

## Applying for High Risk Work Licence (HRWL) Assessor accreditation via mutual recognition – information sheet

### Why you need accreditation:

A HRWL assessment can only be conducted in NSW by a SafeWork NSW Accredited Assessor. That's why you need accreditation if you want to conduct these assessments in NSW.

Accreditation is by class of HRW. You can only conduct assessments in NSW in a class or classes that you are accredited for.

### Who can apply for accreditation via mutual recognition?

You may apply if you hold a current equivalent accreditation to conduct HRWL assessments from another Australian State or Territory. You can apply for all classes you hold under your current accreditation.

### How to apply:

1. Complete the application form which you can download from the SafeWork NSW website.
2. Refer to the [licencing fees schedule](#) available on the SafeWork NSW website for the current application fee amount.
3. Pay the application fee by credit card or paypal via the payment portal. You will need to record your payment receipt number on your application form.
4. Submit your completed application form and any required attachments via email to [tacs@safework.nsw.gov.au](mailto:tacs@safework.nsw.gov.au)

### Requests for additional information:

SafeWork NSW may request additional information under R117 of the *Work Health and Safety Regulation 2017* (the Regulation) where your application does not contain sufficient information to enable a decision whether or not to grant accreditation.

The request will specify a timeframe in which you must supply the information. If you supply the information by the required date, your application will proceed.

If you do not supply the information by the required date, your application is taken to be withdrawn [R117(3)]. A withdrawn application is not eligible for internal review or a refund.

### National police check & probity questions

Following Independent Commission Against Corruption (ICAC) initiated reforms resulting from the June 2004 *Report on investigation into safety certification and training in the NSW construction industry*, applicants for HRWL Assessor accreditation in NSW are required to provide consent to SafeWork NSW to a National Police Check.

This consent authorises SafeWork NSW to conduct a National Police Check on you, to determine if you are suitable to conduct services as a HRWL Assessor in NSW. Strict privacy requirements are adhered to and there are exemptions as to what convictions SafeWork NSW may access.

A criminal record will not automatically lead to a refusal of your application.

You are also required to answer a series of probity questions [R119] relating to:

- matters related to work health and safety; and
- the delivery of training and/or assessment services; and
- matters related to a previously held HRWL Assessor Accreditation.

### SafeWork NSW Decision

In deciding to grant accreditation, SafeWork NSW must be satisfied that you hold a current equivalent accreditation under a corresponding WHS law [R118(b)].

SafeWork NSW will validate your interstate accreditation with the issuing Regulator.

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## Conditions of NSW Accreditation

If you are granted accreditation, you are required to comply with the [SafeWork NSW HRWL Assessor Conditions](#). The conditions can be found on the [SafeWork NSW website](#).

You will also be required to attend a mandatory SafeWork NSW Assessor induction session prior to conducting HRWL assessments in NSW.

The induction session covers the specific requirements for HRWL Assessments in NSW. This is an interactive session delivered via Microsoft Teams.

### Disclaimer

This publication may contain information about the regulation and enforcement of work health and safety legislation in NSW. It may include some of your obligations under some of the legislation that SafeWork NSW administers. To ensure you comply with your legal obligations you must refer to the appropriate legislation.

Information on the latest laws can be checked by visiting the NSW legislation website [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au)

This publication does not represent a comprehensive statement of the law as it applies to particular problems or to individuals or as a substitute for legal advice. You should seek independent legal advice if you need assistance on the application of the law to your situation.

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

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