WHS UNIT

COLLECTION OF CERTIFICATE/LICENCE INFORMATION PROCEDURE

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1 Introduction / Background

There are a range of activities and task performed at the University which involve a degree of risk. Some of these are considered high risk, an example is forklift operation. To ensure these high risk activities are performed by licence operators a register will be maintained.

Examples of operations that is undertaken or equipment that is held or operated may include, but not limited to:
- dangerous goods storage, manufacture and transport
- registrations of high risk plant such as pressure vessels, cooling towers, cranes and lifts
- licences or approvals for certain processes such as asbestos removal, use of carcinogens, radioactive sources and lead
- electrical work
- operation of particular types of industrial equipment, such as fork lift trucks
- rigging operations
- licensing and registration of vehicles, and/or
- relevant driver’s licences.

2 Scope / Purpose

This procedure applies to the acquisition, ongoing update and review of holders of licences information collected by the WHS Unit.

3 Instructions

3.1 Collection of Information

Information will be collected using the Record of Certificate/Licence Form. Type of details collected includes personal details such as Name, Faculty/Unit and licence information such as Certificate No., Issue Date. This form is also required when licences are renewed.

Examples of the types of licence information collected include, but not limited to:
- BA - Advanced Boiler Operation
- BB - Basic Boiler Operation
- BI - Intermediate Boiler Operation
- BS – Standard Boiler
- Boat Licence
- C0 - Slewing Mobile Cranes (>100t)
- C1 - Slewing Mobile Cranes (≤100t)
- C2 - Slewing Mobile Cranes (≤20t)
- C6 - Slewing Mobile Cranes (≤60t)
- CB - Bridge and Gantry Cranes
- CD - Derrick Crane
- CN - Non-slewing Mobile Crane (>3t)
- CP - Portal Boom Crane
- CS - Self-erecting Tower Cranes
- CT - Tower Crane
- CV - Vehicle Loading Crane
- DG - Dogging
- Drivers Licence
- ES - Reciprocating Steam Engine Operation
- HM - Materials Hoist (cantilever platform)
- HP - Hoist (Personnel and Materials)
- LF - Forklift Trucks
- LO - Order Picking Forklift Trucks
- PB - Concrete Placing Boom
- Radiation User Licence
- RA - Advanced Rigging
- RI - Intermediate Rigging
- SA - Advanced Scaffolding
- SB - Basic Scaffolding
- SI - Intermediate Scaffolding
- Scuba Licence
- TO - Turbine Operation
- WP - Boom Type Elevating Work Platform

A copy of the certification or licence shall be attached to the form and return to the WHS unit. The data will then be loaded into the database.
3.2 **Storage of Information**
Database is stored on the WHS Unit shared drive. The database is only viewable by WHS Unit members having access to the shared drive. The security of the drive is in accordance with the IT Security Policy and the IT Server Security Policy.

3.3 **Register Use**
The register allows the WHS Unit to target specific licence classes where the need arises to provide communication or alerts on matters relating to that type of licence. It will also serve as a listing of whom and who is not authorised to operate machine and areas.

3.4 **Information Disposal**
Information collected and stored will be disposed of according to the [UOW records management policy](#).

4 **Roles & Responsibilities**

4.1 **WHS Unit**
The WHS Unit is responsible to maintain the information in the database.

4.2 **Licence Holders**
Licence holders are response to ensure that their information is supplied to the WHS Unit.

5 **Related Documents and References**
- Risk Management Guidelines
- Hazard and Incident reporting Guidelines
- Radiation Guidelines and Forms
- Materials Handling Guidelines
- Record Certification Licence Form

6 **Version Control Table**

<table>
<thead>
<tr>
<th>Version Control</th>
<th>Date Released</th>
<th>Approved By</th>
<th>Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>October 2009</td>
<td>Manager WHS</td>
<td>New document created.</td>
</tr>
<tr>
<td>2</td>
<td>August 2010</td>
<td>Manager WHS</td>
<td>Document updated to incorporate the Personnel name change to Human Resources Division.</td>
</tr>
<tr>
<td>3</td>
<td>January 2013</td>
<td>Manager WHS</td>
<td>Scheduled review no significant changes.</td>
</tr>
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<td>4</td>
<td>November 2015</td>
<td>Manager WHS</td>
<td>Updated incorrect link to Record of Certificate/Licence Form. Inclusion of Boat and Scuba Licence to match Record of Certificate/Licence Form. Removed LB, LE, LL, and LS as they are not classified as high risk licences. Added BS Standard Boiler for those licence holders issued with a licence prior to 2015. Added requirement to also complete Form upon licence renewal.</td>
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