

# APPLICATION TO RENEW ACCREDITATION AS A HIGH RISK WORK LICENCE (HRWL) ASSESSOR IN NSW UNDER THE WHS REGULATION 2017 [NSW]

DECEMBER 2021

## Purpose

This form is to be used by individuals who wish to apply to SafeWork NSW (the Regulator) to renew their accreditation to assess competency for HRWL in NSW (HRWL Assessor). Refer to the SafeWork NSW website for more information on HRWL Assessor eligibility.

## How to fill in and lodge this form

- Please type directly into the form.
- When complete, save a copy before emailing or printing.
- Supporting documents must be attached to your application email.

**For assistance email** [tacs@safework.nsw.gov.au](mailto:tacs@safework.nsw.gov.au)

## Fees

- A fee must accompany this form.
- Refer to the licensing fees schedule, available at [www.safework.nsw.gov.au](http://www.safework.nsw.gov.au) or contact 13 10 50.
- Pay by credit card or PayPal. These fees are exempt of GST, except if otherwise stated.
- A partial refund may apply if your application is withdrawn or refused.

## Privacy compliance statement

You are supplying the information in this form to the Regulator because you wish to renew your HRWL Assessor accreditation in NSW. If the information provided is incorrect or incomplete, the Regulator may ask you for additional information. If that information is not provided within the timeframe outlined in the request, the Regulator will assume that the application has been withdrawn.

Information provided in this form and any supporting documents will only be used or disclosed in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIP Act) and/or *Government Information (Public Access) Act 2009* (GIPA Act).

This information is collected by the Regulator for the purpose of undertaking the evaluation, assessment and processing of an application to become an HRWL Assessor under the WHS Act and WHS Regulation, and for the purpose of ensuring compliance with that legislation.

The Regulator may also use this information for the purpose of confirming applicant details. The information may also be used to assist the SafeWork NSW inspectorate with performing their functions under the WHS Act and WHS Regulation.

The Regulator will not disclose any of the information provided in this form, including personal or health information provided, to anyone else unless you have provided your consent, or:

- It is necessary for the exercise of a power or function under this Act, or
- the Regulator reasonably believes the disclosure, access or use:
  - is necessary for administering, or monitoring or enforcing compliance with, this Act, or
  - is necessary for the administration or enforcement of another Act prescribed by the regulations (see clause 702 of the WHS Regulation), or
  - is necessary for the administration or enforcement of another Act or law, if the disclosure, access or use is necessary to lessen or prevent a serious risk to public health or safety, or
  - is necessary for the recognition of authorisations under a corresponding WHS law, or
  - is required for the exercise of a power or function under a corresponding WHS law, or
- it is required by any court, tribunal, authority or person having lawful authority to require the production of documents or the answering of questions, or
- it is required or authorised under a law, or
- for a Minister.

You are able to access personal information held by the Regulator about you by applying to the Regulator for access. You may also apply to the Regulator to correct any of your own personal information that the Regulator may hold if that information is inaccurate, incomplete, not relevant or out of date. For more information contact SafeWork NSW on 13 10 50.

SECTION 1. APPLICANT DETAILS

TitleFamily/SurnameDate of birth (DD/MM/YYYY)

Given nameDaytime contact numberMobile number

Other namesEmail

SECTION 1.1 CURRENT RESIDENTIAL ADDRESS

STREET ADDRESS (MUST NOT BE A PO BOX)  
Unit number/Street number/Property number  
(include Lot or DP number if applicable)

POSTAL ADDRESS  
Same as street address  
Unit number/Street number/Property number  
(include Lot or DP/PO Box/GPO Box/Private Bag/Locked Bag)

Street nameStreet name

SuburbSuburb

StatePostcodeStatePostcode

SECTION 2. RENEWAL

SafeWork NSW will renew **ALL** classes of your accreditation, provided you hold a current HRWL for the relevant class/es.

**Note:** If you do **NOT** wish to renew a HRW class/es, please contact SafeWork NSW for further information.

SafeWork NSW assessor number

HRW licence numberState/Territory of issue

SECTION 2.1 MINIMUM ASSESSMENT REQUIREMENT

Complete one of the three (3) options below:

**I have satisfied the minimum assessment requirement and conducted at least 9 separate HRWL assessment events in NSW within my current accreditation period**

Record nine (9) HA numbers below for assessments you have conducted (**Note:** a HA number for an assessment is the unique number provided to the RTO when the assessment was notified in the Online Environment, and as recorded on NSA/AS forms you have issued).

HA	HA	HA
HA	HA	HA
HA	HA	HA

Section 2.1 continued over...

**I have satisfied the minimum assessment requirement and conducted at least 9 separate HRWL assessment events in another state using a current interstate accreditation I hold**

I have attached evidence to support this

Interstate assessor number

State/Territory of issue

**I have not satisfied the minimum assessment requirement and have not conducted at least 9 separate HRWL assessment events**

Provide an explanation below – attach further pages as required

### SECTION 3. PROBITY QUESTIONS AND CONSENT TO CRIMINAL RECORDS CHECK

SafeWork NSW requires renewing applicants to complete the following probity questions, and to consent to a Criminal Records Check. The consent authorises SafeWork NSW to conduct a Criminal Records Check on you, to determine if you are suitable to continue conducting services as a HRWL Assessor. Your application may be refused if you have been convicted of any offence under any Australian workplace health and safety legislation (R118(3)) or any criminal offence within the past five (5) years. A criminal record will not automatically lead to a refusal of your application, but it will be a factor that SafeWork NSW considers when making a decision about your accreditation.

**1. Do you have any adult convictions/findings of guilt for offences that are less than 5 years old?**

Yes. Provide details.

No

#### CONSENT TO CRIMINAL RECORDS CHECK

**Note:** SafeWork NSW will arrange the criminal records check and you will be sent a link via email which you must action within 7 days of receipt. Failure to action may delay your application's progress.

I, the undersigned:

1. acknowledge that any information provided by me on this form or by Australian police services as a result of the records check may be taken into account by SafeWork NSW in assessing my suitability.
2. consent to SafeWork NSW forwarding details obtained from this form to Australian police services or other relevant law enforcement agencies.
3. consent to Australian police services or other relevant law enforcement agencies providing relevant information to SafeWork NSW as part of this application.

Applicant's signature

Date (DD/MM/YYYY)

**2. Have you ever been convicted or found guilty of any offence under the WHS Act or WHS Regulation or under the work health and safety law of another state, territory or the Commonwealth?**

Yes. Provide details.

No

*Section 3 continued over...*

3. Have you entered into an enforceable undertaking under the WHS Act or the work health and safety law of another state, territory or the Commonwealth?

Yes. Provide details. No

4. Have you ever had an equivalent HRW licence under the WHS Act or WHS Regulation or the work health and safety law of another state, territory or the Commonwealth refused, or suspended or cancelled?

Yes. Provide details. No

5. Have you ever been disqualified from applying for an HRW licence?

Yes. Provide details. No

6. Have you ever been placed under investigation, suspended or cancelled from delivering services by the Australian Skills Quality Authority (ASQA) and/or a State Training Authority (STA) in any state or territory, or by a Commonwealth, state or territory work health and safety regulatory authority?

Yes. Provide details. No

## SECTION 4. SERVICE DELIVERY AND CONSENT TO SHARE CONTACT DETAILS

### SECTION 4.1 CONSENT TO PROVIDE RTOS WITH YOUR CONTACT DETAILS

To facilitate the affiliation of RTOs and accredited HRWL assessors, SafeWork NSW can provide RTOs with consenting accredited HRWL assessor contact details.

Do you consent to SafeWork NSW providing your contact details to SafeWork NSW approved RTOs who are interested in sourcing accredited HRWL assessors to conduct HRWL assessments on their behalf?

Please mark appropriate box

Yes No

If yes, please indicate which region(s) you are available to conduct HRWL assessments.

A B C D E F G H I J K L M or ALL

### NSW REGION MAP - PROPOSED AREAS OF SERVICES DELIVERY



## SECTION 5. SAFEWORK NSW HIGH RISK WORK LICENCE ASSESSOR CARD

A photo card is issued to accredited assessors as evidence of their HRWL accreditation with SafeWork NSW. You must provide a digital/electronic copy of a photo of yourself.

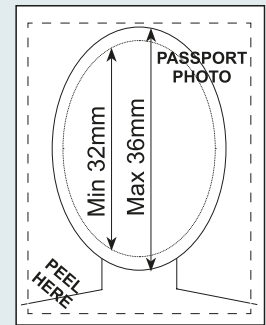
You can either:

- attach a hard copy photo to the section below and scan this page or
- separately attach a file of your photo (such as jpg or png).

### Photo requirements

- The photo you supply must meet the following requirements:
  - must be no more than six months old
  - must be a passport size quality photo (in dimensions stated below).
  - must be a colour photo

Passport photo services are generally offered at chemists and post offices.



## SECTION 6. FEES

A fee must be paid prior to lodgement of this application form.

Refer to the [SafeWork NSW fees schedule](#), specifically the HRW Assessor Accreditation (including mutual recognition) 'Renew' fee, available at [www.safework.nsw.gov.au](http://www.safework.nsw.gov.au).

Pay by credit card or PayPal using the following link:

[www.safework.nsw.gov.au/applicationpayments](http://www.safework.nsw.gov.au/applicationpayments)

**STEP 1** – Click on the link or type the URL into your web browser

**STEP 2** – Follow the instructions online to complete payment

**STEP 3** – When the lodgement fee is paid online you will receive a receipt number. Please record the receipt number below before lodging this application; not providing this information may delay processing of your application.

Receipt number

**Need assistance? Contact SafeWork NSW on 13 10 50.**

## SECTION 7. DECLARATION

I, the undersigned:

1. confirm the information contained in this application, including any attachments, is true and correct to the best of my knowledge.
2. agree to abide by the Conditions of accreditation for high risk work licence assessors to conduct high risk work licence assessments in NSW under the Work Health and Safety Regulation 2017 [NSW] and acknowledge that any breach of these may result in the suspension or cancellation of my accreditation as a SafeWork NSW HRWL assessor, or other compliance action as determined by SafeWork NSW.

Applicant's signature

Date (DD/MM/YYYY)

**Note:** It is an offence to make a false or misleading statement in applications under section 268 of the WHS Act. The maximum penalty is \$10,000.

CHECKLIST TO RENEW MY HRWL ASSESSOR ACCREDITATION		TICK
Section 1	I have completed Section 1 in full	
Section 2	I have provided my SafeWork NSW Assessor ID number and HRW licence number	
	I have completed the relevant option for the minimum assessment requirement	
Section 3	I have answered all the probity questions and have provided details for any answer that is 'YES'	
	I have completed the consent for a Criminal Records Check and have signed and dated this section	
Section 4	I have marked the relevant box to confirm my consent for SafeWork NSW to provide my contact details to RTOs	
	I have marked the relevant boxes to indicate the regions I am available to conduct HRWL assessments	
Section 5	I have included one passport size photo	
Section 6	I have paid the fee and included my receipt number on the form in this section	
Section 7	I have completed the declaration	
Application	I have completed all pages of the application form including signatures and dates	
Copy	I have made copy of the application (including all attachments) to keep for my own records	
Submit	I have sent the application (including all attachments) to <a href="mailto:tacs@safework.nsw.gov.au">tacs@safework.nsw.gov.au</a>	