

CS ENERGY PROCEDURE

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

Responsible Officer: Principal Health and Safety Specialist
Responsible Manager: Head of Health, Safety, and Environment
Responsible Executive: Chief Operating Officer

DOCUMENT HISTORY

Key Changes	Prepared By	Checked By	Approved By	Date
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
Incorporate all High Risk Work Training, to reduce repetition in multiple documents	L Hartley	A Bonk	T Preston	12/09/2025

CONTENTS

1	PURPOSE	3
2	SCOPE	3
3	RESPONSIBILITIES AND ACCOUNTABILITIES.....	3
3.1	Management	3
3.2	Employees	3
3.3	Contractors / Consultants	3
4	ACTIONS	3
4.1	Supervision of High Risk Work.....	3
4.2	Background	3
4.2.1	Gantry crane with three movements.....	4
4.3	Qualification and Training requirements for work activity	5
4.3.1	High Risk Work.....	5
4.3.2	Earthmoving and Particular Cranes (Load shifting)	14
4.3.3	Other.....	17
4.4	Deeming a person Competent	18
4.4.1	Work activities covered under VOC	18
4.4.2	Work activities not covered under VOC	18
4.4.3	Determining Licence/ Qualification suitability.....	18
4.5	SAP Codes	19
4.6	Process Flow	20
5	REFERENCES	21
6	RECORDS MANAGEMENT	21
7	ATTACHMENTS	21
7.1	Attachment 1 – Example of High Risk Work Licence.....	22
7.2	Attachment 2 – Example of a Certificate of Attainment.....	23

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.



- **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

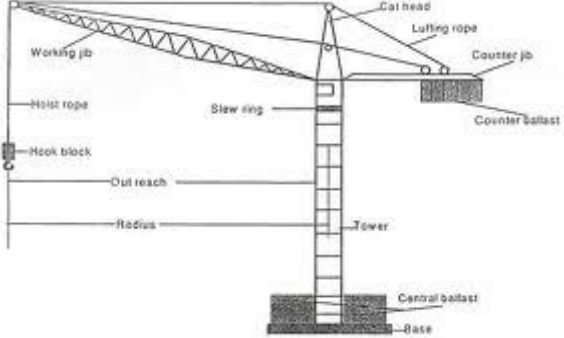

Operators who sling their own load will be required to either obtain a HRW dogging licence (DG) or a HRW bridge and gantry crane licence (CB).




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


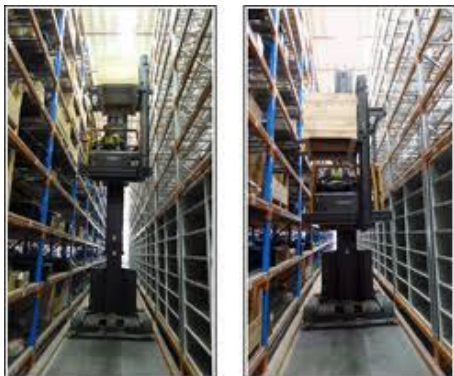
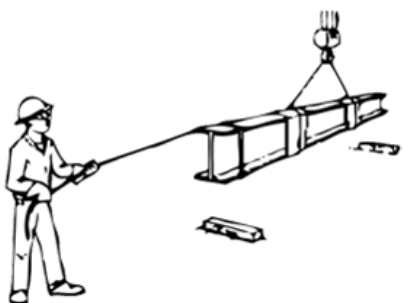
Type	Licence	Description
Tower Crane 	CT	<p>A tower crane is a jib or boom crane mounted on a tower structure, demountable or permanent, including both horizontal and luffing jib types.</p> <p>Tower cranes are fixed to the ground on a concrete slab (and sometimes attached to the sides of structures). 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>Operator must hold the National Competency - CPCCLTC4001 Licence to operate a tower crane or equivalent superseded revision.</p>
Self – erecting Tower Crane 	CS	<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>Operator must hold the National Competency - CPCCLTC4002 Licence to operate a self-erecting tower crane or equivalent superseded revision.</p>


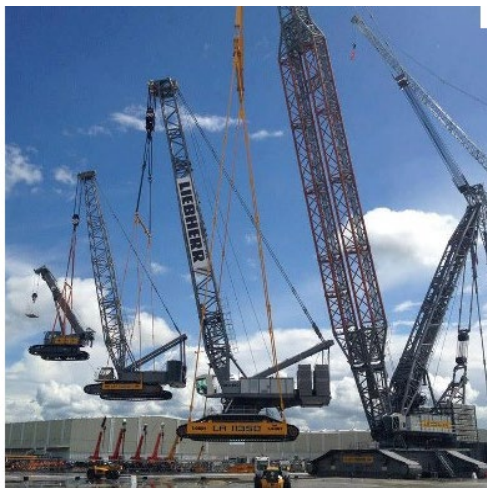
Type	Licence	Description
Derrick crane 	CD	<p>A derrick crane is a slewing strut-boom crane with the boom pivoted at the base of a mast which is either guyed (guy-derrick) or held by backstays (stiff-leg derrick) and which is capable of luffing under load.</p> <p>Operator must hold the National Competency - TLILIC0017 Licence to Operate a Derrick Crane or equivalent superseded revision.</p>
Bridge and gantry crane 	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>Operator must hold the National Competency - TLILIC0016-Licence to Operate a Bridge and Gantry Crane or equivalent superseded revision.</p>
Vehicle loading cranes with a capacity of 10 metre tonnes or more. 	CV	<p>A vehicle loading crane is a crane mounted on a vehicle for the purpose of loading and unloading the vehicle.</p> <p>Operator must hold the National Competency - TLILIC0024 Licence to Operate a Vehicle Loading Crane (Capacity 10metre Tonnes and Above) or equivalent superseded revision.</p>



Type	Licence	Description
Non slewing mobile crane with a capacity exceeding 3 tonnes 	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>Operator must hold the National Competency - TLILIC0040 Licence to Operate a Non-Slewing Mobile Crane (greater than 3 tonnes capacity) or equivalent superseded revision.</p>
Slewing mobile crane with a capacity up to 20t 	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>Operator must hold the National Competency - TLILIC0022 Licence to Operate Slewing Mobile Crane (up to 20t) or equivalent superseded revision.</p>
Slewing mobile crane with a capacity up to 60t 	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>Operator must hold the National Competency - TLILIC0023 Licence to Operate Slewing Mobile Crane (up to 60t) or equivalent superseded revision.</p>


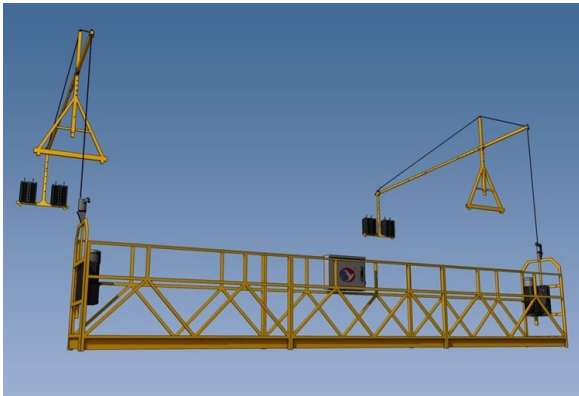
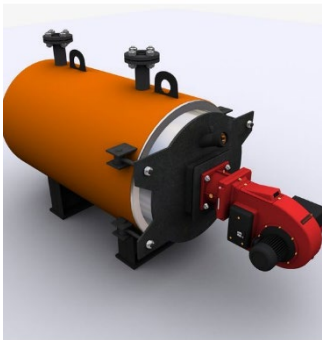
Type	Licence	Description
Slewing mobile crane with a capacity up to 100t 	C1	<p>Slewing mobile cranes are mobile crane incorporating a boom or jib that can be slewed. It excludes front-end loader, back-hoe, excavator or other earth moving equipment when configured for crane operation.</p> <p>The class 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>Operator must hold the National Competency - TLILIC0021 Licence to Operate Slewing Mobile Crane (up to 100t) or equivalent superseded revision.</p>
Slewing mobile crane with a capacity over 100t 	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>Operator must hold the National Competency - TLILIC0020 Licence to operate slewing mobile crane (over 100t) or equivalent superseded revision.</p>
Materials Hoist 	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>Operator must hold the National Competency - CPCCLHS3002 Operate a materials hoist or equivalent superseded revision.</p>



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>Operator must hold the National Competency - CPCCLHS3001 Operate Personnel and materials hoist or equivalent superseded revision.</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 EWPs.</p> <p>Operator must hold the National Competency - TLILIC0005 Operate Boom type elevating work platform (11 metres or more) or equivalent superseded revision.</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>Operator must hold the National Competency - TLILIC0011 Licence to operate a reach stacker (greater than 3 tonnes capacity) or equivalent superseded revision.</p>


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>Operator must hold the National Competency - TLILIC0003 Operate a forklift truck or equivalent superseded revision.</p>
Order picking forklift truck 	LO <p>A safety harness and lanyard system must be worn</p>	<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>Operator must hold the National Competency - TLILIC0004 Operate an Order Picking Forklift truck or equivalent superseded revision.</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>Operator must hold the National Competency - CPCCLDG3001 Licence to Perform Dogging or equivalent superseded revision.</p>

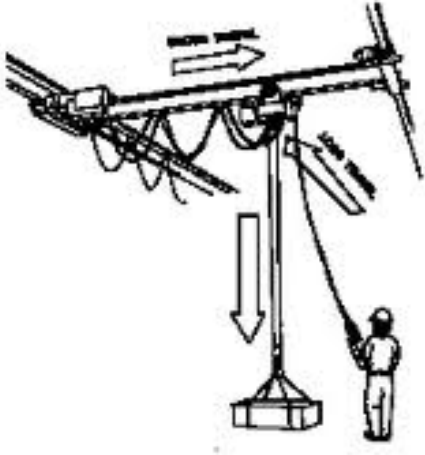


Type	Licence	Description
Basic Rigger 	RB	<p>Rigging work involves the use of mechanical load shifting equipment and associated gear to move, place or secure a load including plant, equipment or members of a structure to ensure the stability of those members. It also includes the setting up or dismantling 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>Operator must hold the National Competency - RIIHAN209E Licence to Perform Rigging Basic Level or equivalent superseded revision.</p>
Intermediate Rigger 	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>Operator must hold the National Competency - CPCCLRG3002 Licence to perform rigging intermediate level or equivalent superseded revision.</p>




Type	Licence	Description
Advanced Rigger 	RA	<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>Operator must hold the National Competency - CPCCLRG4001 Licence to Perform Rigging Advanced Level or equivalent superseded revision.</p>
Basic Scaffolder 	SB	<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>Operator must hold the National Competency is RIIHAN211 Licence to erect, alter and dismantle scaffolding basic level or equivalent superseded revision.</p>


Type	Licence	Description
Intermediate Scaffolder 	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>Operator must hold the National Competency - RIIHAN302 Licence to Erect, Alter and Dismantle Scaffolding Intermediate Level or equivalent superseded revision.</p>
Advanced Scaffolder 	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>Operator must hold the National Competency - CPCCLSF4001 Licence to Erect, Alter and Dismantle Scaffolding Advanced Level or equivalent superseded revision.</p>
Standard Boiler Operator 	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>Operator must hold the National Competency - MSMBLIC001 License to Operate a Standard Boiler or equivalent superseded revision.</p>

Type	Licence	Description
Advanced Boiler Operator 	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>Operator must hold the National Competency is MSMBLIC002-Licence to Operate an Advanced Boiler or equivalent superseded revision.</p>
Turbine Operation 	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>Operator must hold the National Competency is UEPOPL004 - Licence to operate a steam turbine or equivalent superseded revision.</p>

Type	Licence	Description
Front-end loader backhoe 	Nil	<p>LB (Old EPC licence)</p> <p>Operator must hold the National Competency - RIIMPO319E Conduct backhoe/ loader operations or equivalent superseded revision.</p>

Type	Licence	Description
Bridge and Gantry Crane with up to 3 functions 	Nil	<p>LBG (Old EPC licence)</p> <p>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).</p> <p>CB Licence or the National Competency is RIIHAN305 / TLILIC0016 Operate a Gantry or Overhead Crane.</p> <p>Operator must hold National Competency, or equivalent superseded revision.</p>
Excavator 	Nil	<p>LE (Old EPC licence)</p> <p>The National Competency is RIIMPO301 Conduct hydraulic excavator operations</p> <p>SIFBCBR015 Operate a Backhoe, front-end loader or excavator AHCMOM208 Conduct excavator operations</p> <p>RIIMPO320 Conduct civil construction excavator operations</p> <p>Operator must hold National Competency, or equivalent superseded revision.</p>
Front end loader 	Nil	<p>LL (Old EPC licence)</p> <p>The National Competency is AHCMOM207 Conduct front-end loader operations</p> <p>Operator must hold National Competency, or equivalent superseded revision.</p>

Type	Licence	Description
Scraper 	Nil	LP (Old EPC licence) The National Competency is AHCMOM210 / RIIMPO312 Conduct Scraper Operations Operator must hold National Competency, or equivalent superseded revision.
Grader 	Nil	LG (Old EPC licence) The National Competency AHCMOM206/ RIIMPO310 Conduct grader operations Operator must hold National Competency, or equivalent superseded revision.
Skid Steer loader 	Nil	LS (Old EPC licence) The National Competency is RIIMPO318 Conduct civil construction skid steer loader operations Operator must hold National Competency, or equivalent superseded revision.
Dozer 	Nil	LZ LB (Old EPC licence) The National Competency is RIIMPO305F Conduct coal stockpile dozer operations / RIIMPO308 Conduct tracked dozer operations / RIIMPO309 Conduct wheeled dozer operations Operator must hold National Competency, or equivalent superseded revision.

Type	Licence	Description
Scissor Lift 	Nil	RIIHAN301 Operate Elevating Work Platform training Operator must hold National Competency, or equivalent superseded revision.
Vehicle loading cranes with a capacity of less than 10 metre tonnes capacity	VLC or C2 or greater	National Competency OHSCER211 - Operate a vehicle loading cranes with a capacity of less than 10 metre tonnes capacity RIIHAN307 - Operate a vehicle loading crane Operator must hold National Competency, or equivalent superseded revision.
Confined Space	Nil	Enter and work in Confined Spaces to National Competency: RIIWHS202 Enter and work in confined spaces RIIRIS201 Conduct local risk control MSMWHS217 Gas test atmospheres May also require: MSMWHS216 - Operate breathing apparatus Confined Space workers must hold National Competency, or equivalent superseded revision in accordance to the works being carried out.
Work At Height	Nil	RIIWHS204 Work Safely at Heights Worker must hold National Competency, or equivalent superseded revision.
Gas Course	Authorisation	CPCPGS4023 - Install, commission and service Type B gas appliances Worker must hold National Competency, or equivalent superseded revision.

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 implemented a Verification of Competency Process to ensure relevant staff and contractors are licenced and competent to operate high risk mobile plant and equipment. VOCs must be refreshed every three years, in accordance with Procedure CS-OHS-66 Verification of Competency.

Activities covered under the VOC Process include:

Dozer	Water Truck	Grader	Bridge and Gantry Crane
Front End Loader	Moxi truck	Scraper	Materials Hoist (ALIMAK)
Skid Steer Loader	Scissor Lift	Elevated Work Platform	Fire Truck
Forklift	Manitou	Truck(HR/MR/HC)	Slewing and non-slewing cranes
Integrated Tool Carrier (Callide)	Mini Loader	Lawn Mower	
Vehicle Loading Crane (Callide)	Vacuum Trailer	Fuel Trailer	
Excavator	Vacuum Truck	Chainsaw	
	Tipper Truck		

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

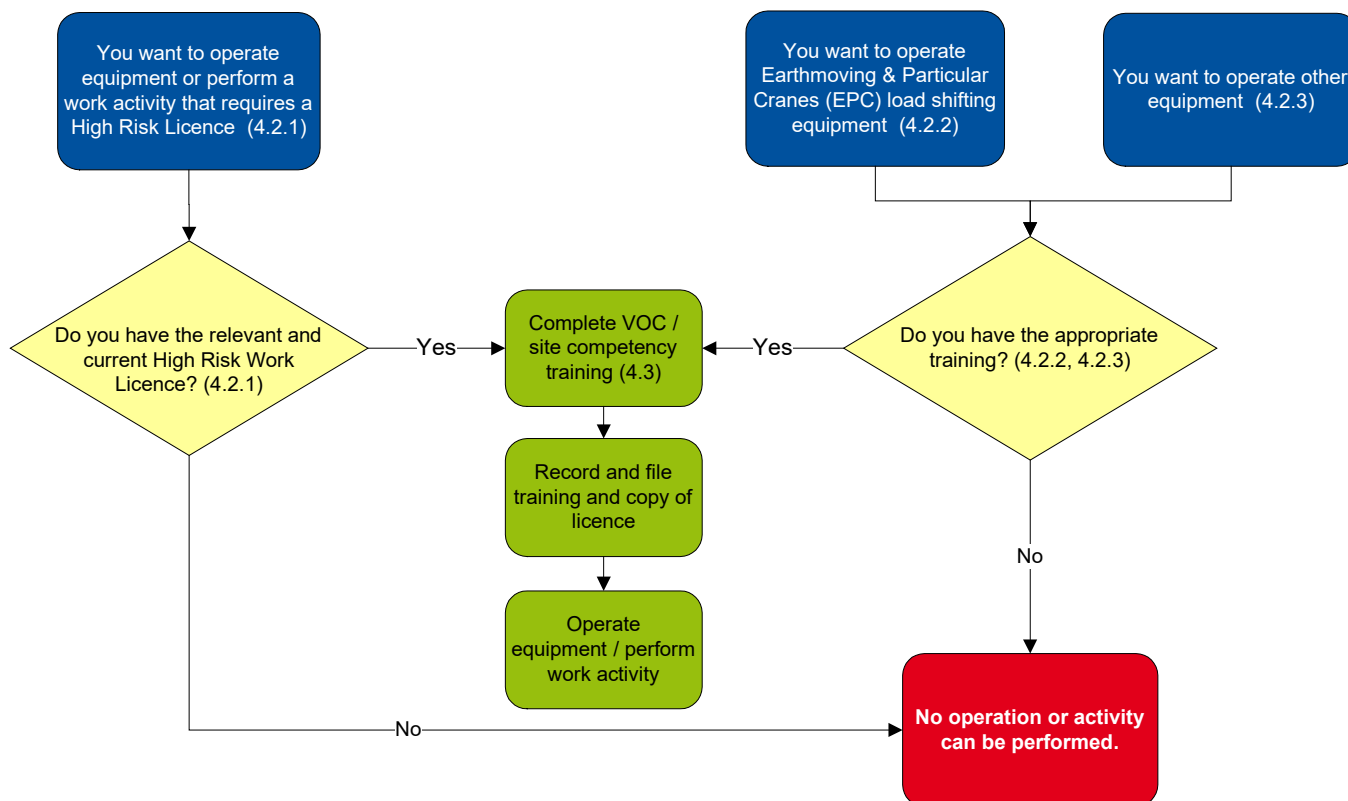
Only current original Photo Identification type High Risk Work licences shall be accepted.

The information contained within 4.3 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 i.e. 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
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

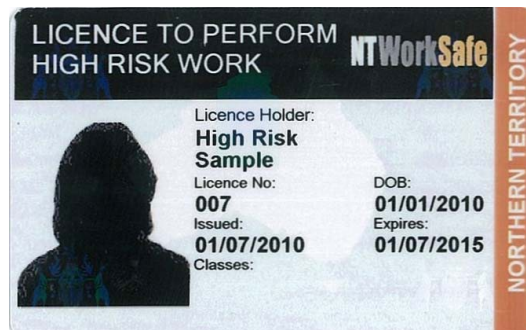
7 RECORDS MANAGEMENT

In order to maintain continual improvement, suitability, safety and effectiveness of the organisation, registered documents will be reviewed on a two-yearly basis or at intervals specified by legislative or regulatory requirements. Review of registered 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.

Government Owned Corporations 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 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



Important 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. See examples below:



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

81U5DM-RKCOHT
This Statement of Attainment is recognised within
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/s/course/s.

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