



Government of **Western Australia**
Department of **Mines, Industry Regulation and Safety**

Occupational Safety and Health Act 1984

Guidelines for applicants for a demolition licence
issued under the *Occupational Safety and
Health Regulations 1996*

1 July 2017

Foreword

Since 1 July 2001, under the *Occupational Safety and Health Regulations* a licence has been required to carry out certain types of demolition work. This paper sets out the procedure for applying for a licence and criteria used in assessing an application. The WorkSafe Western Australia Commissioner determines such applications and any application for exemption from any of the assessment criteria. The WorkSafe Western Australia Commissioner has the power to suspend or cancel licences on specified grounds.

This paper does not cover demolition work procedures or work practices. All demolition work must be carried out in accordance with Australian Standard AS 2601 *The demolition of structures* or as approved by the WorkSafe Western Australia Commissioner. While a licence is not required for some demolition work, all demolition work whether licensed or non-licensed, must comply with AS 2601, or otherwise be approved by the WorkSafe Western Australia Commissioner.

The *Occupational Safety and Health Act* (section 18) provides for the WorkSafe Western Australia Commissioner to delegate his functions in the *Regulations* to a WorkSafe Western Australia officer. The Commissioner may do this in respect of some functions relating to the issue of a demolition licence.

The following are included as appendices to the Guidelines

- The Occupational Safety and Health Legislative Framework in Western Australia (Appendix 1);
- an outline of AS 2601-2001 *The demolition of structures* (Appendix 2);
- Occupational Safety and Health Regulations 3.114 to 3.128 (Appendix 3);
- application form (Appendix 4);
- notification form (Appendix 5);
- sources of other information (Appendix 6);
- demolition training providers (Appendix 7) and
- statement of demolition / asbestos removal experience (Appendix 8)

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1. What is demolition?

The *Occupational Safety and Health Regulations 1996* define *demolition* and include regulations which relate specifically to *demolition*. These are regulations 3.114 to 3.128 in Subdivision 7, Division 9 of Part 3 of the *Regulations*.

In the *Regulations* "*demolition*" means the complete or partial demolition of a building or structure by pre-planned and controlled methods or procedures.

Not all work commonly understood to be demolition work is covered by regulations 3.114 to 3.128. These regulations do not apply to the *demolition of a building or structure by a person in the metal fabrication or engineering industry in the course of maintaining, refurbishing, upgrading, modifying or decommissioning plant*. The exemption applies only to these particular regulations.

Demolition work in mines is covered by the *Mines Safety and Inspection Act* and regulations made under that Act.

2. Is a licence required for all demolition work?

A licence is required to carry out certain types of demolition work.

It is an offence to do any of the work described as class 1, class 2 or class 3 demolition work unless licensed to do the work.

class 1, in relation to demolition work, means demolition work of any of the following kinds —

- (a) work comprising the total demolition of a building or structure that is 10 metres or more in height when measured from the lowest ground level of the building or structure to the highest part of the building or structure;
- (b) work —
 - (i) comprising the partial demolition of a building or structure that is 10 metres or more in height when measured from the lowest ground level of the building or structure to the highest part of the building or structure; and
 - (ii) affecting the structural integrity of the building or structure;
- (c) work —
 - (i) comprising the total or partial demolition of a building or structure; and
 - (ii) involving the use of load shifting equipment on a suspended floor;
- (d) work comprising the total or partial demolition of pre-tensioned or post-tensioned structural components of a building or structure;
- (e) work comprising the total or partial demolition of a building or structure containing precast concrete elements erected by the tilt-up method of construction;
- (f) work involving the removal of key structural members of a building or structure so that the whole or a part of the building or structure collapses;

- (g) work done to a building or structure involving explosives;
- (h) work comprising the demolition or partial demolition of a building or structure that involves the use of a tower crane or any crane with a safe working load greater than 100 tonnes;
- (i) work involving the removal of an area of brittle or fragile roofing material in excess of 200 m² from a building or structure if any part of the area to be removed is 10 metres or more above the lowest ground level of the building or structure;

class 2, in relation to demolition work, means demolition work comprising the total or partial demolition of a building or structure that is less than 10 metres in height when measured from the lowest ground level of the building or structure to the highest part of the building or structure but does not include —

- (a) the total or partial demolition of a single storey dwelling; or
- (b) work of a kind referred to in paragraphs (c), (d), (e), (f), (g), or (h) of the definition of **class 1**;

class 3, in relation to demolition work, means work comprising the removal of more than 200 m² of brittle or fragile roofing material from a building or structure;

“licensed person”, in relation to class 1, class 2 or class 3 demolition work, means a person who has been issued with a licence that allows that person to do that class of demolition work.

“licence” means a licence issued under regulation 3.116(2), that is, a person who satisfies the WorkSafe Western Australia Commissioner that he or she is able to do that class of demolition work in a safe and proper manner.

Who can apply?

A person may, in an approved form, apply to the WorkSafe Western Australia Commissioner to do licensed class 1, class 2 or class 3 demolition work. A person includes, a Pty Ltd Company or Government Authority. Thus, a person who carries on the business of demolition work whether personally, or by engaging employees or agents, or if the person advertises that he or she carries on such a business, can only carry out class 1, class 2 or class 3 demolition work if he or she has a licence to do that work.

The person holding the demolition license is referred to as the licensed person in these Guidelines. The licensed person has the duties of an employer and may have additional duties if he or she is a self-employed person.

4. How does a person apply for a licence?

Application must be made using the approved form included in these Guidelines (Appendix 4).

There is an application fee which must be submitted with the application form. The fee will be refunded if the application is unsuccessful. The current fee for a class 1 licence is \$6,213.00, \$4,041.00 for a class 2 licence and \$3,051.00 for a class 3 licence, however as there is a CPI increase on July 1 each year, please contact WorkSafe to ensure that the current fee is submitted.

5. Do I meet the application requirements?

Persons applying for a demolition licence must meet all of the following criteria

- Have relevant and recent demolition experience, preferably in the class of demolition that is sought. Please complete the provided template as a means of detailing your demolition experience. Note: relevant demolition experience is experience investigating, planning and supervising the safe methods of demolition for the demolition work you were involved in.
- Provide two written references from contactable referees that verify your claimed demolition experience. The information that is provided in the reference must verify the information that you provide in your statement of experience. References from companies are to be on letterhead, and those from individuals to be submitted as a completed statutory declaration. (If your references do not meet these criteria they will not be accepted).
- Proof that the applicant has been trained in safe methods of demolition by a Registered Training Organisation (RTO) registered by the Western Australian Training Accreditation Council (TAC).

Occupational Safety and Health Management Plan

Applicants for Demolition Licences are required to supply a copy of an Occupational Safety and Health Management Plan for their business operations. As a minimum, the plan must address the following elements:

- Management commitment
- Planning
- Consultation
- Hazard management
- Training

Pass written exams which demonstrate familiarity with:

- AS2601–2001 The Demolition of Structures
- Safe Removal of Asbestos 2nd Edition [NOHSC:2002(2005)]
- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- The WorkSafe Codes of Practice Prevention of Falls at Workplaces

Other criteria that may support your demolition application

Please let us know if you have other relevant training/qualifications that would support your application. For example: Builders Registration Certificate or Civil Engineering Qualification.

6. Who issues the licence?

The WorkSafe Western Australia Commissioner or his nominee issues the licence to the applicant if he is satisfied the applicant is able to do that class of demolition work in a safe and proper manner.

7. How does the WorkSafe Western Australia Commissioner determine whether the applicant is able to do the work in a safe and proper manner?

The applicant (person making the application) is assessed on:

- (i) the extent of his or her knowledge of:
 - safe working methods relating to demolition work;
 - Australian Standard *AS 2601–2001 The demolition of structures*;
 - the relevant parts of the *Occupational Safety and Health Regulations 1996*; and
 - the *Occupational Safety and Health Act 1984*;
- (ii) other relevant training/qualifications;
- (iii) relevant experience; and
- (iv) OSH performance and policies.

8. Are conditions attached to a licence?

A licence may be issued subject to such conditions as the WorkSafe Western Australia Commissioner sees fit and endorses on the licence.

The following are general conditions applicable to all licences:

- (1) All Demolition Work is carried out in accordance with the *Occupational Safety and Health Act 1984* and *Occupational Safety and Health Regulations 1996*.
- (2) All persons carrying out demolition work have been trained in safe methods of demolition by a Registered Training Organisation (RTO) registered by the Western Australian Training Accreditation Council (TAC).
- (3) A record of the training provided to each person who carries out demolition work, as required by Condition (2), is kept for a minimum period of five (5) years.
- (4) A record of all demolition work (i.e., demolition jobs) including (a) the name of the 'competent person' who directly supervised the demolition work for each job and (b) a copy of the Work Plan developed by the 'competent person' for each job are kept for a minimum period of five (5) years.
- (5) A record of the names of the persons carrying out demolition work for each job is kept for a minimum period of five (5) years.
- (6) The holder of the Demolition Licence will be subject to auditing and must co-operate with officers of WorkSafe, including answering questions and allowing full access to all documents relating to the carrying out of demolition work which includes, but is not limited to, the following:
 - (i) documents relating to the training provided to persons who carry out demolition work;

- (ii) records of all demolition work (i.e., for each job) carried out;
 - (iii) copy of the Work Plan for each demolition job including the name of the 'competent person' who developed the Work Plan for each job; and
 - (iv) the names of persons who carry out demolition work for each job.
- (7) Variations or additions to these conditions, as made by the WorkSafe Western Australia Commissioner, are complied with.

There may be instances where additional conditions or restrictions may be endorsed on a particular licence.

A licensed person must notify the WorkSafe Western Australia Commissioner if the information provided in the application for a licence changes to the extent that the holder of the licence would no longer satisfy the criteria for a licence.

9. Can a licence be suspended or cancelled?

The WorkSafe Western Australia Commissioner may suspend or cancel a licence where:

- (i) a statement has been made in the application for the licence that the licensed person knew to be false or misleading;
- (ii) where the licensed person has carried out demolition work in such a manner as to expose an employee or a person to a safety or health risk from such demolition work which could reasonably have been avoided;
- (iii) where the licensed person contravened conditions set by the WorkSafe Western Australia Commissioner for a particular job;
- (iv) the licensed person contravened a condition of the licence;
 - (v) the licensed person has failed to comply with the requirements of an improvement or prohibition notice issued under the *Occupational Safety and Health Act*;
 - (vi) the licensed person has been convicted of an offence under the *Occupational Safety and Health Act 1984* or *Occupational Safety and Health Regulations 1996*;
 - (vii) changes in material circumstances which make the licensed person no longer eligible to hold a licence; and
 - (viii) any other matter the WorkSafe Western Australia Commissioner considers relevant.

10. How is a person advised his or her licence has been suspended or cancelled?

The WorkSafe Western Australia Commissioner will give written notice of a suspension or cancellation and provide details of the reasons for the suspension or cancellation.

Representations may be made to the Commissioner on the matter and if not satisfied by the Commissioner's decision, the licensed person may appeal to an occupational safety and health magistrate to review the decision.

11. What other obligations are there in relation to a licence?

The WorkSafe Western Australia Commissioner must be notified at least 5 working days before any class 1, class 2 or class 3 demolition work is intended to begin.

The form to be used for notification is included in these Guidelines (Appendix 5). The notification form includes the name of the licensed person and details of the licence.

A copy of the notification form must be kept at the demolition site whilst the work is being done. A copy of *AS 2601* and a copy of the workplan required by the *Regulations* must also be kept at the site.

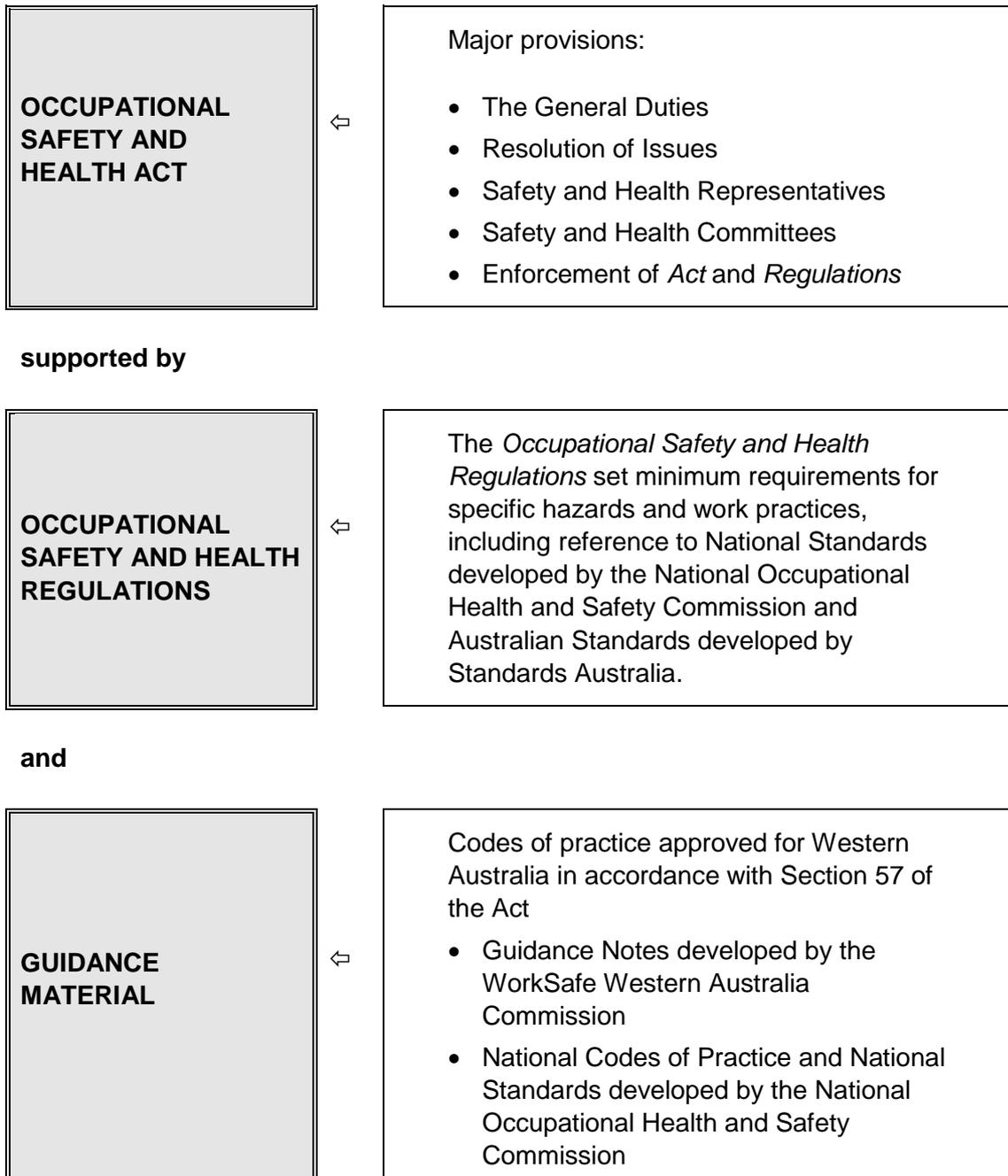
12. Can a person who holds a Demolition Licence remove asbestos?

In accordance with Regulation 5.45, any asbestos work involving more than 10 m² of non-friable asbestos-containing material requires either a Restricted, or Unrestricted Asbestos licence.

The removal of any amount of friable asbestos requires an Unrestricted Asbestos licence.

THE OCCUPATIONAL SAFETY AND HEALTH LEGISLATIVE FRAMEWORK IN WESTERN AUSTRALIA

The *Occupational Safety and Health Act 1984* sets objectives to promote and improve occupational safety and health standards. The *Act* sets out broad duties and is supported by more detailed requirements in the *Occupational Safety and Health Regulations 1996*. The legislation is further supported by guidance material such as approved codes of practice. This legislative framework is depicted below.





- Australian Standards developed by Standards Australia

The legislative framework in Western Australia for occupational safety and health in relation to demolition work consists of the *Occupational Safety and Health Act* (the *Act*), the *Occupational Safety and Health Regulations* (the *Regulations*). The *Regulations* have general requirements as well as specific regulations relation to demolition work. There are also codes of practice and other guidance material, some of a general nature, which are applicable to demolition work.

1. Overview of the general duties

The *Act* contains general duties which describe the responsibilities of people who affect safety and health at work.

Employers must, so far as is practicable,

- provide a workplace and safe system of work so that, as far as practicable, employees are not exposed to hazards;
- provide employees with information, instruction, training and supervision to allow them to work in a safe manner;
- consult and co-operate with safety and health representatives in matters related to safety and health at work;
- provide adequate protective clothing and equipment where hazards cannot be eliminated; and
- ensure plant is installed or erected so it can be used safely.

Employees must take reasonable care to ensure their own safety and health at work and the safety and health of others affected by their work.

Self-employed persons also must take reasonable care to ensure their own safety and health at work and, as far as practicable, ensure the work does not affect the safety and health of others.

People who have, to any extent, control of workplaces, must ensure, so far as is practicable, that the workplace and all entrances and exits are safe so that people may enter, leave and use the workplace without exposure to hazards.

Designers, manufacturers, importers and suppliers of plant must ensure the plant is safe to install, maintain and use at workplaces. Safety and health information must be supplied with all plant and substances used at work.

Designers or builders of a building or structure for use as a workplace must ensure, so far as is practicable, that persons constructing, maintaining, repairing, servicing or using the building or structure are not exposed to hazards.

The WorkSafe Western Australia Commission *Guidance Note: General Duty of Care in Western Australian Workplaces* provides information on general duties (see Appendix 6).

2. Persons in the demolition industry with duties under the Occupational Safety and Health Act

The nature of demolition work often involves a number of contractors each with responsibilities under the *Occupational Safety and Health Act*.

A person may find that he or she has duties under several sections of the *Act*. For example, where a demolition contractor is a self-employed person, he or she has duties as a self-employed person (section 21 of the *Act*) and if he or she engages labour for the work, he or she will have duties as an employer (section 19 of the *Act*).

Persons in the demolition industry who have duties under the *Occupational Safety and Health Act* include but are not limited to:

- the owner of the building or structure who may be the employer, the main contractor, or the demolition contractor or a self-employed person carrying out the demolition work;
- a main contractor or a demolition contractor engaged by the owner to carry out the demolition work;
- a self-employed person engaged by the owner, the main contractor or demolition contractor to carry out the demolition work; and
- employees of the person who carries out the work.

All persons involved in demolition work should be aware of their specific role and responsibilities and the roles and responsibilities of others who may be involved in the work.

AS 2601-2001 THE DEMOLITION OF STRUCTURES

Demolition work is to be carried out in accordance with AS 2601. If the work is not covered by or included in AS 2601, the work must be done in a manner acceptable to the WorkSafe Western Australia Commissioner. As compliance with AS 2601 is mandatory, the detail of AS 2601 is not repeated in the *Regulations* or these Guidelines. However, the content and safety and health issues covered in the AS 2601 are summarised below.

AS 2601 The demolition of structures:

- (i) sets out requirements for the planned demolition of buildings and certain other structures so that the risk of injury to workers, other site personnel and the public, and the risk of damage to adjacent property and the immediate environment is minimised;
- (ii) covers the methods and safety procedures applicable to demolition work in general as well as procedures for some types of structures;
- (iii) deals with manual and mechanical demolition techniques including those employing specialised earth-moving type machinery;
- (iv) includes *informative appendices* covering the demolition of pre-stressed concrete structures, some contractual considerations, a checklist for contractors and qualifications for site personnel;
- (v) safety and health issues are addressed under the headings of:
 - Health and safety of the public - covering general requirements, lighting, falling materials, fencing, hoardings and warning notices, scaffolding, overhead protection for footpaths, and hazardous materials and conditions;
 - Safety and health of site personnel - covering general safety, personal protective clothing and equipment, cutting and welding, fire protection, first aid, amenities, removal of hazardous material and electrical safety;
 - Protection of adjoining buildings and protection of immediate environment - covering requirements relating to access and egress, damage and structural integrity, vibration and concussion, weatherproofing, burning, dust control, noise control, protection of public roads and protection of sewers and water courses; and
- (vi) protection of the site.

AS 2601 is not intended to apply to the demolition of road and railway bridges or of other specialised civil engineering structures such as dams or nuclear reactors.

The *Regulations* require a copy of AS 2601 to be at every demolition site (except where the thing to be demolished is a fence or wall less than 1.8 metres in height or a building or structure less than 2 metres in height) while demolition work is taking place.

APPENDIX 3

REGULATION OF DEMOLITION WORK UNDER THE OCCUPATIONAL SAFETY AND HEALTH ACT

The employer's duty under section 19 of the *Act* is to provide and maintain so far as is practicable, a working environment where employees are not exposed to hazards. They must also take reasonable care of their own safety and health at work and so far as is practicable avoid harming the safety and health of other people. They must also ensure that so far as is practicable, other people are not harmed by the work undertaken by their employees

The *Occupational Safety and Health Regulations* include specific requirements for demolition work. Recent amendments, the *Occupational Safety and Health Amendment Regulations 2001*, were published in the Government Gazette on 30 March 2001 and came into operation on 1 July 2001. These specific requirements are attached.



APPENDIX 4

APPLICATION FOR A LICENCE TO CARRY OUT DEMOLITION WORK

Occupational Safety and Health Regulations 1996

Under Regulation 3.117 it is an offence to do class 1, class 2 or class 3 demolition work unless licensed to do so. The work covered by each class of licence is detailed in Note 1. The criteria are covered in Note 2.

Once your application has been approved and your Licence has been granted, your details will be added to the public list on our website. This list is updated monthly. Please contact WorkSafe on 1300 307 877 to enable us to include and/or update your details.

I/We apply for a	<input type="checkbox"/>	Class 1 demolition licence
	<input type="checkbox"/>	Class 2 demolition licence
	<input type="checkbox"/>	Class 3 demolition licence
1. Details of Licensed Person		
Name of Registered Business		
Trading Name (if applicable)		
Australian Company Number: (ACN): (if applicable)		
Business Address:		
Postcode:		
Postal Address (if different to business address)		
Postcode:		
Telephone Numbers:		
Mobile		
Business:	()
After Hours:	()
Facsimile Number:	()
Email Address:		
Type of Business:	SoleTrader <input type="checkbox"/>	Company <input type="checkbox"/> Govt Body <input type="checkbox"/>

2. Business details

Company Details - Current Company Extract

- You are required to Supply a "Current Company Extract", not older than one month, which can be obtained from the ASIC - Australian Securities & Investment Commission. This extract can be purchased by visiting the ASIC Perth office or online via the ASIC website. <http://www.asic.gov.au/> or phone: 1300 300 630.

ASIC Perth office - Western Australian Level 3, 66 St Georges Terrace
Perth WA 6000

Sole trader/business owner details

Family Name: _____ Given name(s) _____

Address: _____

Postcode: _____

Date of Birth: _____ Place of Birth _____

Government body details – Chief Executive Officer

Family Name: _____ Given name(s) _____

Address: _____

Postcode: _____

Date of Birth: _____ Place of Birth _____

3. **Relevant Information**

Have you, a Director of the Company or Chief Executive Officer of the Government Body been convicted under the *Occupational Safety and Health Act 1984*, or associated regulations in the 5 years preceding this application?

Yes No

If yes, give details:

4. **Details of Applicant**

Family Name: _____ Given name(s) _____

Address: _____

Postcode: _____

Date of Birth: _____ Place of Birth _____

Position in Company: _____

Address: _____

Postcode: _____

Starting Date of Employment: _____

Previous Employer (if employed less than twelve months): _____

Training

(Attach separate sheet where required)

List relevant qualifications and completed courses relevant to demolition work. Attach a copy of any certificate or other proof of courses completed:

As per section 5 of the guide, all applicants must provide evidence that they have been trained in safe methods of demolition by a Registered Training Organisation (RTO) registered by the Western Australian Training Accreditation Council (TAC).

Demolition Work Experience

Include information on the type of Demolition work conducted, the date when the work was conducted, and contact details of the person/organisation that work was conducted for.

Please complete the Statement of Demolition Experience template

Construction Work Experience (if a registered builder)

(Attach separate sheet where required)

Builder's Registration Number Type of Work

5. Insurance

Worker's Compensation Insurance:

Name of Insurance Company	Policy Holder's Name	Policy No	Expiry Date
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Public Liability Insurance:

Name of Insurance Company	Policy Holder's Name	Policy No	Expiry Date
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6. Declaration

This form **must be signed by the Nominee/Competent person**. This is a person authorised to sign documents and who will be legally responsible.

- *I declare that the information contained in this application is true and correct*
- *I understand that relevant enquires will be made in relation to this application.*
- *I understand that WorkSafe reserves the right to decline this application to issue or reissue on the basis of any noncompliance with the terms and conditions of this license, the Occupational Safety and Health Act 1984, the Occupational Safety and Health Regulations 1996, Australian Standard AS 2601 The demolition of structures and Part 9 of the Code of Practice for the Safe Removal of Asbestos – 2nd Edition [NOHSC: 2002 (2005)].*
- *I accept and agree to comply with all the conditions imposed on the Demolition Licence for which I have applied.*

Family Name:

Given name(s)

Address:

Postcode:

Date of Birth:

Place of Birth:

Position in Company:

Signature:

Date:

7. Method of payment

TAX INVOICE : WorkSafe Western Australia ABN 47 908 572 641

(Note: Demolition Licence fees are GST exempt under Division 81 Determination New Tax System [GST Tax] {Exempt taxes and fees and charges} Determination 2000 No 3)

CHEQUE

CASH

CREDIT CARD

(Cheques to be made payable to WorkSafe)

Card No

Date of Expiry

Card Holders' Name

Card Holder's Signature

DEMOLITION LICENCE CONDITIONS

Demolition Licence holders are subject to the following conditions:

- (1) All Demolition Work is carried out in accordance with the *Occupational Safety and Health Act 1984* and *Occupational Safety and Health Regulations 1996*.
- (2) All persons carrying out demolition work have been trained in safe methods of demolition by a Registered Training Organisation (RTO) registered by the Western Australian Training Accreditation Council (TAC).
- (3) A record of the training provided to each person who carries out demolition work, as required by Condition (3), is kept for a minimum period of five (5) years.
- (4) A record of all demolition work (i.e., demolition jobs) including (a) the name of the 'competent person' who directly supervised the demolition work for each job and (b) a copy of the Work Plan developed by the 'competent person' for each job are kept for a minimum period of five (5) years.
- (5) A record of the names of the persons carrying out demolition work for each job is kept for a minimum period of five (5) years.
- (6) The holder of the Demolition Licence will be subject to auditing and must co-operate with officers of WorkSafe, including answering questions and allowing full access to all documents relating to the carrying out of demolition work which includes, but is not limited to, the following:
 - (i) documents relating to the training provided to persons who carry out demolition work;
 - (ii) records of all demolition work (i.e., for each job) carried out;
 - (iii) copy of the Work Plan for each demolition job including the name of the 'competent person' who developed the Work Plan for each job; and
 - (iv) the names of persons who carry out demolition work for each job.
- (7) If the licence holder is a company, and the applicant/nominee is no longer engaged with the company, the Commissioner must be advised immediately. The licence holder must apply for the approval of another applicant/nominee.
- (8) Variations or additions to these conditions, as made by the WorkSafe Western Australia Commissioner, are complied with.

DECLARATION OF HOLDER OF DEMOLITION LICENCE

This form **must be signed by the Nominee/Competent person**. This is a person who is authorised to sign documents and is responsible for the overall Demolition work.

.....
(print name of holder of Demolition Licence as appearing on Demolition Licence)
accepts and agrees to comply with the conditions listed above and understands that a conviction against the *Occupational Safety and Health 1984* or *Occupational Safety and Health Regulations 1996* or non-compliance with any of the conditions listed above or an inability to comply with any of these may result in the Demolition Licence being suspended or cancelled.

Signature:

Date:

Checklist for New Applicants

(Your application cannot be accepted unless we receive all of the following information. Please tick the appropriate boxes and include this form with your application)

I would like to become a Demolition Licence Holder and have included the following information with my application:

- Completed and Signed application form
- Application fee
- Demolition Conditions signed and dated
- Provide a copy of the Applicant/Nominee's Primary Identification (ie: driver's licence/passport).
- Current Company Extract (if you are Pty Ltd) - You are required to Supply a "*Current Company Extract*", not older than one month, which can be **purchased** from the ASIC - Australian Securities & Investment Commission. Please visit the ASIC Perth office or online via the ASIC website.
<http://www.asic.gov.au/> or phone: 1300 300 630.
- Statement of recent and relevant experience, Note: relevant demolition experience is experience investigating, planning and supervising the safe methods of demolition for the demolition work you were involved in.
- Two written references (on company letterhead or in a Stat Dec). The information that is provided in the reference must verify the information that you provide in your statement of experience.
- Proof that the applicant has been trained in safe methods of demolition by a Registered Training Organisation (RTO) registered by the Western Australian Training Accreditation Council (TAC).
- Occupational Safety and Health Management Plan – Addressing the following: *Management commitment – Planning – Consultation- Hazard management - Training***

Once WorkSafe has received your complete application we will endeavour to process it within 28 working days. If you would like to contact us about the progress of your application please email us at:
wsregistration@dmirs.wa.gov.au.

NOTE 1: CLASS 1, CLASS 2, AND CLASS 3 DEMOLITION LICENCES

Licences are issued by the WorkSafe Western Australia Commissioner subject to the Commissioner being satisfied that the applicant meets the criteria to hold a licence.

Criteria

1. The applicant will be assessed on the extent of his or her knowledge of:
 - (i) safe working methods relating to demolition work;
 - (ii) the current Australian Standard *AS 2601 The demolition of structures*;
 - (iii) the *Occupational Safety and Health Regulations 1996*;
 - (iv) the *Occupational Safety and Health Act 1984*;
 - (v) any approved code of practice relevant to demolition published by the WorkSafe Western Australia Commission, National Occupational Health and Safety Commission (NOHSC) or Industry; and
 - (vi) any WorkSafe Western Australia Commission endorsed guidance note relevant to demolition.
2. The applicant will be required to show that they have had demolition work experience relevant to the class of licence applied for.
3. The applicant will be required to show that they have a policy or operating procedures in place that ensure every person engaged to do licensed demolition work will be trained before demolition commences, in safe demolition work by a registered training organisation that meet the requirements of the Department of Education Science and Technology (DEST) framework.
4. The applicant will be required to show that they have a policy in place that will ensure the demolition work will be directly supervised by a competent person.

A competent person is expected to have completed an accredited supervisors course. The name of the competent person directly supervising the demolition work will be included in the notification of the demolition work.
5. The Commissioner may exempt an applicant for a class 2 or class 3 licence from the requirement of 1 above on the basis of prior learning or experience and builders' registration.

Note: The *Regulations* do not provide for an exemption from the requirement to be licensed or payment of the relevant fee.



APPENDIX 5

Notification of Demolition Work

Occupational Safety and Health Regulations 1996

Regulations 3.119 and 3.122 require WorkSafe Western Australia to be notified of the intention to do class 1, class 2 or class 3 demolition work.

Post: WorkSafe
 Locked Bag 14
 Cloisters Square
 PERTH WA 6850

Email: bsa@dmirs.wa.gov.au

Please Note: This form MUST be completed and signed by the Applicant/Nominee of the Licence that has been validated and approved by WorkSafe.

Occupational Safety and Health Regulation 3.119: *A person who wishes to do class 1, class 2 or class 3 demolition work in a manner that would be in accordance with AS 2601 is to notify the Commissioner at least 5 working days before the work is intended to begin.*

Your notification cannot be accepted unless the below information is correct.

1. Details of licence to carry out the demolition work:	
Name of Company (Pty Ltd): Or Name of Individual:	
ACN:	ABN:
Licence number:	Expiry Date:
Applicant/Nominee (Validated by WorkSafe):	
2. Details of person notifying demolition work (must be the Applicant/Nominee)	
Name:	
Position:	
Telephone Number ()	
Fax: ()	
Email:	
Employer/Business Name:	
Address:	

3. Details of demolition work to be carried out:
Address:
Class:
Description:
Work method: The work will be in accordance with AS 2601 <input type="checkbox"/>
The work will <u>not</u> be in accordance with AS 2601 <input type="checkbox"/>
Proposed commencement date:
Estimated duration/completion date:
4. Owner of building or structure to be demolished:
Name:
Business Name:
Address:
Telephone Number: Business: ()
After Hours: ()
Facsimile Number: ()
5. Details of Local Government contact/ approval
Name of Local Government:
Contact person name:
Telephone Number: ()
Fax: ()
e-mail:
Permit issued YES <input type="checkbox"/> NO <input type="checkbox"/> COPY OF PERMIT TO BE ATTACHED <input type="checkbox"/>

6. Heritage status	
Has Heritage Council clearance been given to demolish the building or structure?	
YES <input type="checkbox"/> NO <input type="checkbox"/>	
7. Competent person to supervise the demolition work	
Name:	
Qualifications/experience:	
8. Information to be provided/completed by authorised signatory:	
I certify that all persons doing the demolition work covered by this notification have been trained in safe methods of demolition work by a Registered Training Organisation (RTO) registered by the Western Australian Training Accreditation Council (TAC).	
I certify that the demolition work covered by this notification will be directly supervised by a competent person at all times when the demolition work is being done [R. 119(2)(d)]	
I certify that the work plan required by AS 2601 has been prepared and is available for perusal by WorkSafe Western Australia and all persons carrying out the demolition work at. and	
once demolition commences, at the workplace [R.3.125(1) or (2)].	
I certify that all practicable measures have been taken to obtain copies of relevant “as built” drawings of the buildings or structure and location of all utility services affected by the demolition have been established. [R.3.21]	
Signature: (Applicant/Nominee)	Date:

SOURCES OF OTHER INFORMATION

Appendix 6: Other sources of information

Legislation

The Occupational Safety and Health Act 1984

Occupational Safety and Health Regulations 1996

Are available online at the State Law Publisher's website: www.slp.wa.gov.au. They may also be purchased by telephoning (08) 9426 0000.

Commission for Occupational Safety and Health codes of practice and guidance notes

General duty of care in Western Australian workplaces

Code of practice for the Safe Removal of Asbestos 2nd Edition [NOHSC:2002(2005)]

Standards Australia

Australian Standard AS 2601 The demolition of structures

Australian Standards are developed and published by Standards Australia and available from SAI Global Limited at www.saiglobal.com or by telephoning 131 242

Commission and WorkSafe publications are available:

- at www.worksafe.wa.gov.au
- from WorkSafe 1300 307 877; and
- in the WorkSafe Library

Contacts for further information

WorkSafe

Department of Mines, Industry Regulation and Safety

Level 1, Mason Bird Building - 303 Sevenoaks Street Cannington WA 6107

WorkSafe Locked Bag 14 Cloisters Square PERTH WA 6850

Tel: 1300 424 091

Email: worksaferegistration@dmirs.wa.gov.au

Web: www.worksafe.wa.gov.au

Safe Work Australia

GPO Box 641 Canberra ACT 2601

Tel: 1300 551 832

Email: info@safeworkaustralia.gov.au

Web: www.safeworkaustralia.gov.au

Chamber of Commerce and Industry Western Australia

180 Hay Street East Perth WA 6004

Tel: (08) 9365 7415

Fax: (08) 9365 7550

Email: osh@cciwa.com

Web: www.cciwa.com

UnionsWA

Level 4, 445 Hay Street Perth WA 6000

Tel: (08) 9328 7877

Fax: (08) 9328 8132

Email: unionsyes@unionswa.com.au

Web: www.unionswa.com.au

APPENDIX 7

DEMOLITION TRAINING PROVIDERS

Construction Skills Training Centre
103 Radium St
WELSHPOOL WA 6106
Phone: 9358 6501

Kimberley Training & Assessment
PO Box 1154
BROOME WA 6725
Mobile: 0407 935 780

Kimberley Training Institute
68 Cable beach Road
BROOME WA 6725
Phone: 9192 9100 or 1300 996 573

Safe First Training
PO Box 696
AUSTRALIND WA 6233
Phone: 0447 111 103

Statement of Demolition / Asbestos Removal Experience

Date Work Conducted	Demolition licence number the works were conducted under	Contact Details of the Person / Organisation that the Work was Conducted for.	Height of Building /Structure - Materials that made up the Building /Structure Equipment Used / Activities-Role performed by applicant

Name of Applicant: _____

Signature: _____

Date: ___ / ___ / ___

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