Certification, Licensing & Qualifications Checklist

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Have you asked workers and contractors for proof of their competency?
Victorian Laws require that:
- Workers before they undertake certain work:
  - Hold the required WorkSafe Certificates of Competency,
  - Hold a trade license from the appropriate state authority,
  - Can demonstrate competency in the use of particular plant.
- Certain specialist contractors are Registered or Licensed with appropriate state authorities.

Have you recorded their details in a site register?
Before they start working on your site, record details of the registrations, certificates, licences and qualification cards of workers and contractors. Keep your records up to date and easy to access so you can immediately make them available to your supervisors and leading hands and to the workers' health and safety representative or a WorkSafe field officer or a compliance officer from Energy Safe Victoria or the Plumbing Industry Commission.

What workers require WorkSafe Certificates of Competency?
WorkSafe and equivalent interstate Safety Authorities have been issuing nationally recognised certificates of competency for 28 regulated classes of plant or types of work, inline with the National Certification Standard for Users and Operators of Industrial Equipment. The certificates for the occupations listed below are the ones most commonly encountered on construction sites.

- **Scaffolders**
  A scaffolding certificate of the appropriate class is needed to erect, alter or dismantle any scaffold from which a person or object could fall 4 metres from the working platform. Scaffolding certificates are now issued in 3 classes:
  - Basic (class SB) covers prefabricated scaffolds and barrow hoist,
  - Intermediate (class SI) covers basic scaffolding and tube-and-coupler scaffolds,
  - Advanced (class SA) all types of scaffolds.
  
  Note: Uncertificated scaffolders can undertake scaffolding work provided they are directly supervised by a certificated scaffolder of the appropriate class.

- **Dogmen and Riggers**
  Workers who need to exercise judgement to sling loads or who direct crane movement from outside the crane operator's full view (such as with whistle signals or radio) need a dogging (class DG) certificate or rigging certificate. Rigging certificates are now issued in 3 classes:
  - Basic (class RB) covers steel erection, setting up of winches and barrow hoists etc,
  - Intermediate (class RI) covers basic rigging work and rigging of tilt-up panels, demolition rigging, rigging of cranes and the control of multi-crane lifts, and
  - Advanced (class RA) all types of rigging.
  
  Note: Although crane chaser certificates are no longer issued, workers who still hold these certificates can sling loads and direct crane movement while within full view of the operator.

- **Crane Operators**
  The cranes listed here are the types generally encountered on construction sites and operators need to have the appropriate certificate of competency:
Vehicle loading cranes of 10 metre/tonnes capacity or more, (class CV or any slewing mobile crane class),

Non-slewing mobile cranes greater than 3 tonnes capacity (class CN or any slewing mobile crane class),

Slewing mobile cranes
  - Class C2 - up to 20 tonnes,
  - Class C6 - up to 60 tonnes,
  - Class C1 - up to 100 tonnes and
  - Class C0 - any capacity

Tower cranes (Class CT)

Note: Operators of other types of vehicle loading cranes must be competent and be able to demonstrate they have received instruction or training in the operation and safe use of the crane.

Mobile Concrete Placing Boom Operators
The operator of mobile concrete pump fitted with a concrete placing boom is required to have a certificate of competency class PB.

Forklift Operators
The operation of any size of standard forklift requires the operator to hold a certificate of competency class LF.

Tele-handler Operators
This type of equipment is not classified as a forklift, rather as multi-purpose, telescopic boom crane able to be used with several different types of boom attachments. Operators are required to hold a certificate of competency for a mobile crane for:
  - Non-slewing type machines (class CN or any slewing mobile crane class)
  - Slewing type machines (class C2 or any other slewing mobile crane class)

Hoist and Elevating Work platform Operators
Operators are required to hold a certificate of competency for:
  - Barrow hoists (class HM or HP),
  - Personnel & materials hoists (class HP).

Elevating Work Platform Operators
Only operators of boom-type elevating work platforms where the boom length is 11 metres or more are required to hold a certificate of competency (class WP).

Note: Operators of all other types of EWPs must be competent and be able to demonstrate they have received instruction or training in operation and safe use of the EWP.

Earthmoving Equipment Operators
WorkSafe no longer issues certificates of competency for earthmoving equipment operation (although NSW and Queensland authorities continue to). A nationally uniform qualification system is now administered in Victoria by a several WorkSafe-recognised training providers. Operators should have qualification cards for:
  - Front-end loader/backhoe (class LB),
  - Front-end loader (class LL),
  - Skid steer loader (class LS),
  - Excavator (class LE),
  - Dragline (class LE),
  - Bull dozer (class LZ).

Welders
WorkSafe does not issue certificates of competency for welders, workers carrying out pressure welding or supervising structural steel welding should have the appropriate qualification card issued by a recognised training provider.
Asbestos Removalists
WorkSafe licenses suitably qualified persons to remove asbestos containing materials and issues:
- "Class A" Licences for the removal of all types of asbestos (friable and non-friable)
- "Class B" Licences for the removal of non-friable asbestos (e.g. asbestos cement sheeting, asbestos vinyl tiles).

Note: A supervisor specified on the removalist’s licence must directly supervise the work of asbestos removal to ensure it is conducted in a manner which is safe.

What other qualifications need to be confirmed?

Electrical Contractors
Any person carrying on a business of electrical contracting must be registered as an electrical contractor with Energy Safe Victoria (formally OCEI) and have an REC number.

Electricians
Any person in Victoria who undertakes electrical installation work must be licensed with Energy Safe Victoria as a licensed electrician, ("A" class formally “E”). The only other persons allowed to undertake electrical installation work are the following workers when working under the effective supervision of a licensed electrician:
- A supervised electrician or worker (ES or L class)
- An apprentice electrician in a contract of training

Note: The electrician must test all electrical installation work undertaken prior to energising and supply you with either a prescribed or non-prescribed certificate of electrical safety. Prescribed electrical installation work must also be inspected by a Licensed Electrical Inspector.

Plumbers
Any person who performs plumbing work needs to be Licensed or Registered with the Plumbing Industry Commission:
- Licensed plumbers can carry out all plumbing work in the classes of plumbing in which the licence is held and are the only plumbers who can sign certificates of compliance.
- Registered plumbers need to work under a licensed plumber and perform plumbing and/or draining work, in those classes in which they hold registration.
- Other plumbers and plumbing apprentices also need to work under a licensed plumber but may be directly supervised in their work by a registered plumber of the class of work being undertaken.

Are trainees under adequate supervision?
Uncertificated or unqualified trainees need to be under the supervision of a certificated or qualified person, who has been authorised by the employer to act as supervisor. You should make sure that a training log book is issued to the trainee and is being completed and signed off by the supervisor.

Note: This guidance material has been prepared using the best information available to WorkSafe Victoria. Any information about legislative obligations or responsibilities included in this material is only applicable to the circumstances described in the material. You should always check the legislation referred to in this material and make your own judgement about what action you may need to take to ensure you have complied with the law. Accordingly, the Victorian WorkCover Authority extends no warranties as to the suitability of the information for your specific circumstances.