



Context and Purpose

This procedure outlines the principal regulatory requirements applicable to the University work environment for holding safety-related licences and certificates of competency, and for registering prescribed plant, premises, equipment, substances, and classes of work. The procedure applies to all university workers including staff, postgraduate students, and contractors.

Where the need for a licence or registration is identified, reference should be made to the detailed requirements set out in the relevant regulations and/or approved code of practice. Many work tasks as prescribed in legislation can only be carried out by a Competent Person (see Definitions). The method of demonstrating that competence will depend on the specific work tasks and the applicable regulations and associated code(s).

Responsibility

Executive Deans, Directors and General Managers are responsible for:

- The implementation of this procedure in their area of responsibility and accountability.
- The identification of circumstances in their area of responsibility and accountability that require licensing, registration, or certification.
- The management of employees and circumstances requiring licensing, registration, or certification.

University staff, postgraduate students, and contractors are responsible for:

- Ensuring that they do not handle any substance or operate any vehicle, item of plant or equipment without holding the required current license or certificate of competency.

Procedure

1. Worker Licences and Competencies

Each Unit is to maintain a register of relevant staff members licences and certificates of competency and shall regularly review the register to ensure currency of licences and certification.

Licences are required by:

- Transport SA for **driving motor and other vehicles** (various classes).
- SafeWork SA for **performing work requiring High Risk Work License**. This includes operators of items of plant and equipment such as forklifts, load shifting equipment, elevating work platforms, mobile cranes, scaffold, pressure equipment and doggers and riggers (various classes).
- The Environment Protection Authority (EPA) for **using or handling a source of ionising radiation** (unless permitted to use radiation under the supervision of another member of staff who possesses an appropriate radiation licence), according to the conditions listed on the licence.
- The Commissioner of Consumer Affairs for **plumbing, gas fitting and electrical work**.

Evidence of **competency** is required for **inspection and testing of electrical equipment**. The person carrying out such testing may be a licenced electrician or must have successfully completed a Registered Organisations (RTO) approved training course and been deemed competent in the use of a pass-fail portable appliance tester and the visual inspection of electrical equipment.

2. Registration of Plant

Plant and equipment that is required to be registered with SafeWork SA (*WHS Regulations Schedule 5 (Part 2)*) shall be identified and placed on the Unit Plant & Equipment Register. The appropriate identifying information and technical detail shall be included on the register (e.g.: name of plant, serial number, location, certificate or registration number and date of renewal).

Plant that may be relevant to university operations that is required to be registered includes:

- Boilers with a hazard level of A, B or C according to criteria in AS 4343:2014 – Pressure Equipment (AS 4343).
- Pressure vessels categorized as hazard level A, B or C according to criteria in AS 4343.
- Lifts, including escalators and moving walkways.
- Mobile cranes with a rated capacity of greater than 10 tonnes.

Evidence of the registration shall be kept on display on or near the plant.

Where an item of equipment or instrumentation contains a source of ionising radiation the workplace must register the item with the EPA in liaison with the University RSO.

3. Licence to Store Dangerous Goods

A licence may be required from SafeWork SA for keeping Class 1 explosives, flammable gas of Class 2, flammable liquids of Class 3 and dangerous goods of Classes 6 and 8.

Licences are required for keeping dangerous goods where quantities kept exceed the following:

- Class 1 - Explosives: 3 kg of explosive or 15 kg of gunpowder.
- Class 2 - Flammable Gas: LPG 250 kg.
- Class 3 - Flammable Liquids: PGI or PGII 120 litres, as long as the containers are no more than 60 litre capacity. PGIII 1200 litres.
- Class 6 - Poisons: 250 kg or litres of PGI, 2000 kg or litres of PGII, 5000 kg or litres of PGIII or any combination such that quantities of PGI / 250 + PGII / 2000 + PGIII / 5000 is less than 1.
- Class 8 - Corrosives: 250 kg or litres of PGI, 2000 kg or litres of PGII, 5000 kg or litres of PGIII or any combination such that quantities of PGI / 250 + PGII / 2000 + PGIII / 5000 is less than 1.

University premises in which radioactive substances (Class 7 dangerous goods) are used or stored are to be registered with the Radiation Protection Branch of the EPA.

4. Licence to Transport Dangerous Goods

Transporting dangerous goods by road requires vehicle authorisation from SafeWork SA.

If the dangerous goods are in bulk, the vehicle shall be licensed for bulk carriage and the driver must have a dangerous goods bulk drivers' licence. Guidance on licensing is available on the [SafeWork SA](#) website.

Transport of radioactive substances must be carried out in accordance with the Radiation Protection and Control (Transport of Radioactive Substances) Regulations 2003.

5. Asbestos Removal Licences

The University's long-term objective is for all its sites to be free of Asbestos and Asbestos Containing Materials (ACM). Until this time, the University will ensure that appropriate risk management practices are in place to safeguard all persons who occupy, service and visit the University against exposure to respirable asbestos fibres.

The University Facilities Management Unit (FMU) is responsible for ensuring building owners have and make available Asbestos Registers for all buildings. FMU has prepared an Asbestos Management Plan

in accordance with the SafeWork SA's [Code of Practice – How to Manage and Control Asbestos in the Workplace](#) and the South Australian Work Health & Safety Regulations (2012).

FMU may occasionally directly engage a licensed asbestos removal contractor as prescribed by legislation to conduct asbestos removal works. In these FMU will ensure all works are in compliance with Legislation and University policies and procedures.

The asbestos removal contractor must

- Complete a [Permit to Work Form \(WHS27\)](#).
- Fulfill all statutory notification requirements in accordance with SafeWork SA's [Code of Practice – How to Safely Remove Asbestos](#).
- Complete an [Asbestos Testing & Change Summary \(FM-O83\)](#) accompanied by an Asbestos Clearance Certificate (ACC)
- Provide to the University copies of all associated air monitoring/sampling results as applicable.
- Perform all works in accordance with licensing requirements and SafeWork SA's [Code of Practice – How to Safely Remove Asbestos](#).
- Develop a site-specific Asbestos Removal Control Plan before commencing any asbestos removal works.

6. Registration of sources of ionising radiation

A sealed radioactive source, ionising radiation apparatus and premises in which unsealed radioactive substances are kept or handled must be registered with the EPA.

All applications for new apparatus or premises registrations must be notified to the relevant [Unit Radiation Safety Officer \(RSO\) and University RSO](#). Applications for registration of a sealed radioactive source must receive approval from the University RSO prior to purchase. All ionising apparatus purchases/acquisitions must be approved by the University RSO prior to purchase/receiving the apparatus.

A list of licensed operators and registered sources, apparatus and premises must be maintained at University workplaces and centrally on the Radiation Safety Committee SharePoint.

The University must hold a Licence to Possess a Radiation Source(s) embracing all our registered sources of radiation (premises, apparatus, and sealed sources).

Definitions

Competent Person	A person who has acquired through training, qualification or experience the knowledge or skills to carry out a task (refer regulation 5 of the WHS Regulations for specific classes of competent person).
Certificate of Competency	means a certificate granted by the Director of SafeWork SA, or an equivalent certificate issued by another certifying authority, in accordance with the Work Health and Safety Regulations.
Certification	refers to a national system of accreditation for users and operators of industrial equipment to provide assurance that they have the necessary knowledge and skills to carry out the task safely.

Further Assistance

Further advice on Licence, Registrations and Certificates of Competence, including supporting documents is available on the [Safety & Wellbeing](#) website or via contacting the [Safety & Wellbeing Team](#), and on the [Facilities Management Unit](#) website or via contacting the relevant [FM Assist team](#).

Related Documentation:

Further advice on managing risks in university workplaces, including supporting documents and training courses are available on the [Safety & Wellbeing](#) website.

- [WHS Procedure - Managing Workplace Health and Safety Risks](#)
- [Radiation Safety Manual](#)
- [Radiation Protection and Control Act 2021 \(SA\)](#)
- [Safe Work Australia Code of Practice – How to Manage and Control Asbestos in the Workplace](#)
- [SafeWork SA Code of Practice – How to Safely Remove Asbestos](#)

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