UniSA **OHSW&IM PROCEDURE**

Licences, Registrations and Certificates of Competence

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Introduction

This procedure outlines the requirements for the management of mandatory legislative obligations with regard to possession of appropriate employee licences and certificates of competency and registration requirements for prescribed plant, premises, equipment, substances and classes of work. The procedure applies to employees and contractors.

Definitions

Competent Person means a person who is suitably qualified (whether by experience, training, or both) to carry out the work or function described in the relevant regulations.

Certificate of Competency means a certificate granted by the Director of SafeWork SA, or an equivalent certificate issued by another certifying authority, in accordance with the Occupational Health Safety and Welfare Regulations.

Certification refers to a national system of accreditation for users and operators of industrial equipment to provide assurance that they have the necessary knowledge and skills to carry out the task safely.

Radiation Licence means a license obtained from the Radiation Protection Branch, Environment Protection Authority (EPA), after due examination, for either use of ionising radiation apparatus or handling of radioactive substances.

University Radiation Safety Officer means a person appointed by the University to oversee the management of ionising radiation sources within the whole University as required by the Ionising Radiation Regulations, 2000.

Departmental Radiation Safety Officer means a person appointed by a University workplace to oversee the management of sources of ionising radiation within their particular workplace. Departmental Radiation Safety Officers must hold appropriate radiation licence(s).

Radiation Worker means any person using sources of ionising radiation. Radiation workers need not hold any licence, in which case a person with an appropriate licence must supervise them.

Roles and Responsibilities

Pro Vice Chancellors and Executive Directors are responsible for:

- ensuring management systems are in place to effectively manage employee competency, licensing and registrations in University workplaces.

Line Managers are responsible for:

- the implementation of this procedure in their area of responsibility and accountability
- the identification of circumstances in their area of responsibility and accountability that require licensing, registration or certification

- the management of employees and circumstances requiring licensing, registration or certification.

Employees are responsible for:
- not placing themselves or others at risk of injury.
- ensure that they do not operate any vehicle, item of plant or equipment without holding the required current licence or certificate of competency.

The University Radiation Safety Officer has the legal responsibility of overseeing the safe use of all sources of ionising radiation within the University, both from ionising radiation apparatus and radioactive sources, according to the Radiation Protection and Control Act 1982 and the Ionising Radiations Regulations 2000.
Facilities Management Unit is responsible for maintaining an Asbestos Register.

Procedure
Employee Licences and Competencies
A register of employee licences and certificates of competency is to be maintained on a workplace register (form OHSW 30) and regularly reviewed to ensure currency of licences and certification.

Licences are required:
- by Transport SA for **driving motor and other vehicles** (various classes).
- by SafeWork SA for **performing High Risk Work**. This includes operators of various items of plant including forklifts, load shifting equipment, elevating work platforms, mobile cranes, scaffolders and riggers (various classes) and pressure equipment.
- by the EPA for **using or handling a source of ionising radiation** (unless permitted to use radiation under the supervision of another member of staff who possesses an appropriate radiation licence).

Registration of Plant
Plant and equipment that is required to be registered (OHSW Regulations Schedule 4 Part 2) with SafeWork SA shall be identified and placed on a workplace register (form OHSW 31). The appropriate technical detail shall be included on the register (eg: name of plant, serial number, location, certificate or registration number and date of renewal) and any other information that identifies the item.

Plant that may be relevant to University operations that is required to be registered includes:
- Boilers with a hazard level of A, B or C according to the criteria specified in AS 3920 Part 1
- Pressure vessels with a hazard level of A, B or C according to the criteria specified in AS3920 Part 1
- Passenger and goods lifts
- Mobile cranes with a safe working load exceeding 10 tonnes.

Evidence of the registration shall be kept on display on or near the plant.
Laboratories in which ionising radiation sources are used are to be registered with the Radiation Section, Department of Human Services (SA State Government).

Storage of Dangerous Goods
Laboratories in which radioactive substances are used or stored are to be registered with the Radiation Protection Branch, Environment Protection Authority (EPA).

A licence may be required from SafeWork SA for keeping Class 1 explosives, flammable gas of Class 2, flammable liquids of Class 3 and dangerous goods of Classes 6 and 8.

Licences are required for keeping dangerous goods where quantities kept exceed the following:
- Class 1 - Explosives: 3 kg of explosive or 15 kg of gunpowder,
- Class 2 - Flammable Gas: LPG 250 kg
- Class 3 - Flammable Liquids: PGI or PGII 120 litres, as long as the containers are no more than 60 litre capacity. PGIII 1200 litres.

- Class 6 - Poisons: 250 kg or litres of PGI, 2000 kg or litres of PGII, 5000 kg or litres of PGIII or any combination such that quantities of PGI / 250 + PGII / 2000 + PGIII / 5000 is less than 1
- Class 8 - Corrosives: the same requirement as for Class 6.

Transport of Dangerous Goods
Transporting dangerous goods by road requires vehicle authorisations and bulk drivers licences from SafeWork SA.

If the dangerous goods are in bulk, the vehicle shall be licensed for bulk carriage and the driver must have a dangerous goods bulk drivers licence. Guidance on licensing is available on the SafeWork SA website.

Transporting of radioactive substances must be in accordance with the Radiation Protection and Control (Transport of Radioactive Substances) Regulations 2003.

Asbestos Removal
An asbestos register shall be maintained by the Facilities Management Unit that indicates the location, type and approximate quantity of asbestos installed on plant, buildings or structures.

A licence is required with the SafeWork SA for the removal of asbestos or material that consists of or contains asbestos. A licence is not required to remove samples in order to determine the presence of asbestos, to remove insulation that consists or contains asbestos or other friable asbestos containing material for the purpose of carrying out maintenance work, or where the material to be removed does not extend more than one metre in any direction from the place of repair, the total amount of material to be removed does not exceed more than 0.5 square metres.

Registration of Sources of Ionising Radiation
A sealed radioactive source or an ionising radiation apparatus must be registered with the EPA under the Radiation Protection and Control Act 1982. Likewise, premises in which unsealed radioactive substances are kept or handled must be registered under the Act.

Under the University Research Policy RES-5.1 Radiation Safety, the University must appoint a Radiation Safety Officer to oversee radiation related matters such as registrations. Workplaces with such registrations must appoint a Departmental Radiation Safety Officer.

Registers of licensed operators and registrations of sources, apparatus and premises must be maintained at University workplaces.

Documents/Forms
OHSW 30 – Employee Licence and Certificate of Competency Register
OHSW 31 – Plant Registration Register
OHSW 33 – Premises Containing Unsealed Radioactive Sources Register
OHSW 34 – Sealed Radioactive Sources Register

References
University OHSW&IM Policy
University OHSW Strategic Plan 2009 - 2011 (PDF 158kb)
OHSW & Injury Management System (PDF 128kb)
University Research Policy RES-6.1 Radiation Safety
Occupational Health Safety and Welfare Act 1986
Occupational Health, Safety & Welfare Regulations, 2010
Dangerous Substances Act 1979
Road Traffic Act 1961
Radiation Protection and Control Act 1982
Radiation Protection and Control (Ionising Radiation) Regulations 2000
Radiation Protection and Control (Transport of Radioactive Substances) Regulations 2003
Radiation Safety Manual
Radiation Safety Policy – No HR 29.0
SafeWork SA Licensing
EPA Licences and Registrations