



Unrestricted Asbestos Licence Application Guide

Work Covered by a Licence

An unrestricted asbestos licence is required in Western Australia for work involving the removal of friable asbestos-containing material. Only an Unrestricted Asbestos licence holder or an employee of a licence holder may carry out this type of work.

Licence Application

A person can apply to WorkSafe, for an unrestricted asbestos licence. The application should be sent to The Director, Business Service Centre, WorkSafe, WorkSafe, Locked Bag 14, Cloisters Square, PERTH WA 6850 accompanied by the required fee (Please contact this office for the current unrestricted asbestos licence fee), which is refunded if the application is refused.

The application must include:

- Application form;
- Application fee - **\$4,512.00** as shown in Schedule 6.2A of the *Occupational Safety and Health Regulations 1996*;
- Asbestos removal work procedures manual;
- Asbestos removal work training manual;
- List of Asbestos removal related equipment;
- Details of unrestricted asbestos licences (or equivalent) issued in other States or Territories;
- Curriculum vitae of each person employed as a manager or supervisor of unrestricted asbestos work;
- Any other relevant information that may support the application.

Assessment of Application

The submission is assessed according to the following criteria:

- Procedures manual describes all asbestos removal methods covered by the licence and is compatible with the National Code of Practice for the Safe Removal of Asbestos;
- Procedures manual includes all legal requirements associated with removal work;
- Training manual covers the training of all employees involved in asbestos removal work and is compatible with the National Code of Practice;

- Training is carried out by a competent person;
- Equipment for asbestos work is either approved (vacuum cleaners and respiratory protection) or otherwise compatible with the National Code of Practice;
- Satisfactory performance of unrestricted asbestos work in other States and Territories, if applicable;
- The applicant will also be required to pass a written examination based on sections of the *Occupational Safety and Health Regulations 1996* relevant to asbestos removal, and the *National Code of Practice for the Safe Removal of Asbestos*;
- Satisfactory previous experience in work involving the removal of friable asbestos containing materials which shows, but is not restricted to;
 - Project names and addresses
 - Start and finish dates
 - Types and quantity of asbestos removed
 - Details regarding the applicant's role in the project
 - Contact details of persons able to verify the work conducted

At least one person must have adequate experience at a supervisory level in this type of asbestos work.

Issue of Licence

A licence is issued by the Director, Business Service Centre if satisfied that the applicant can carry out unrestricted asbestos work in a safe and proper manner.

Each licence is endorsed with a number of conditions, which relate to the way unrestricted asbestos work is carried out. A licence is valid for a period of three years.

Licensing and Registrations Officer
Business Service Centre

Ph: 1300 424 091

WorkSafeRegistration@commerce.wa.gov.au



Government of **Western Australia**
 Department of **Commerce**



**REGULATION OF ASBESTOS REMOVALIST
 WORK UNDER THE OCCUPATIONAL SAFETY
 AND HEALTH ACT 1984 and OCCUPATIONAL
 SAFETY AND HEALTH REGULATIONS 1996**

WorkSafe
 Office Use
 Only

Application for a Licence to Carry Out Unrestricted Asbestos Work

This licence is required for the removal of **friable** asbestos in
 Western Australia

1. Details of Company Applying for Licence

Name of Registered Business (must be Pty Ltd)

Trading Name (if applicable)

Australian Company Number (ACN) :.....

Australian Business Number (ABN) :.....

Business Address:

.....

..... Postcode:

Postal Address:

(if different to business address)

..... Postcode:

Telephone Number: Business: (.....)..... After Hours: (.....).....

Facsimile Number: (.....).....

Email Address:

Applications to be returned to:

WorkSafe
Locked Bag 14
Cloisters Square
PERTH WA 6850

2. Business details

Company Details - Current Company Extract

- You are required to Supply a 'Current Company Extract', not older than one month, which can be obtained from the ASIC - Australian Securities & Investment Commission. This extract can be purchased by visiting the ASIC Perth office or online via the ASIC website. <http://www.asic.gov.au/> or phone:1300 300 630.

ASIC Perth office - Western Australian Level 3, 66 St Georges Terrace
Perth WA 6000

3. After Hours Contacts (the details of at least one person must be submitted). Continue on a separate page if necessary.

Family Name:

Given name(s)

Telephone Number: Business:(.....)

After Hours:(.....)

Family Name:

Given name(s)

Telephone Number: Business:(.....)

After Hours:(.....)

4. Relevant Information

Have you, a partner or a Director of the Company been convicted under the *Occupational Safety and Health Act 1984*, or associated regulations in the 5 years preceding this application?

Yes No

If yes, give details:.....

.....

.....

5. Details of Company Representative Undergoing WorkSafe Asbestos Assessment.

Family Name:

Given name(s).....

Address:

..... Postcode:.....

Date of Birth: Place of Birth:

Position in Company:.....

Starting Date of Employment:

Previous Employer:

(if employed less than twelve months)

Mobile / Contact Number (...).....

6. Declaration

This form **must be signed by the Nominee/Competent person**. This is a person authorised to sign documents and who will be legally responsible.

* I hereby make an application for an Unrestricted Asbestos Licence under Regulation 5.44 of the Occupational Safety and Health Regulations 1996 and declare that the information contained in this application and all supporting documentation is true and correct.

* I understand that relevant enquires will be made in relation to this application.

* I accept and agree to comply with all of the conditions imposed on the Unrestricted Asbestos Licence for which I have applied

Family Name:

Given name(s).....

Address:

.....Postcode:

Date of Birth: Place of Birth:

Position in Company:

Signature:..... Date:

7. Method of payment

TAX INVOICE: **WorkSafe Western Australia ABN 47 908 572 641**

(Note: Unrestricted Asbestos Licence fees are GST exempt under Division 81 Determination New Tax System [GST Tax] {Exempt taxes and fees and charges} Determination 2000 No 3)

CHEQUE CASH CREDIT CARD

(Cheques to be made payable to WorkSafe)

Visa / Mastercard

Card No

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Card Holders' Name..... Date of Expiry...../...../.....

Card Holder's Signature

Checklist for New Applicants:

(Your application cannot be accepted unless we receive all of the following information. Please tick the appropriate boxes and include this form with your application)

I would like to become an Unrestricted Asbestos Removal Licence Holder and have included the following information with my application:

- Completed and Signed application form
- Application fee
- Unrestricted Asbestos Conditions Signed and Dated
- Current Company Extract (if you are Pty Ltd) - You are required to Supply a “*Current Company Extract*”, not older than one month, which can be **purchased** from the ASIC - Australian Securities & Investment Commission. Please visit the ASIC Perth office or online via the ASIC website. <http://www.asic.gov.au/> or phone: 1300 300 630.
- Statement of recent and relevant experience, Note: relevant experience, is experience investigating, planning, training and supervising the Unrestricted Asbestos removal work you were involved in.
- Two written references (on company letterhead or in a Stat Dec). The information that is provided in the reference must verify the information that you provide in your statement of experience.
- Unrestricted Asbestos removal training manual
- Unrestricted Asbestos removal procedures manual
- List of Unrestricted Asbestos removal related equipment
- Curriculum vitae of each person employed as a manager or supervisor of unrestricted asbestos work
- Details of unrestricted asbestos licences (or equivalent) issued in other States or Territories – *Only if applicable*
- Any other relevant information that may support the application – *Only if applicable*

Once WorkSafe has received your complete application we will endeavour to process it within 28 working days. If you would like to contact us about the progress of your application please email us at: wsregistration@commerce.wa.gov.au.

UNRESTRICTED ASBESTOS LICENCE CONDITIONS

Unrestricted Asbestos Licences are issued to the following conditions:

- (1) All removal of friable asbestos materials from structures or buildings is carried out in accordance with the Occupational Safety and Health Act 1984, the Occupational Safety and Health Regulations 1996 and the Code of Practice for the Safe Removal of Asbestos – 2nd Edition [NOHSC: 2002 (2005)].
(2) The WorkSafe Western Australia Commissioner is given seven (7) days prior notification, in the 'approved form', of the commencement date to remove friable asbestos material from a building or structure.
(3) A copy of the notification referred to in Condition (2) is kept for a minimum period of five (5) years.
(4) A record of the training provided to each person who carries out unrestricted asbestos work, as required by the Code of Practice referred to in Condition (1), is kept for a minimum period of five (5) years.
(5) A copy of the Asbestos Removal Control Plan, as required by the Code of Practice referred to in Condition (1), for each asbestos removal job, is kept for a minimum period of five (5) years.
(6) The holder of the Unrestricted Asbestos Licence will report to the WorkSafe Commissioner any asbestos removal incidents where a person was (or was likely to have been) exposed to asbestos fibres at levels above the exposure standard.
(7) A copy of the asbestos Clearance Certificate issued by a competent person, as required by the Code of Practice referred to in Condition (1), for each asbestos removal job, is kept for a minimum period of five (5) years.
(8) A copy of the receipt issued by the waste disposal facility, to which asbestos material is transported for disposal, is kept for a minimum period of five (5) years.
(9) The Chief Operations Officer of the Fire and Emergency Services (FESA), Post Office Box P1174, PERTH, WESTERN AUSTRALIA, is to be notified of all intended friable asbestos removal work from buildings. The notification is to include (i) address of the premises where the removal of friable asbestos will occur (ii) commencement date and time of the removal of friable asbestos (iii) approximate amount of friable asbestos to be removed (iv) approximate amount of time it will take to remove the friable asbestos and (v) name and contact details including land-line and mobile telephone numbers of the person supervising the removal of the friable asbestos.
(10) The holder of the Unrestricted Asbestos licence is subject to auditing and must co-operate with officers of WorkSafe, including answering questions and allowing full access to all documents relating to the carrying out of friable asbestos work which includes, but is not limited to, the documents referred to in Conditions (2), (4), (5), (6) and (7).
(11) If the licence holder is a company and the applicant/nominee is no longer engaged with the company WorkSafe must be notified and all works under the licence are to cease from the day of departure of the applicant/nominee until a new applicant/nominee has been appointed and approved by WorkSafe.
(12) Unrestricted asbestos license holders must within 7 days notify the WorkSafe Commissioner of the engagement event and termination event of employees or contractors who work with friable asbestos-containing material (Reg 5.53A refers).
(13) Variations or additions to these conditions, as made by the WorkSafe Western Australia Commissioner, are complied with.

DECLARATION OF HOLDER OF UNRESTRICTED ASBESTOS LICENCE

This form must be signed by the Nominee/Competent person. This is a person who is authorised to sign documents and is responsible for the overall Unrestricted Asbestos removal work.

(print name of holder of Unrestricted Asbestos licence as appearing on the Unrestricted Asbestos licence)

accepts and agrees to comply with the conditions listed above and understands that a conviction against the Occupational Safety and Health 1984 or Occupational Safety and Health Regulations 1996 or non-compliance with any of the conditions listed above or an inability to comply with any of these may result in the Unrestricted Asbestos Licence being suspended or cancelled.

Signature:

Date:

UNRESTRICTED ASBESTOS LICENCE

STATEMENT OF EXPERIENCE

Dates Start/Finish dates	Employer (including contact details of person/s who can verify experience) Unrestricted Asbestos Licence Number	Project name type of asbestos & quantity removed	Role in Project Supervisor/ Manager/Foreman Equipment Used / Activities performed

(Insert additional rows as required)

Name of Applicant: _____

Signature: _____

Date: ___ / ___ / _____