



# ASBESTOS AND DEMOLITION ONS USER CREATION PROCEDURE

SAFEWORK NSW

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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)

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# NOTIFICATION OF ASBESTOS REMOVAL AND DEMOLITION WORK

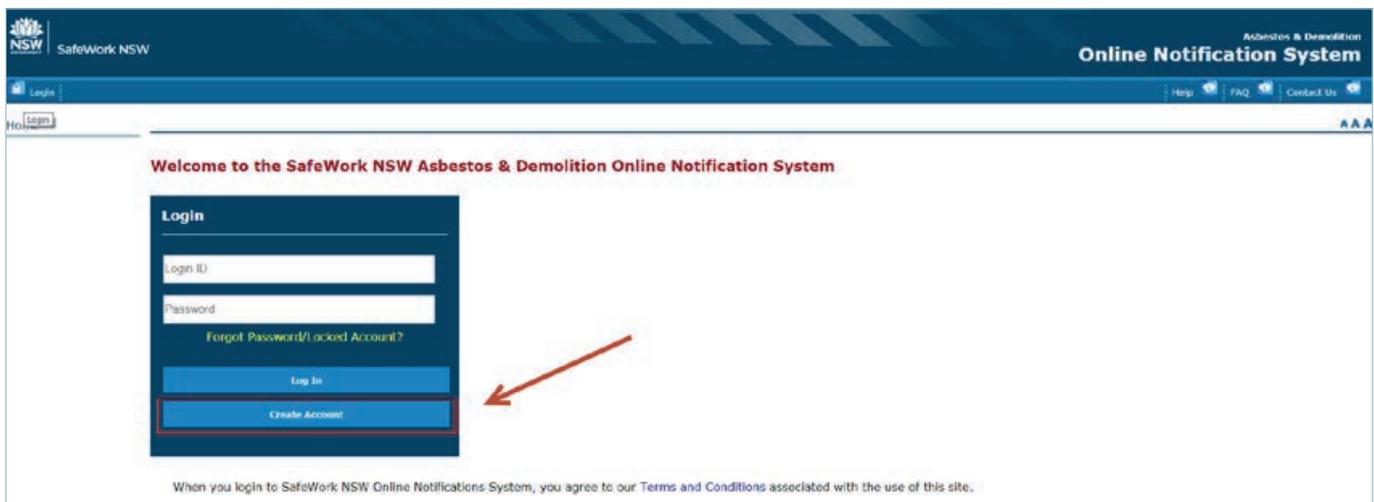
Licence holders must notify SafeWork NSW five calendar days before licensed asbestos removal or licensed demolition work is commenced.

NSW Asbestos and Demolition licence holders can lodge the notification electronically using our online notification system (ONS) or complete the notification form.

As fax numbers ceased in December 2015 all licence holders are encouraged to use ONS when notifying.

## CREATING NEW ACCOUNT

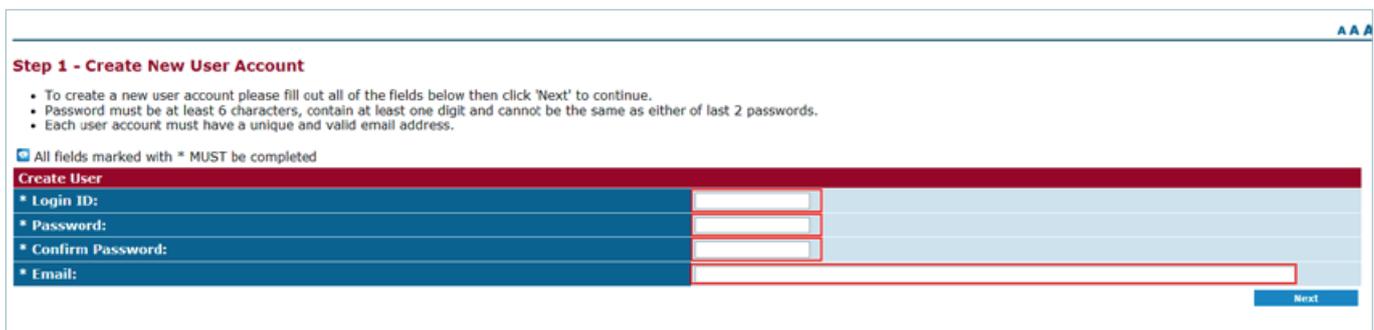
- Access the ONS System - <https://notifications.safework.nsw.gov.au/Login.aspx>
- Select Create Account



### Step 1 - Create New User Account

Items marked with \* are mandatory fields, must be completed to progress to Step 2.

- Enter a Log In ID
- Enter Password (password must be atleast 6 characters, contain at least one digit and cannot be the same as either of last 2 passwords)
- Enter valid email address (note: all correspondence relating to notifications will be sent to the entered address)
- Then click next



## Step 2 – Create New User Account

Items marked with \* are mandatory fields, must be completed to progress to Step 3.

- Enter Title
- Enter Family Name
- Enter Given Name
- Enter Date of Birth
- Enter Telephone Number
- Then click save

**Step 2 - Create New User Account**

All fields marked with \* MUST be completed

**Online Profile**

The Personal Details that follow will be used to contact you should the need arise.

\* Title: Please choose an item below

\* Family Name: [Text Field]

Given Name: [Text Field]

Other Name(s): [Text Field]

\* Date of Birth: Day | Month | Year

Street Number: [Text Field]

Street Name: [Text Field]

Suburb/Town: [Text Field]

State: NSW

Postcode: [Text Field]

\* Telephone: [Text Field]

Save

## Step 3 – Request Access

Items marked with \* are mandatory fields, must be completed to progress to Step 4.

- Access Type – if NSW licence holder do not change, if Interstate licence holder select Interstate option
- Licence Number – for NSW only enter licence number only (e.g 2xxxxx)
- Licence Type – Select if Asbestos or Demolition
- Select Accept

**Request Access**

This page is used to request the ability to raise and/or view notifications/permits online against specified licences. You specify the licence number below.

- If you are the Administrator in relation to Online Access against the licence, then the Permission Requested shown below should be set to Administrator - This permission will give you full access including the control of delegates.
- If you are not the Administrator, then the Permission Requested shown below should be set to Deputy, Delegate All or Delegate Read Only depending on whether you require the ability to raise/change notifications or not - Delegates can only remove their own access requests.
- You may also enter comments in relation to your request if you wish.
- Once you have input your details you should click Add Request.
- At the time of adding the request, you will be transferred to another page showing the responsibilities that you are agreeing to by lodging the Access Request with the Permission Level Requested. If you agree to the responsibilities then your request will be added, otherwise it will be cancelled.
- If the request is being added for Administrator permission, you will be transferred to an Authentication Questions page.
- If the request is being added for Deputy or Delegate permissions, your request will be added for approval by the Administrator.

All fields marked with \* MUST be completed

**Request Access**

\* Access Type:  Notifying as or for a **NSW** Asbestos Removal or Demolition Licence Holder  
 Notifying as or for an **Interstate** Asbestos Removal Licence Holder

\* Licence Number (for this Access Type only): [Text Field]

\* Licence Type: Demolition

\* Permission Requested: Administrator

In requesting Administrator permission, I acknowledge that:

1. All transactions that I lodge or any delegates I approve will be considered as submitted and signed by a person with the appropriate authority.
2. I accept responsibility for maintaining appropriate access in relation to delegates.

Comments: [Text Field]

500 of 500 characters remaining

Accept Cancel

## Step 4 – Administrator Questions

Items marked with \* are mandatory fields, must be completed to submit access request.

- Enter licence holders name (must be legal business name)
- Name of 1 supervisor attached to this licence (1 nominated supervisor must be listed)
- Licence holder address (must be business address, not postal address)
- Licence holder ABN (must be ABN number not ACN number)
- Requestors Name
- Requestors Phone No
- Then click save and submit

**Administrator Questions**  
As you have requested Administrator permission to this licence, you must answer the following questions.

All fields marked with \* MUST be completed

**Administrator Questions**

Attachments can be uploaded to assist in the authentication process or as requested by SafeWork. Please complete all the mandatory questions below and press Save and Submit to lodge your request. Save and Return to Menu can be used when all details have not been completed and you wish to update them later prior to submission.

* Licence Holders Name	<input type="text"/>
* Name of 1 Supervisor Attached to This Licence	<input type="text"/>
* Licence Holder Address	<input type="text"/>
Licence Holders ABN	<input type="text"/>
Licence Holders Workers Compensation Insurance Policy Number	<input type="text"/>
* Requesters Name	<input type="text"/>
* Requesters Phone No.	<input type="text"/>

The request will then be sent to the **notifications team** for approval, Approval should be issued within **x** days.

## LINKING NEW ACCOUNT

Step 1 – Access the ONS system - <https://notifications.workcover.nsw.gov.au/Login.aspx>

You will need to log in with existing user ID, to link the licence to the user account.

**Welcome to the SafeWork NSW Asbestos & Demolition Online Notification System**

**Login**

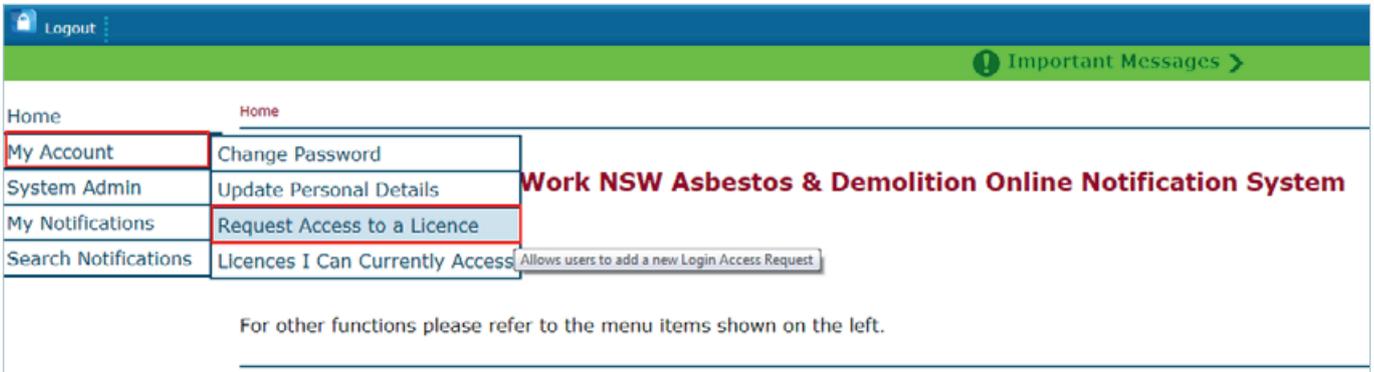
Login ID

Password

[Forgot Password/Locked Account?](#)

When you login to SafeWork NSW Online Notifications System, you agree to our [Terms and Conditions](#) associated with the use of this site.

## Step 2 – Click on My Account and Select Request Access to a Licence



## Step 3 – Request Access

Items marked with \* are mandatory fields, must be completed to progress to Step 4.

- Access Type – if NSW licence holder do not change, if Interstate licence holder select Interstate option
- Licence Number – for NSW only enter licence number only (e.g 2xxxxx)
- Licence Type – Select if Asbestos or Demolition
- Select Accept

**Request Access**

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- If the request is being added for Deputy or Delegate permissions, your request will be added for approval by the Administrator.

All fields marked with \* MUST be completed

**Request Access**

* Access Type:	<input type="radio"/> Notifying as or for a <b>NSW</b> Asbestos Removal or Demolition Licence Holder <input type="radio"/> Notifying as or for an <b>Interstate</b> Asbestos Removal Licence Holder
* Licence Number (for this Access Type only)	<input type="text"/>
* Licence Type	Demolition
* Permission Requested	Administrator
Comments	In requesting Administrator permission, I acknowledge that: <ol style="list-style-type: none"> <li>1. All transactions that I lodge or any delegates I approve will be considered as submitted and signed by a person with the appropriate authority.</li> <li>2. I accept responsibility for maintaining appropriate access in relation to delegates.</li> </ol> <input type="text"/>

500 of 500 characters remaining

Accept Cancel

## Step 4 – Administrator Questions

Items marked with \* are mandatory fields, must be completed to submit access request.

- Enter licence holders name (must be legal business name)
- Name of 1 supervisor attached to this licence (1 nominated supervisor must be listed)
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- Requestors Name
- Requestors Phone No
- Then click save and submit

### Administrator Questions

As you have requested Administrator permission to this licence, you must answer the following questions.

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#### Administrator Questions

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* Name of 1 Supervisor Attached to This Licence	<input type="text"/>
* Licence Holder Address	<input type="text"/>
Licence Holders ABN	<input type="text"/>
Licence Holders Workers Compensation Insurance Policy Number	<input type="text"/>
* Requesters Name	<input type="text"/>
* Requesters Phone No.	<input type="text"/>

[Attachments](#) [Save as Draft](#) [Save and Submit](#) [Cancel](#)

The below screen will be displayed to show request has been submitted.

The request will then be sent to the **notifications team** for approval. Approval should be issued within **x** days.

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NSW SafeWork NSW

Asbestos & Demolition Online Notification System

Login ID: Ceylan Telecom | Last Login: 21/04/2016 1:09 PM

Home | My Account | My Notifications

Welcome to the SafeWork NSW Asbestos & Demolition Online Notification System

Your Administrator Responsibilities

[View Responsibility Agreement](#)

Licence Number	Licence Classes	Licence Name	Login ID	User Name	Permission	Status	Verified	Last Change	Changed By
212411	ASB	Licence Name not shown before approval	ceylan telecom	Ceylan, Faith, M	Administrator	Lodged Pending		21/04/2016 1:11:01 PM	ceylan_telecom <a href="#">View</a>

Your Delegated Roles

You currently have no Delegated Roles

[Request Access](#) [Main Menu](#)

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