

Occupational accreditation and licensing requirements

Many work activities today have significant risks attached to them. Staff are often required to have a minimum level of competency to show they are able to perform these activities safely.

This fact sheet provides information about minimum requirements for the performance of some work activities or operation of machinery or equipment in department workplaces. In circumstances where there are no mandatory requirements for an activity, training courses are recommended to help provide staff with a reasonable level of competency for these tasks.

Where possible, the training undertaken should be part of the Australian Qualification Framework and successful completion of these courses may contribute to further qualifications. Courses are available from TAFE institutes and a number of Registered Training Organisations (RTOs).

There are significant risks associated with the use of tractors, chainsaws, welding equipment and chemicals and appropriate control measures are to be implemented to manage these risks. The provision of information, instruction, training and supervision will assist management to discharge their workplace health and safety duties to provide a healthy and safe environment for their workers.

Competency

Changes to occupational licensing requirements now mean that operators of some equipment no longer require an occupational licence. However, there is still a duty for the worker to be competent to operate this machinery.

How can competency be demonstrated?

Evidence of appropriate training and instruction for the type of plant to be operated could include:

- a statement of attainment or other nationally recognised qualification – e.g. training provided by a RTO
- training completed at an industry training school
- on-the-job training conducted by an experienced competent person – documented records of internal training should be kept as evidence that legal requirements have been met
- current relevant experience.

Tractors and load shifting equipment

Changes to occupational licensing requirements now mean that operators do **not** require an occupational licence to perform load shifting tasks on a tractor.

However, there is still a duty for the worker to be **competent** to operate this machinery. A person who is the holder of a previously issued earthmoving occupation certificate (e.g. LB for front end loader backhoe or LL for front end loader) could use this as evidence of competency.

Workplace Health and Safety Queensland (WHSQ) encourages formal competency-based training and assessment for the operation of this equipment.

Courses for the general operation of tractors are available through some RTOs. These courses will assist operators to safely manage the hazards associated with the operation of tractors. This training should be considered for your staff such as schools officers if they are operating tractors in hazardous environments such as around people and other vehicles, hilly terrain or with attachments that may also have associated hazards e.g. slashers – course example: AHCMOM202A – operate tractors.



Fork lifts

A licence (LF) **is** required for fork lift trucks that are:

- **Powered** industrial trucks equipped with lifting media made up of a **mast and an elevating load carriage** to which is attached a pair of fork arms or other arms that can be raised 900mm above the ground.

This does not include a pedestrian operated truck or pallet truck.

The training and assessment for licences can be obtained from a number of accredited training providers in Queensland. Contact your local Workplace Health and Safety Queensland Office or phone 1300 369 915 to get a list of accredited providers.

Chainsaws

There are no current mandatory training requirements for the operation of chainsaws. However, chainsaws are one of the most dangerous pieces of equipment used in schools. The operators should have a minimum level of competency to minimise the risk of injury to themselves and others. It is strongly recommended that schools officers be provided with chainsaw training by the school if they are expected to use chainsaws to perform their tasks.

There are a number of training providers of accredited courses available and they are easily found on the internet. Workplaces should talk to training providers to assess the training requirements for their staff, including schools officers. Training should also be considered for the operators of pole saws as well as the more traditional chainsaws. The following training courses, or equivalents, should be considered:

- FPICOT2204A – Maintain chainsaws
- FPICOT2221B – Trim and cross cut felled trees
- FPICOT3238B – Operate a pole saw

Welding

Welding may be undertaken by staff to do minor maintenance tasks. It is important that staff such as schools officers understand the type of welding tasks they are able to undertake. Extensive experience and qualifications are required to undertake tasks known as 'structural welding'. Staff who are not appropriately qualified should **not** undertake any structural welding under any circumstances. This also includes items where failure of the weld could result in injuries e.g. structural elements of handrails.

There are no mandatory welding certificates or licences required to perform basic welding tasks for maintenance purposes. However, welding equipment is potentially dangerous and misuse can lead to catastrophic consequences. To demonstrate a minimum standard of competency it is recommended that staff such as schools officers attend some technical training in welding and related tasks. Training designed to provide basic skills in welding, soldering, hand tools and the use of some workshop machinery is desirable. The following training courses, or equivalents, should be considered:

- MEM13014A – Apply principles of occupational health and safety in the work environment
- MEM14004A – Plan to undertake a routine task
- MEM15024A – Apply quality procedures
- MEM16007A – Working with others in a manufacturing, engineering or related environment

More information

- [Workplace Health & Safety Queensland](#)
- [Welding Technology Institute of Australia](#)
- Contact Queensland Transport to determine licensing and registration requirements if equipment is to be operated and/or used on roads.
- [My Skills training provider and information site.](#)