

Occupational accreditation and licensing

Changes to occupational licensing requirements mean that operators of some equipment no longer require an occupational licence.

A worker still needs to be competent to undertake a task even if there are no licenses or mandatory requirements for an activity. There are a number of ways that competency can be demonstrated and these are discussed below.

The provision of training, information, instruction and supervision along with task-based risk assessment completed by/in consultation with employees will assist principals demonstrate that workers have been informed of hazards and risks and that the worker has the skills to complete the task. This forms an important component of fulfilling workplace health and safety duties to provide a safe environment for workers and assist workers to work safely.

There are no global mandatory licence requirements for roles within the department however some staff will complete targeted training due to the specific nature of their role, the location, the tasks or curriculum conducted at the school site. For example, there are significant risks associated with the use of powered equipment that may be used by some Schools Officers and Agricultural Assistants.

Principals or supervisors should talk to their staff (and can seek advice from training providers) to:

- determine the scope of the current role and anticipated skill sets
- assess current skills and training requirements to complete required work tasks e.g. identifying if specific equipment is required to be used.

How can competency be demonstrated?

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

- a statement of attainment or other nationally recognised qualification e.g. training provided by a registered training organisation (RTO)
- training completed at an industry training school
- on-the-job (internal) training conducted by an experienced competent person
- current relevant experience.

Note that documented records of both internal and formal training are to be kept by the workplace as evidence of competency

Equipment and machinery competencies

- Search '**machinery and equipment**' on [myskills](#) for prospective courses to acquire skills and knowledge required to prepare and operate common machinery and equipment in a safe and controlled manner.
- **Chemicals.** In Queensland, an **ACDC License** is required for carrying out ground distribution of herbicides using ground equipment in *certain* areas. Refer to the [Chemical management guideline](#) (appendix 10) for further information.



- **Chainsaws** are one of the most dangerous pieces of equipment used in schools. Contracting this work to companies with the right equipment and skills can be a more efficient option for many schools. If chainsaws/pole saws are to be used it is strongly recommended that training is completed (or RPL investigated). Consider the [myskills](#) courses - 'Cut materials with a hand-held chainsaw', 'Trim and cross cut felled trees' and/or 'Trim trees using a pole saw'.
- **Construction.** Refer to the [General construction induction training](#) factsheet.
- **Tractors.** Changes to occupational licensing requirements mean that operators do **not** require an occupational licence to perform load shifting tasks on a tractor. There is still a duty for the worker to be **competent** to operate this machinery, as well as other machinery:
 - Workplace Health and Safety Queensland ([WHSQ](#)) encourages formal competency-based training and assessment to assist tractor operators to safely manage the hazards associated with the operation of tractors e.g. around people and other vehicles, hilly terrain or with attachments that may also have associated hazards e.g. slashers. Search 'Conduct tractor operations' on [myskills](#) for prospective courses
 - previously issued earthmoving occupation certificates e.g. LB for front end loader, backhoe or LL for front end loader may be used as evidence of competency.
- **Welding** equipment is potentially dangerous and misuse can lead to catastrophic consequences. Staff who are not appropriately qualified are **not** to undertake any structural welding. This includes items where failure of the weld could result in injuries e.g. structural elements of handrails.
It is recommended that where required by the role, staff attend 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. Consider the training course, (or equivalent) 'Work safely and effectively in manufacturing and engineering'.
- **Elevated work platforms** (EWP) may consist of scissor, boom or hinged type lifts. An EWP Operator License (yellow card) for booms lengths up to 11m is required at a minimum to ensure skill and knowledge is developed for the safe use and operation of EWPs. The Yellow Card is proof of completion of 1 or more modules in various types of EWPs. Training should be provided by a [RTO](#).
 - EWPs with a boom length of 11 m or more require a [high-risk work license](#).
- **[Quad bikes and side-by-side vehicles](#)** skills and knowledge required to safely operate including undertaking pre-start checks, routine work and shut down procedures can be accessed via courses such as 'Operate quad bikes'. Quad bikes have been associated with a number of deaths in Queensland and must be fit for purpose and used appropriately.

Further skill development

All employees are encouraged to take ownership of their professional development. Staff should discuss their training needs with their supervisors as part of their capability development planning to make sure they have the skills and knowledge to complete required tasks safely. Helpful links include:

- [Performance and development](#)
(<https://intranet.ged.qld.gov.au/Services/HumanResources/payrollhr/performance/Pages/Developing-Performance-Framework.aspx>)
- [mySkills](#) (<https://www.myskills.gov.au/courses/Search?cf=1>)
- [General construction induction training](#) (<https://education.qld.gov.au/initiativesstrategies/Documents/general-induction-construction-white-card-2018.pdf>)