

Licences, Registrations and Certificates of Competence

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1. 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 or approved code of practice. Many work tasks as prescribed in legislation can only be carried out by a 'competent person'. The method of demonstrating that competence will depend on the specific work tasks and the applicable regulations and codes.

2. Definitions

Competent person means 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.

3. Roles and Responsibilities

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 **workers** (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.



4. Procedure

4.1 Worker licences and competencies

Each university workplace is to maintain a register of employee licences and certificates of competency using form **WHS30** 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).
- by SafeWork SA for **performing High Risk Work**. This includes operators of various items of plant including forklifts, load shifting equipment, elevating work platforms, mobile cranes, scaffolders and riggers (various classes) and pressure equipment.
- by the 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.
- by 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 structured training course and been deemed competent in the use of a pass-fail type portable appliance tester and the visual inspection of electrical equipment.

4.2 Registration of Plant (WHS Regulations, Chapter 5--Plant and structures)

Plant and equipment that is required to be registered with SafeWork SA (WHS Regulations Schedule 5 (Part 2)) shall be identified and placed on a workplace register (form **WHS31**). 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
- 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.

4.3 Licence to store dangerous goods (Dangerous Substances Act, 1979; from 1 January 2015: WHS Regulations, Chapter 7--Hazardous Chemicals)

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: the same requirement as for Class 6.

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



4.4 Licence to transport dangerous goods (Dangerous Substances Act, 1979)

Transporting dangerous goods by road requires vehicle authorisations and bulk drivers' licences 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.

4.5 Asbestos removal licences (WHS Regulations, Chapter 8--Asbestos)

Facilities Management Unit has the responsibility to ensure that all asbestos or asbestos-containing material in the University is identified by a competent person and recorded in an asbestos register.

If the University commissions the removal of asbestos it must ensure that the asbestos removal work is carried out by a licensed asbestos removalist who is licensed to carry out that class of work. In the case of removal of small amounts of asbestos where an asbestos removal licence is not required (10 m² or less of non-friable asbestos; 0.5 m² or less of friable asbestos; or minor contamination), the University must ensure that the work is carried out by a competent person who has been trained in accordance with regulation 460 (possesses specified VET course certification or has SafeWork SA recognition). If the University commissions asbestos removal work requiring a 'Class A' licence it must ensure that an independent asbestos assessor undertakes air monitoring of the asbestos removal area and that this assessor is licensed or has SafeWork SA authorisation.

4.6 Registration of sources of ionising radiation (Radiation Protection & Control Act, 1982)

A sealed radioactive source or an ionising radiation apparatus must be registered with the EPA. Likewise, premises in which unsealed radioactive substances are kept or handled must be registered. All applications for new apparatus or premises registrations must be notified to the Departmental RSO and University RSO. Applications for registration of a sealed radioactive source must receive approval from the University RSO prior to purchase.

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).

5. Documents/Forms

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
- WHW Procedure - Radiation Safety Manual
- WHS30 – Employee License and Certificate of Competency Register
- WHS31 – Plant Registration Register.

6. References

- SafeWork SA Forms & Fees
- [SafeWork SA Resources](#)—WHS legislation and Approved Codes of Practice:
 - Work Health and Safety Act 2012
 - Work Health and Safety Regulations 2012
- [EPA Licences and Registrations](#)
- [Australian Standards online](#) (UniSA subscription)