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CS ENERGY PROCEDURE FOR MINIMUM TRAINING REQUIRMENTS FOR HIGH RISK WORK CS-OHS-69

Responsible Officer: Health and Safety Coordinator
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DOCUMENT HISTORY

Key Changes	Prepared By	Checked By	Approved By	Date
First Draft (unreleased)	D Hagenbruch			
Original Release	D Turley	M Kelly	D Clarke	07/01/2015
Updated Supervision requirements of High Risk Work following incident and VOC plant list.	D Clarke	B Pike M Quintero Duran	S Faulkner	06/09/2017

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1 PURPOSE

The purpose of this document is to provide guidance to Individuals, Supervisors, Principal's Representatives, Site Contacts and contractors regarding the minimum training requirements for work that includes working within high risk work classes, operation of cranes and load shifting equipment.

2 SCOPE

The information in this procedure may be used in conjunction with the CS Energy Verification of Competency Process, which applies to all CS Energy Sites.

3 RESPONSIBILITIES AND ACCOUNTABILITIES

3.1 Management

Management are responsible for ensuring that:

- Systems are in place to ensure that persons on site have the appropriate training and competency.
- Training records are kept up to date and current
- No work is performed without the necessary competencies verified

3.2 Employees

Employees are responsible for ensuring that:

- They do not work within high risk work classes, operation of cranes and load shifting equipment without the appropriate verified competencies

3.3 Contractors / Consultants

Contractors / Consultants are responsible for ensuring that:

- They do not work within high risk work classes, operation of cranes and load shifting equipment without the appropriate verified competencies

4 ACTIONS

4.1 Supervision of High Risk Work

Supervisors overseeing "high risk work" activities are to provide the level of supervision necessary to ensure the health and safety of workers.

Supervisors leading high risk work shall be itemised as key personnel on contract documents for each tier of the contractor / sub contractor arrangement. Experience and competence of the workers in these roles are to be assessed by Project Managers.

Supervisors / Project Managers are to provide specific instructions during the work planning phase and oversee the work for the purpose of monitoring performance appropriate to the requirements of the roles versus the actual competence level being demonstrated.

4.2 Background

The national level of licensing is the highest form of regulatory intervention that is applied in situations with substantial risk of serious injury. A person must not carry out high risk work (HRW) unless they hold a HRW licence for that class of work except when:

- The work is carried out in the course of training towards the particular licence class and the person is under the supervision of a licensed person;
- The person has applied for the licence and is awaiting a decision on the application;
- The work is carried out at the workplace solely for the manufacture, testing, trialling, installation, commissioning, maintenance, servicing, repair, alteration, demolition or disposal of the plant or moving the plant within the workplace and the plant is operated or used without a load except when standard weight loads with predetermined fixing points are used for calibration of the plant;
- Work with a crane or hoist if the work is limited to setting up or dismantling the crane or hoist and the person holds the appropriate rigging licence;
- Work carried out with a heritage boiler.

NOTE: a person is required to hold the appropriate HRW licence when loading plant onto, or unloading plant from, the vehicle or equipment used to move the plant.

Classes previously licensed in Queensland under the category of Earthmoving or particular cranes (EPC) are no longer licensed. Although Workplace Health and Safety Queensland (WHSQ) will no longer be issuing EPC licences, persons conducting a business or undertaking (PCBU), have a duty to ensure as far as is reasonably practicable that risk is managed when plant is operated. Providing appropriate information, training and instruction will be important for the PCBU to discharge this duty.

4.2.1 Gantry crane with three movements

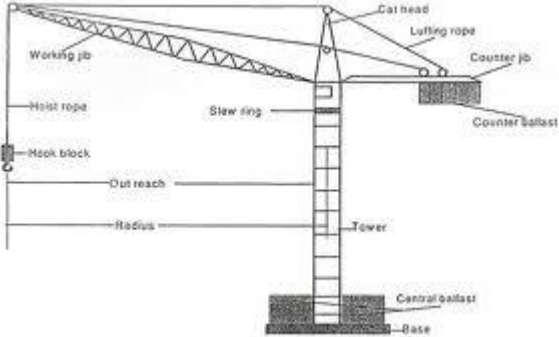

Operators who sling their own load will be required to either obtain a HRW dogging licence (DG) or a HRW bridge and gantry crane licence (CB).




Alternatively a documented procedure can be developed as long as it meets the following guidelines:




- The bridge and gantry crane is operated by remote control and has no more than three powered motions;
- The weight of the load to be lifted is predetermined by a competent person (e.g. may be marked on the load);
- Selection of the sling and slinging techniques for the load is predetermined by a competent person;
- Condition of lifting gear is predetermined by a competent person;
- Lifting points are predetermined by a competent person and marked on the load;
- Load is lifted within the view of the operator at all times; and
- Standard lifting procedures have been documented and signed-off by a competent person.




Unless all the above circumstances are met, a holder of a high risk work dogging (DG) licence must be used to sling all loads. A **competent person** includes a holder of a HRW (DG) licence or a HRW licensed rigger, or an engineer experienced in designing crane lifting procedures.




4.3 Qualification and Training requirements for work activity



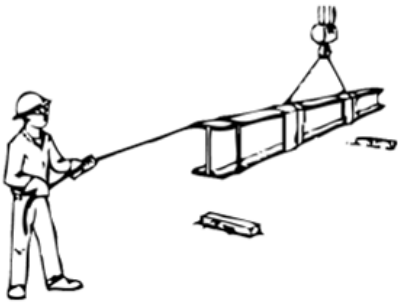
4.3.1 High Risk Work		
Type	Licence	Description
<p>Tower Crane</p> 	<p>CT</p>	<p>A tower crane is a jib or boom crane mounted on a tower structure, demountable or permanent, including both horizontal and luffing jib types.</p> <p>Tower cranes are fixed to the ground on a concrete slab (and sometimes attached to the sides of structures). Tower cranes often give the best combination of height and lifting capacity and are used in the construction of tall buildings. The base is then attached to the mast which gives the crane its height. The mast is attached to the slewing unit (gear and motor) that allows the crane to rotate. On top of the slewing unit there are three main parts which are: the long horizontal jib (working arm), shorter counter-jib, and the operators cab.</p> <p>The long horizontal jib is the part of the crane that carries the load. The counter-jib carries a counterweight, usually of concrete blocks, while the jib suspends the load to and from the center of the crane. The crane operator either sits in a cab at the top of the tower or controls the crane by radio remote control from the ground.</p> <p>The National Competency is CPCCLTC4001 Licence to operate a tower crane.</p>
<p>Self – erecting Tower Crane</p> 	<p>CS</p>	<p>Self-erecting tower crane is a type of crane with tower and boom/jib elements that do not dismantle into component sections. Self-erecting tower cranes can be transported between sites as a complete unit. The erection and dismantling process is a fundamental part of the cranes function.</p> <p>Self-erecting tower cranes lift themselves from the ground or lift an upper, telescoping section using jacks, allowing the next section of the tower to be inserted at ground level or lifted into place by the partially erected crane. Therefore they can be assembled without outside help, and can grow together with the building or structure they are erecting.</p> <p>The National Competency is CPCCLTC4002 Licence to operate a self erecting tower crane.</p>



4.3.1 High Risk Work		
Type	Licence	Description
<p>Derrick crane</p> 	CD	<p>A derrick crane is a slewing strut-boom crane with the boom pivoted at the base of a mast which is either guyed (guy-derrick) or held by backstays (stiff-leg derrick) and which is capable of luffing under load.</p> <p>The National Competency is TLILIC3004 Licence to operate a Derrick crane.</p>
<p>Bridge and gantry crane</p> 	CB	<p>This licence class encompasses bridge and gantry cranes that are controlled from a permanent cabin or control station or remotely controlled with more than three powered operations. Powered operations include:</p> <ol style="list-style-type: none"> 1. north/south (e.g. Long Travel) 2. east/west (e.g. Cross Travel) 3. up/down 4. Rotating attachment - this also includes the application of load estimation and slinging techniques to move a load. <p>The National Competency is TLILIC3003 Licence to operate a bridge and Gantry Crane</p>
<p>Vehicle loading cranes with a capacity of 10 metre tonnes or more.</p> 	CV	<p>A vehicle loading crane is a crane mounted on a vehicle for the purpose of loading and unloading the vehicle.</p> <p>The National Competency is TLILIC0012 Licence to operate a vehicle loading crane (capacity 10metre tonnes and above)</p> <p><i>Old Queensland Competency OHSCER228 Operate a vehicle loading crane</i></p>



4.3.1 High Risk Work		
Type	Licence	Description
<p>Non slewing mobile crane with a capacity exceeding 3 tonnes</p> 	CN	<p>This licence is for the operation of a non-slewing mobile crane with a capacity greater than 3 tonnes.</p> <p>A non-slewing mobile crane is a powered mobile crane that incorporates a boom or jib which does not slew and includes an articulated mobile crane or a locomotive crane but does not include vehicle tow trucks.</p> <p>TLILIC3006 Licence to operate a non-slewing mobile crane (greater than 3 tonnes capacity).</p> <p><i>OHSCER230 Operate a non-slewing mobile crane (greater than 3 tonne capacity)</i></p>
<p>Slewing mobile crane with a capacity up to 20t</p> 	C2	<p>Slewing mobile cranes are mobile crane incorporating a boom or jib that can be slewed. It excludes front-end loader, back-hoe, excavator or other earth moving equipment when configured for crane operation.</p> <p>The class of work is operator of a slewing mobile crane with a capacity up to 20 tonnes. This licence also encompasses authority for the slewing mobile crane with a capacity of:</p> <ul style="list-style-type: none"> • non-slewing mobile crane - CN • vehicle loading crane – CV. <p>The National Competency is TLILIC3008 Licence to operate slewing mobile crane (up to 20t)</p> <p><i>OHSCER231 operate slewing mobile crane (up to 20t)</i></p>
<p>Slewing mobile crane with a capacity up to 60t</p> 	C6	<p>Slewing mobile cranes are mobile crane incorporating a boom or jib that can be slewed. It excludes front-end loader, back-hoe, excavator or other earth moving equipment when configured for crane operation.</p> <p>The class of work is operation of a slewing mobile crane with a capacity up to 60 tonnes</p> <p>This licence also encompasses authority for the slewing mobile crane with a capacity of:</p> <ul style="list-style-type: none"> • 20 tonnes or less - C2 • non-slewing mobile crane - CN • vehicle loading crane - CV. <p>The National Competency is TLILIC4009 Licence to operate slewing mobile crane (up to 60t)</p> <p><i>OHSCER232 operate slewing mobile crane (up to 60t)</i></p>


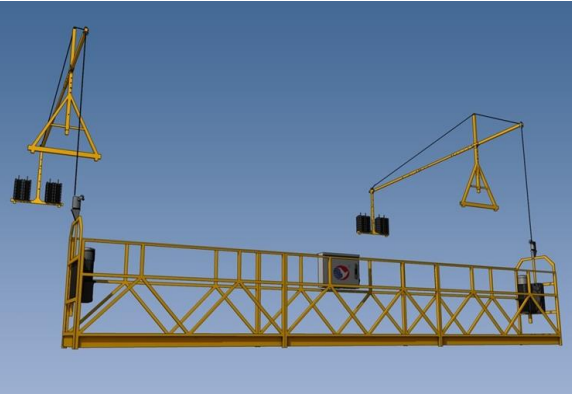
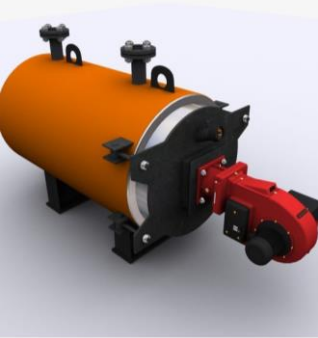
4.3.1 High Risk Work		
Type	Licence	Description
<p>Slewing mobile crane with a capacity up to 100t</p> 	C1	<p>Slewing mobile cranes are mobile crane incorporating a boom or jib that can be slewed. It excludes front-end loader, back-hoe, excavator or other earth moving equipment when configured for crane operation.</p> <p>The class of work is operation of a slewing mobile crane with a capacity up to 100 tonnes.</p> <p>This licence also encompasses authority for the slewing mobile crane with a capacity of:</p> <ul style="list-style-type: none"> • 60 tonnes or less - C6 • 20 tonnes or less - C2 • non-slewing mobile crane - CN • vehicle loading crane - CV. <p>The National Competency is TLILIC4010 Licence to operate slewing mobile crane (up to 100t)</p> <p><i>OHSCER233 operate slewing mobile crane (up to 100t)</i></p>
<p>Slewing mobile crane with a capacity over 100t</p> 	C0	<p>Slewing mobile cranes are mobile cranes incorporating a boom or jib that can be slewed. It excludes front-end loader, back-hoe, excavator or other earth moving equipment when configured for crane operation.</p> <p>The class of work is operator of a slewing mobile crane with a capacity exceeding 100 tonnes.</p> <p>This licence also encompasses authority for the slewing mobile crane with a capacity of:</p> <ul style="list-style-type: none"> • 100 tonnes or less - C1 • 60 tonnes or less - C6 • 20 tonnes or less - C2 • non-slewing mobile crane - CN • vehicle loading crane - CV. <p>The National Competency is TLILIC4011 Licence to operate slewing mobile crane (over 100t)</p> <p><i>OHSCER234 operate slewing mobile crane (over 100t)</i></p>
<p>Materials Hoist</p> 	HM	<p>A materials hoist is a builder's hoist where only goods or materials and not personnel, may be hoisted. The car, bucket or platform is cantilevered from, and travels up and down externally, to a face of the support structure.</p> <p>The National Competency is CPCCLHS3002 Operate a materials hoist</p> <p><i>OHSCER238 Operate a materials hoist</i></p>



4.3.1 High Risk Work		
Type	Licence	Description
Personnel and materials hoist 	HP	<p>A materials or personnel hoist is a builder's hoist where personnel, goods and/or materials are hoisted. It comprises a car, structure, machinery or other equipment associated with the hoist, and may be either a cantilever hoist, tower hoist or a multiple winch operation. Included in this definition are situations where winches may be configured to operate as hoists for the transportation of personnel.</p> <p>The National Competency is CPCCLHS3001 Operate Personnel and materials hoist</p> <p><i>OHSCER238 Operate Personnel and materials hoist</i></p>
Boom Style elevating work platform 	WP	<p>An elevating work platform is either a telescoping device, hinged device, articulated device or any combination of these used to support a platform on which personnel, equipment or materials may be elevated to perform work.</p> <p>The length of the boom is the greater of the following:</p> <p>The vertical distance from the surface supporting the boom-type elevating work platform to the floor of the platform with the platform extended to its maximum height.</p> <p>The horizontal distance from the centre point of the boom's rotation to the outer edge of the platform with the platform extended to its maximum distance.</p> <p>Note: CS Energy has expanded this application to all boom type EWP's.</p> <p>The National Competency is TLILIC2005 Operate Boom type elevating work platform (11 metres or more)</p> <p><i>OHSCER235 Operate Boom type elevating work platform</i></p>
Reach Stacker 	RS	<p>The reach stacker licence covers powered reach stackers of greater than three tonne capacity that incorporate an attachment for lifting, lowering, moving and travelling with a shipping container.</p> <p>This does not include a portainer crane.</p> <p>The National Competency is TLILIC3019 Licence to operate a reach stacker (greater than 3 tonnes capacity)</p>


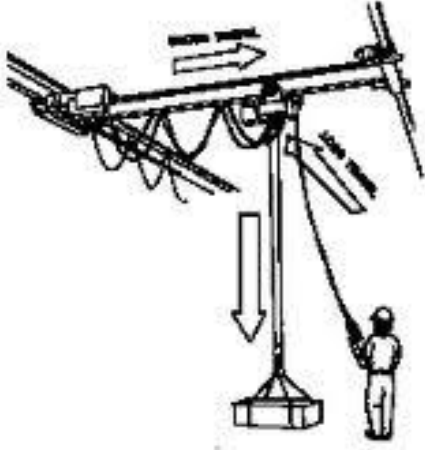

4.3.1 High Risk Work		
Type	Licence	Description
Fork Lift Truck 	LF	<p>A forklift truck is a powered industrial truck equipped with a mast and an elevating load carriage to which is attached a pair of fork arms (that can be raised 900 mm or more above the ground) or other load holding attachment.</p> <p>Forklift trucks are used to lift and transport materials and can be powered by electric motors or internal combustion engines running on petrol, diesel or LPG fuels.</p> <p>This licence class includes the use of forklift trucks but does not include order-picking forklift trucks.</p> <p>The National Competency is TLILIC2001 Operate a forklift truck</p> <p><i>OHSCER207 Operate a forklift truck</i></p>
Order picking forklift truck 	LO A safety harness and lanyard system must be worn	<p>An order-picking forklift truck is a type of forklift truck where the operator's control is incorporated with the load carriage/lifting media and elevates with it.</p> <p>Order-picking forklift trucks are generally referred to as "stockpickers", they can be fitted with a platform extension for use in furniture warehouses, or can be a turret truck in narrow aisle warehouses.</p> <p>The National Competency is TLILIC2002 Operate a Order picking forklift truck</p>
Dogger 	DG	<p>Dogging work is the use of slinging techniques* including the selection and inspection of lifting gear to safely sling a load, or the directing of a plant operator in the movement of a load when the load is out of the operator's view.</p> <p><i>*Slinging techniques is the exercising of judgement in relation to the suitability and condition of lifting gear and the method of slinging, by consideration of the nature of the load, its mass and its centre of gravity.</i></p> <p>The National Competency is CPCCLDG3001 Licence to perform dogging</p> <p><i>RIIHAN208 Perform dogging</i></p>

4.3.1 High Risk Work		
Type	Licence	Description
<p>Basic Rigger</p> 	RB	<p>Rigging work involves the use of mechanical load shifting equipment and associated gear to move, place or secure a load including plant, equipment or members of a structure to ensure the stability of those members. It also includes the setting up or dismantling of cranes or hoists.</p> <p>A basic rigging licence encompasses the requirements for a dogging licence. The scope of work for basic rigging includes:</p> <ul style="list-style-type: none"> • dogging work • structural steel erection • particular hoists • placement of pre-cast concrete members of a structure • safety nets and static lines • mast climbers • perimeter safety screens and shutters • cantilevered crane loading platforms <p>The National Competency is CPCCLRG3001 Licence to perform rigging basic level & RIIHAN209 Perform basic rigging</p>
<p>Intermediate Rigger</p> 	RI	<p>It is a prerequisite that applicants for the intermediate rigging licence already hold or have previously passed assessment for a dogging and basic rigging licence.</p> <p>The scope of work for intermediate rigging includes:</p> <ul style="list-style-type: none"> • rigging work in the class Basic Rigging • all hoists • rigging of cranes, conveyors, dredges and excavators • tilt-slabs • demolition of structures or plant • dual lifts. <p>The National Competency is CPCCLRG3002 Licence to perform rigging intermediate level RIIHAN210 Perform intermediate rigging operations.</p>






4.3.1 High Risk Work		
Type	Licence	Description
<p>Advanced Rigger</p> 	<p>RA</p>	<p>It is a prerequisite that applicants for the advanced rigging licence already hold or have previously passed assessment for a dogging, basic and intermediate rigging licence.</p> <p>The scope of work for advanced rigging includes:</p> <ul style="list-style-type: none"> • rigging work in the class Intermediate Rigging • rigging of gin poles and shear legs • flying foxes and cableways • guyed derricks and structures • suspended scaffolds and fabricated hung scaffolds. <p>The National Competency is CPCCLRG4001 Licence to perform rigging advanced level</p>
<p>Basic Scaffolder</p> 	<p>SB</p>	<p>Scaffolding work is the erection, alteration or dismantling of a temporary structure that is or has been erected to support a platform used to perform work, where a person or object could fall more than four metres.</p> <p>The scope of work for basic scaffolding includes:</p> <ul style="list-style-type: none"> • modular or prefabricated scaffolds • cantilevered hoist with a maximum working load of 500 kg (materials only) • ropes • gin wheels • safety nets and static lines • bracket scaffolds (tank and form work). <p>The National Competency is CPCCLSF2001 Licence to erect, alter and dismantle scaffolding basic level.</p> <p>RIIHAN211 Conduct basic scaffolding operations</p>

4.3.1 High Risk Work		
Type	Licence	Description
<p>Intermediate Scaffolder</p> 	SI	<p>It is a prerequisite that applicants for an intermediate scaffolding licence already hold or have passed assessment for a basic scaffolding licence.</p> <p>The scope of work for intermediate scaffolding includes:</p> <ul style="list-style-type: none"> • scaffolding work included in the class of Basic Scaffolding • tube and coupler scaffolds including tube and coupler covered ways and gantries • cantilever crane loading platforms • cantilever and spurred scaffolds • barrow ramps and sloping platforms • scaffolding associated with perimeter safety screens and shutters • mast climbers. <p>The National Competency is CPCCLSF3001 Licence to erect, alter and dismantle scaffolding intermediate level</p> <p>RIIHAN302D Conduct intermediate scaffolding operations</p>
<p>Advanced Scaffolder</p> 	SA	<p>It is a prerequisite that applicants for an advanced scaffolding licence already hold or have previously passed assessment for a basic and intermediate scaffolding licence.</p> <p>The scope of work for advanced scaffolding includes:</p> <ul style="list-style-type: none"> • scaffolding work included in the Intermediate scaffolding class • cantilevered hoists • hung scaffolds, including scaffolds hanging from tubes, wire ropes or chains • suspended scaffolds. <p>The National Competency is CPCCLSF4001 Licence to erect, alter and dismantle scaffolding advanced level</p>
<p>Standard Boiler Operator</p> 	BS	<p>This licence class includes the operation of a boiler with a single fuel source that does not have a pre-heater, superheater or economiser attached.</p> <p>A boiler is a vessel or an arrangement of vessels and interconnecting parts, where steam or vapour is generated or where water or other liquid is heated at a pressure above the atmosphere, by the application of fire, the products of combustion, electrical power, or similar means.</p> <p>The National Competency is MSABLIC001 License to operate a standard boiler</p>

4.3.1 High Risk Work		
Type	Licence	Description
<p>Advanced Boiler Operator</p> 	BA	<p>The scope of work for advanced boiler operation includes the operation of a boiler, including a standard boiler, which may have one or more of the following:</p> <ul style="list-style-type: none"> • multiple fuel sources • pre-heater • superheater • economiser. <p>It is a prerequisite that applicants for an advanced boiler licence already hold or have previously passed assessment for a lower level boiler operation licence.</p> <p>The National Competency is MSABLIC002 License to operate an advanced boiler</p>
<p>Turbine Operation</p> 	TO	<p>The class includes the operation of a turbine that has an output of 500kW or more and includes one of the following:</p> <ul style="list-style-type: none"> • multi-wheeled • capable of a speed greater than 3600 revolutions per minute • has attached condensers • has a multi-staged heat exchange extraction process <p>A turbine includes industrial equipment where steam acts on a turbine or rotor to cause a rotary motion.</p> <p>The National Competency is SUGPOTB2 Operate a turbine</p>

4.3.2 Earthmoving and Particular Cranes (Load shifting)		
Type	Licence	Description
Front-end loader backhoe 	Nil	LB (Old EPC licence) The National Competency is OHSCER202 Operate a Front end loader and back hoe. RIIMPO319 Conduct backhoe/ loader operations SIFBCR015 Operate a Backhoe, frontend loader or excavator A Registered Training Organisation (RTO) Verification of Competency (VOC)
Bridge and Gantry Crane with up to 3 functions 	Nil	LBG LB (Old EPC licence) HRW dogging licence (DG) or a HRW bridge and gantry crane licence (CB). Alternatively a documented procedure prepared by an appropriately licenced person in regard to predetermined lifting points will still be allowed (refer section 4.1). CB Licence or the National Competency is OHSCER201 / RIIHAN305/ TLILIC3003 Operate a Gantry or Overhead Crane or equivalent. A Registered Training Organisation (RTO) Verification of Competency (VOC)
Excavator 	Nil	LE LB (Old EPC licence) The National Competency is OHSCER205 / MNMSM306 / MNMOLH301 / MNCO1027 / RIIMPO301/ SIFBCR015/ AHCMOM208/ RIIMPO320 Operate a Excavator or equivalent A Registered Training Organisation (RTO) Verification of Competency (VOC)

4.3.2 Earthmoving and Particular Cranes (Load shifting)

Type	Licence	Description
Front end loader 	Nil	LL LB (Old EPC licence) The National Competency is OHSCER203 / MNCO1013 / MNMOLH305 Operate a Front end Loader A Registered Training Organisation (RTO) Verification of Competency (VOC)
Scraper 	Nil	LP LB (Old EPC licence) The National Competency is MNCO1017 / MNMOLH308 / RIIMPO312 Conduct Scraper Operations A Registered Training Organisation (RTO) Verification of Competency (VOC)
Grader 	Nil	LG LB (Old EPC licence) The National Competency is OHSCER217 / MNCO1016 / MNMOMS306 / MNMUMS304 / RIIMPO310 Operate a Grader A Registered Training Organisation (RTO) Verification of Competency (VOC)
Skid Steer loader 	Nil	LS LB (Old EPC licence) The National Competency is OHSCER204 / RIIMPO318 Conduct Skid Steer Loader Operations A Registered Training Organisation (RTO) Verification of Competency (VOC)
Dozer 	Nil	LZ LB (Old EPC licence) The National Competency is OHSCER209 / MNCO1024 / MNCP1006 / MNMOLH307 / RIIMPO305 / RIIMPO308 / RIIMPO309 Conduct Dozer Operations A Registered Training Organisation (RTO) Verification of Competency (VOC)

4.3.3 Other		
Scissor Lift 	Nil	RIIHAN301D operate Elevating Work Platform training
Vehicle loading cranes with a capacity of less than 10 metre tonnes capacity	Nil	National Competency OHSCER211 Operate a vehicle loading cranes with a capacity of less than 10 metre tonnes capacity RIIHAN307D - Operate a vehicle loading crane

4.4 Deeming a person Competent

CS Energy has a duty to ensure as far as is reasonably practicable that risk is managed when plant is operated. Providing appropriate information, training and instruction will be important for the Person Conducting a Business or Undertaking (PCBU) to discharge this duty.

4.4.1 Work activities covered under VOC

CS Energy has introduced a Verification of Competency Process to ensure that relevant staff and contractors are licenced and competent to operate high risk mobile plant and equipment. Information can be found on the CS Energy Intranet/ Learning/ Safety Training/ Verification of competency:

<http://csnet.csenergy.com.au/learning/safety-training/equipment-verification-of-competency/equipmentvoc>

Activities covered under the VOC Process include:

- Dozer
- Front End Loader
- Skid Steer Loader
- Forklift
- Water Truck
- Moxi truck
- Scissor Lift
- Manitou
- Grader
- Scraper
- Elevated Work Platform
- Truck(HR/MR/HC)
- Bridge and Gantry Crane
- Materials Hoist (ALIMAK)
- Fire Truck
- Slewing and non-slewing cranes

4.4.2 Work activities not covered under VOC

For work activities not yet covered under the CS Energy VOC Process, the duty is on the Individuals, Supervisors, Principal's Representatives and Site Contacts to ensure:

- That the persons conducting that activity hold the appropriate licence or training qualification;
- Are familiar with the area/s the activities are in effect; and
- Are competent to carry out the scope of activities required under that role.

A copy of sighted original licence/ qualification, together with the minimum requirement of a training attendance sheet showing this familiarisation (e.g. area induction, project induction, site walk down) has been undertaken is to be forwarded to the Site Training Coordinator/ Administrator.

4.4.3 Determining Licence/ Qualification suitability

Only current original Photo Identification type High Risk Work licences shall be accepted.

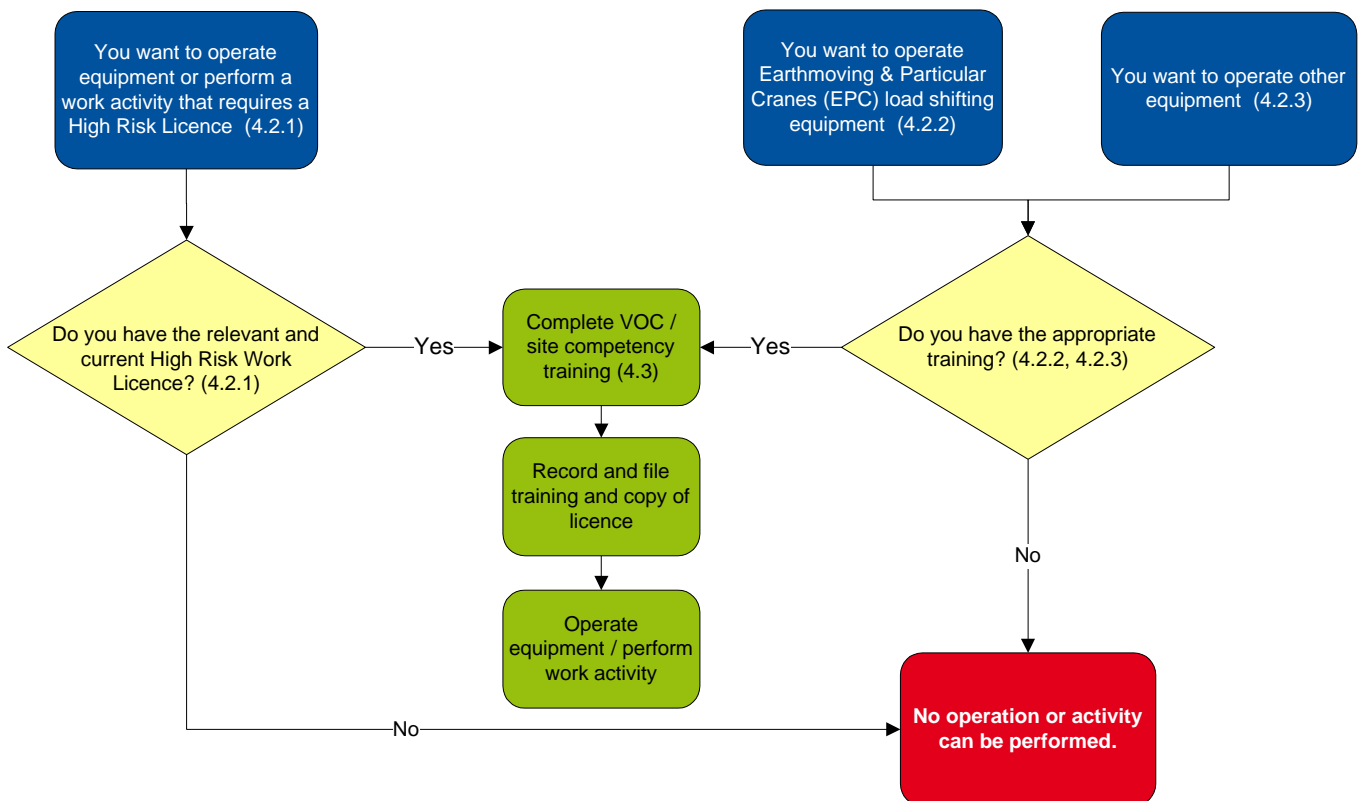
The information contained within 4.2 has been sourced from relevant Competency Standards, and only display the core Code. The version letter of the National Competency has been omitted to simplify the interpretation of qualifications. For Example, compare the code on 8.2 with the guide for Bridge Gantry Cranes in 4.2.2 ie RIIHAN305A versus RIIHAN305D, and note that both are acceptable, even though they are different versions.

4.5 SAP Codes

Type	Licence	SAP Code
Tower Crane	CT	51013778
Self – erecting Tower Crane	CS	-
Derrick crane	CD	51013776
Bridge and gantry crane	CB	51004634
Vehicle loading cranes with a capacity of 10 metre tonnes or more.	CV	51004633
Non slewing mobile crane with a capacity exceeding 3 tonnes	CN	51004670
Slewing mobile crane with a capacity up to 20t	C2	51007465
Slewing mobile crane with a capacity up to 60t	C6	51005277
Slewing mobile crane with a capacity up to 100t	C1	51022065
Slewing mobile crane with a capacity over 100t	C0	51013775
Materials Hoist	HM	51013779
Personnel and materials hoist	HP	51013780
Boom Style elevating work platform	WP	51005740
Fork Lift Truck	LF	51014293
Reach Stacker	RS	
Order picking forklift truck	LO	51013781
Dogger	DG	51004611
Basic Rigger	RB	51004671
Intermediate Rigger	RI	51004672
Advanced Rigger	RA	51004630
Basic Scaffolder	SB	51004631
Intermediate Scaffolder	SI	51004632
Advanced Scaffolder	SA	51004673
Standard Boiler Operator	BS	51004615

Type	Licence	SAP Code
Advanced Boiler Operator	BA	51004617
Turbine Operation	TO	51004610
Front-end loader backhoe	Nil	51005324
Bridge and Gantry Crane with 3 or less functions	Nil	51004669
Excavator	Nil	51007467
Front end loader	Nil	51007468
Scraper	Nil	51014276
Grader	Nil	51014275
Skid Steer loader	Nil	51014278
Dozer	Nil	51014279
Scissor Lift / Elevated Work Platform less than 11m	Nil	51014270
Vehicle loading cranes with a capacity of less than 10 metre tonnes capacity	Nil	-

4.6 Process Flow



5 DEFINITIONS

Term	Definition
SAP	CS Energy computer based records system
HRW	High Risk Work
EPC	Earthmoving or Particular Crane category in Queensland
PCBU	Person in charge of a Business or Undertaking
RTO	Registered Training Organisation

6 REFERENCES

Reference No	Reference Title	Author
	Fact Sheet – Licence to perform high risk work www.worksafe.qld.gov.au info line 1300 655 986	Worksafe Qld
	Technical Guide - Safe Operation of Mobile Cranes www.worksafe.qld.gov.au info line 1300 655 986	Worksafe Qld
	Crane encompassment high risk work licences www.worksafe.qld.gov.au info line 1300 655 986	Worksafe Qld
	Work Health and Safety Regulations 2011	Qld Govt
	Guide for Applicants for Accreditation of Assessors for High Risk Work Classes	Qld Govt
B/D/13/27084	Procedure - CS-OHS-66 - Verification of Competency (VOC)	CS Energy

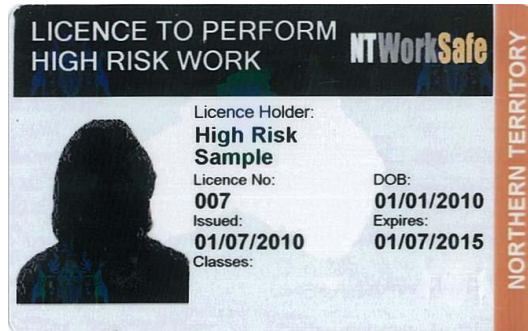
7 RECORDS MANAGEMENT

In order to maintain continual improvement, suitability, safety and effectiveness of the organisation, CS Energy's registered documents will be reviewed on a two yearly basis or at intervals specified by legislative or regulatory requirements. Review of controlled documents should occur where it has been identified that there are changes in technology, legislation, standards, regulation or where experience identifies the need for alteration to the content. Registered documents should also be reviewed following an incident, change management process, modification or where directed as part of a risk assessment process. A 'review' can simply mean that it has been identified, confirmed and appropriately recorded that no changes are required and that the existing process remains the same.

CS Energy must ensure that records are retained according to accountability, legal, administrative, financial, commercial and operational requirements and expectations. In compliance with records retention and disposal, all documentation created in relation to CS Energy business must be retained in line with minimum retention periods as detailed in legal retention and disposal schedules.

8 ATTACHMENTS

8.1 Attachment 1 – Example of High Risk Work Licence



Note: After 30 June 2014, holders of 'old style' non photographic certificates who have not converted will need to attend a registered training organisation to undertake training to obtain a renewable photographic HRW licence. Eg:



8.2 Attachment 2 – Example of a Certificate of Attainment

TRAINING PROFESSIONALS
1300 TRAIN 1 www.trainingprofessionals.com.au RTO#31955

Statement of Attainment
This is a statement that on the date of 02 / 06 / 2012


JOHN CITIZEN
has attained

RIIHAN305A Operate a gantry or overhead crane

These Competencies form part of
RII20509 Certificate II in Resource Processing

EXAMPLE

Third Party Verification (TPV)
To check the authenticity of this qualification, go to
www.trainingprofessionals.com.au/tpv
Scan in the barcode below, and confirm the details

Authorised Signatory
Stephen Harding
Director 

8IU5DM-RKCOHT
This Statement of Attainment is recognised with
the Australian Qualifications Framework

**NATIONALLY RECOGNISED
TRAINING**

A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more units of competency from nationally recognised qualification/course/s.
4a 85 Joseph Banks Ave. Forest Lake, QLD. 4078 Document Control #: 00012736