank.
Do not mark or cross out the area in any way.
- Attach two (2) passport quality photographs of yourself to this application form.
Refer to 'Your Photograph' for further details on photo requirements.
- Sign the form in the Declaration section.** Application forms which are not signed cannot be processed.

Your Photograph

You must provide two (2) recent colour passport size and quality photographs of yourself with your application. Your photograph must be no more than 6 months old and must meet the conditions set out below. If your photo does not meet the quality requirements, your application cannot be accepted. Most passport photo taking services (e.g. Australia Post and chemists) will produce images that meet the requirements below.

To meet the minimum requirements your photo must:

- Be within 45-50mm high and 35-40mm wide
- Show your head and top of your shoulders close up so the measurement of the face from the bottom of the chin to the crown (i.e. top of head without hair) is between 32-36mm
- Be printed on high quality paper at high resolution
- Show natural skin tones and colours - 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
- Show you with no hair across your eyes
- Show both edges of your face clearly
- Not show you looking over one shoulder (portrait style) or with head tilted
- Not be manipulated in any way
- Show you without hat or head covering unless worn for religious reasons, in which case the photo is taken from bottom of chin to top of forehead and both edges of your face must be clearly shown.
- Show your eyes open and clearly visible, and only with glasses if you regularly wear them. You do not have to wear glasses for your photo, but if you do, no dark lenses or flash reflections off the lenses and the frames will be accepted.



Please note applications not accompanied by the required photos will not be accepted

Proof of Identification

It is a requirement for a Licence to Perform High Risk Work that you provide proof of your identity to WorkSafe when you lodge your application. Identification documents should, as a minimum, show evidence of your full name, date of birth, current residential address, your signature and a photo of yourself. Generally your identification documents will be the same documents presented to the assessor as proof of your identity prior to conducting the assessment. A photocopy of your identification documents is sufficient.

Examples of identification that will be accepted:

- A driver's licence issued in an Australian state or territory
- An Australian Passport (current or expired not more than 2 years ago)
- State or Federal Government Employee Photo Identity
- Western Australian Proof of Age card.

General Instructions For Completing This Form

Part A - Details of Applicant

1. Provide your current surname, title and given names in the boxes provided. Make sure you provide your title first, then your family/surname, your first given name and then your second given name. Your title, family/surname and your first given name are mandatory fields and must be completed.
2. You must provide your date of birth to assist WorkSafe in identifying you. You must be 18 years or over to apply for a Licence to Perform High Risk Work.
3. You must provide at least one day time contact number to enable WorkSafe to contact you if there is a problem with your application.

Part B - Current Address of Applicant

1. Provide your current residential address details by completing the street number/name, Suburb, State and Postcode fields. Your residential address must be an Australian address and cannot be a PO Box.
2. Only provide the postal address details if your postal address is different to your residential address otherwise leave these boxes blank

Part C - Application Type

1. Tick the relevant box for the type of application.
2. Complete the required details if you are applying for a replacement.

Part D - Details of Existing Licences/Certificates

1. You are required to list the numbers (and state/territory of issue if applicable) of any:
 - Western Australian issued Certificate of Competency or Old Style Certificate(s); and/or
 - Interstate issued Certificates of Competency, Old Style Certificates or Licences to Perform High Risk Work;that you wish to convert to a Western Australian issued Licence to Perform High Risk Work.
2. If you have lost any certificates issued to you by WorkSafe contact WorkSafe on (08) 9327 8728 for further advice.
3. If you have lost any certificates or licences issued to you by another state/territory, contact the relevant licensing authority for a statement confirming that you hold the certificate/licence.

Part E - Performance History

1. Simply cross 'Yes' or 'No' to each question using an "X". If you cross 'Yes' supply the information requested as it applies to you.
2. Having a licence suspended or cancelled or having a conviction does not automatically exclude you from holding a Licence to Perform High Risk Work - each application will be assessed on the details provided.
3. It is an offence under the Occupational Safety and Health Regulations 1996 to provide false or misleading information when applying for a Licence to Perform High Risk Work and penalties may apply.

Part F - Declaration (This section must be completed)

1. You must complete this section for your application to be accepted.
2. Make sure you read and understand both the declaration and consent before you sign.

Part G - Payment

Please indicate your method of payment and complete the relevant details if you wish to pay by credit card (Mastercard, Visa, Bankcard is accepted)

