

ASSESSMENT INSTRUMENT

FOR

***BUSINESS CERTIFICATES
TO PERFORM
THE PRESCRIBED ACTIVITY***

DEMOLITION WORK

[Revised 26 April 2001]

Department of Industrial Relations
Division of Workplace Health and Safety

Assessment Instrument for Business Certificates to Perform Demolition Work

INTRODUCTION

Purpose

This assessment instrument describes the performance criteria for the use by accredited providers when assessing applicants for a business certificate to perform the prescribed activity of demolition work.

Scope of Assessment

The applicant's business operations will be assessed on the following criteria:

1. WorkCover and public liability insurance coverage
2. Knowledge and experience available to the business to ensure the safe performance of the work
3. The workplace health and safety management system implemented by the business to ensure that the work is performed safely and without risk to any person
4. Operational practices to ensure that demolition work is performed safely and without risk to any person
5. The legislative compliance record of the business under the workplace health and safety legislation in Queensland or any other state or territory

Note: If the business has a quality assurance system in place, this will provide an added assurance that the WHS management system should operate efficiently. However, a QA system is **not** mandatory.

Scope of Demolition Work as a Prescribed Activity

The definition of demolition work and the scope as prescribed in the Regulation are included in the respective guidelines for intending accredited providers and business certificate applicants. Such details are not repeated in this document.

Application Process

The application process is documented in detail in the guidelines for applicants of demolition business certificates. However, as it is important for the accredited provider to follow the process meticulously, the information is attached as Appendix B of this document for easy reference.

Two types of Demolition Business Certificates

A certificate will state that the applicant can perform either of the following:

- Demolition of buildings or other structures (unrestricted certificate), or
- Demolition of buildings or other structures not exceeding 10 metres in height.

Assessment Criteria

Accredited providers are required to complete the assessment summary sheet in Appendix A.

Criterion 1 - Insurance Cover

To meet this criterion the applicant must present proof of holding:

- ✓ **WorkCover insurance**
(unless the business does not employ any worker at all)
- ✓ **Public liability insurance cover.**
(The amount of public liability cover is not an issue for assessment, but only that the applicant does hold such cover)

Criterion 2 - Knowledge of and Experience in Safe Working Methods and Practices

The applicant must demonstrate that there is a suitable person within, or readily accessible to, the business with appropriate knowledge and experience of safe working methods and practices appropriate to demolition work.

One or more persons may hold this knowledge, for example, the owner, the manager, a partner, an employee or a person on contract to the business.

Applicants are required to provide documented evidence of the knowledge of safe working methods and practices for demolition work of the person/s.

Wherever possible, documents (eg. certificates, letters, memos or reports etc.) to confirm the accuracy of the work experience should to be provided with the application. If such written proof is not provided it may be necessary to verify the experience by other means e.g. verification with the people associated with the named projects.

Other relevant expertise

In addition to the knowledge and experience available to the applicant for a demolition business certificate, it may be necessary for the business to have access to certain expertise (e.g. structural engineer) during the demolition of some buildings or structures. This accessibility to such expertise could through the nomination of suitable consultants.

Criterion 3 –Workplace Health and Safety Management System

The applicant must demonstrate that there is an effective workplace health and safety management system in place to ensure that the demolition activity is performed safely and without risk to any person, including workers and the general public. The accredited provider is expected to audit the existing WHS management system and attach a suitable audit report in support of his/her decision to accept or refuse the application.

No particular management system is specified. Rather, the business has the option to develop its own individual system or use a proprietary one. Whichever system is used it must comply with the criteria and guidelines set out in this guide.

Small demolition operators will typically have a less formalized WHS management system. Large and more complex organizations should have a more formalized WHS management system.

A WHS management system will generally be assessed on eight elements as detailed in Appendix C. This includes ensuring that all work is directly supervised by a competent person.

Criterion 4 - Operational Practices of the Business

The accredited provider is to establish that the business has operational practices in place to ensure the safe performance of the prescribed activity. The applicant is to provide samples of operational procedures or work plans to demonstrate that appropriate measures have been taken to perform the demolition work safely. These practices are to be assessed and reviewed on the basis of:

- Australian Standard *AS 2601 – The demolition of structures*
- Relevant requirements of the *Workplace Health and Safety Act 1995* and the *Workplace Health and Safety Regulation 1997*
- Advisory Standards &/or Industry Codes of Practice applicable to demolition work.

Accredited providers should refer to Appendix D for aspects to look for in the operational procedures and work plans.

Criterion 5 - Compliance With Legislation

This criterion involves a review of the applicant's history of:

- compliance with legislative requirements under workplace health and safety legislation in Queensland or any other state/territory relating to the prescribed activity, and
- cancellation or suspension of a certificate/licence for the prescribed activity in Queensland or any other state or territory.

In determining an applicant's compliance with this criterion, it may be necessary to seek information from other relevant authorities, including workplace health and safety authorities from another State or Territory.

The following matters will constitute evidence of non-compliance for the purposes of the assessment:

- in the event of a conviction for a breach of workplace health and safety legislation related to the prescribed activity in the previous 10 years – the applicant is unable to show that action has been taken to resolve or rectify the matters giving rise to the prosecution.
- in the event of an outstanding improvement or prohibition notice relating to the prescribed activity, issued under workplace health and safety legislation in the previous 2 years – the applicant is unable to show that action has been taken to resolve or rectify the issues that gave rise to the notice
- in the event of cancellation or suspension of a certificate relating to the prescribed activity in Queensland, or a certificate, licence or approval in another state or territory – the applicant is unable to show that action has been taken to resolve or rectify the issues that gave rise to the cancellation or suspension
- in the event of a previous refusal to grant a certificate relating to the prescribed activity in Queensland, or a certificate or licence in another state or territory – the applicant is unable to show that action has been taken to resolve or rectify the issues or circumstances that resulted in the refusal

CONTACT INFORMATION

Inquiries should be directed to the nearest Workplace Health and Safety office, Department of Industrial Relations. The addresses and contact details of Senior Technical Officers are shown in Appendix E.

Appendix A

Summary of Assessment – Demolition Business Certificate

Details of Applicant

Legal Name:

Trading Name (if different):

Australian Company Number (if applicable): ACN

Australian Business Number: ABN

Business Address:.....
.....

Postal Address (if different to business address):
.....
.....

Contact numbers: - business hours:
- after hours:
- fax number:
- Email:

Type of demolition certificate applied for:

- Demolition of buildings or other structures.
- Demolition of buildings or other structures not exceeding 10 metres in height.
-

Criterion 1 - Insurance Cover

To meet this criterion the applicant must present proof of holding:

What to check	Yes	No	N/a
WorkCover insurance (unless the business does not employ any worker at all)			
	Comments: _____ _____ _____		
Public liability insurance cover. (The amount of public liability cover is not an issue for assessment, but only that the applicant does hold such cover)			
	Comments: _____ _____ _____		

Criterion 2 - Knowledge of and Experience in Safe Working Methods and Practices

[Particulars of at least **one person** are required. The checklist has provision for up to 3 persons. Attach an additional sheet if there are more than 3 persons]

Particulars to be provided	Person 1	Person 2	Person 3
Full name (Suitable person nominated)	Insert Name of Person	Insert Name of Person	Insert Name of Person
Date of birth	Yes No	Yes No	Yes No
Present Position (In the applicant's business eg. owner, project manager etc.)	Yes No	Yes No	Yes No
Contact particulars – ie. phone no, mobile phone no, Email address and postal address	Yes No	Yes No	Yes No
Academic qualifications (Not mandatory - While it would be highly desirable that the person holds formal qualification/s relevant to demolition or construction, this is not a mandatory requirement)	Yes No	Yes No	Yes No
Work experience (At least three years to demonstrate the person's knowledge of safe working methods and practices in relation to demolition)	Yes No Any comments: _____ _____ _____	Yes No Any comments: _____ _____ _____	Yes No Any comments: _____ _____ _____
Details of previous demolition projects (Provide details of nature, location, value, commencement and completion dates of the demolition projects, names of business and/or principal contractors and relevant method/s used for demolition projects etc.)	Yes No Any comments: _____ _____ _____ _____	Yes No Any comments: _____ _____ _____ _____	Yes No Any comments: _____ _____ _____ _____
Supporting documents confirming the accuracy of work experience.	Yes No Any comments: _____ _____ _____	Yes No Any comments: _____ _____ _____	Yes No Any comments: _____ _____ _____

Other relevant expertise

Particulars	Person 1	Person 2	Person 3
<p>Specific expertise/s in relation to types and size of demolition projects undertaken by the applicant (e.g. structural engineers for complex civil structures, explosive experts if such a demolition method is used, etc.)</p>	<p>Yes No Any comments: _____ _____ _____ _____</p>	<p>Yes No Any comments: _____ _____ _____ _____</p>	<p>Yes No Any comments: _____ _____ _____ _____</p>
<p>The name/s of each person or business providing the expertise</p>	<p>Yes No Any comments: _____ _____ _____</p>	<p>Yes No Any comments: _____ _____ _____</p>	<p>Yes No Any comments: _____ _____ _____</p>
<p>Contact particulars for each person of business; ie. phone no, mobile phone no, Email address and postal address</p>	<p>Yes No</p>	<p>Yes No</p>	<p>Yes No</p>

Criterion 3 –Workplace Health and Safety Management System

Summary of Accredited Provider’s Audit of the applicant’s WHS Management System

Notes:

- This criterion is to be generally assessed on the eight elements detailed in Appendix C.
- Attach additional sheet if necessary

Competent person/s to supervise work

[Particulars of person/s who meet the requirements to supervise demolition work must be provided. This checklist has provision for up to 3 persons. Attach an additional sheet if there are more than 3 persons]

Particulars to be provided

Person 1

Person 2

Person 3

Full name

Insert Name of Person

.....

Insert Name of Person

.....

Insert Name of Person

.....

Date of birth

Yes No

Yes No

Yes No

Contact particulars – ie. work address, phone no, Email address

Yes No

Yes No

Yes No

Meets the requirements for a competent person in Information Paper D2.

Yes No

Any comments: _____

Yes No

Any comments: _____

Yes No

Any comments: _____

Criterion 4 - Operational Practices of the Business

Summary of Applicant's Operational Practices of the Business

Notes:

- This criterion is to be generally assessed on the aspects detailed in Appendix D.
- Attach additional sheet if necessary

Criterion 5 - Compliance With Legislation

Below is a checklist on whether the applicant meets this criterion. Please indicate 'Yes' or 'No' in the boxes provided.

If the answer to any question is 'Yes', the accredited provider must refer the matter to a Senior Technical Officer, Workplace Health and Safety, together with relevant detail.

If there is any doubt about any of the questions, the accredited provider should seek information from a Senior Technical Officer. If the question relates to the applicant's compliance with the WHS legislation of another State/Territory, Workplace Health and Safety may have to check with the appropriate authority in that State/Territory.

[Please indicate 'Yes' or 'No' in the boxes below]



<ul style="list-style-type: none">• Has the applicant been convicted for a breach of WHS legislation in Queensland or another State/Territory related to the prescribed activity in the previous 10 years?	
<ul style="list-style-type: none">• Are there any outstanding improvement, prohibition or infringement notices relating to the prescribed activity, issued under WHS legislation in Queensland or another State/Territory in the previous 2 years?	
<ul style="list-style-type: none">• Has the applicant had certificate relating to the prescribed activity in Queensland cancelled or suspended? <p>OR</p> <ul style="list-style-type: none">• Has the applicant had a certificate, licence or approval relating to the prescribed activity in another state or territory cancelled or suspended?	
<ul style="list-style-type: none">• Has the applicant had an application for a certificate relating to the prescribed activity refused in Queensland or another State/Territory?	

Appendix B

Assessment/Application Process to obtain a Business Certificate

A business wishing to obtain a business certificate may be assessed by either:

- An accredited provider (assessor) appointed to assess for this purpose under the Act, **or**
- An authorised Departmental officer, Workplace Health and Safety.

The business will complete the documentation requirements specified in the *Guidelines for a Business Certificate to Perform the Prescribed Activity of Asbestos Removal or Demolition Work*. The business will then approach an accredited provider, with the completed supporting documentation,.

Should further information be required to undertake the assessment, the applicant is to be requested to provide it. If this information is not received within 28 days the application will lapse.

The accredited provider must make a record of the assessment.

Issue of certificate

When all the criteria have been successfully assessed, the accredited provider must give the applicant a Form 30 – *Application/Assessment Report Form for Business Certificate to Perform Asbestos Removal/Demolition Work*.

When the applicant has completed their section of the Form 30, the accredited provider is to complete the Assessment Report portion and give the original and duplicate copies to the applicant. The accredited provider is to advise the applicant that in order to obtain their Certificate to Perform the Prescribed Activity, they are to submit the original Form 30 to their nearest Workplace Health and Safety Office within 60 days of the assessment date, together with the prescribed fee of \$42.

Assessment costs

If the assessment is undertaken by:

- an accredited provider, the assessment fee will be subject to a commercial arrangement between the two parties.
- An authorised Departmental officer, the fee prescribed in the Regulation is \$500.

Appendix C

Elements of a Workplace Health and Safety Management System

a) Workplace Health & Safety Policy –

The applicant is required to provide written evidence that:

- A workplace health and safety policy has been developed and documented
- The policy covers the following:
 - ✓ Protection of workers, others on the site, and the general public; and
 - ✓ Workplace health & safety responsibilities of managers, supervisors and workers
- The policy objectives are communicated to all workers;
- Where Health and Safety Representatives, Workplace Health and Safety Officers and safety committees are required to be elected, appointed or established under Parts 7 and 8 of the Workplace Health and Safety Act 1995, they have been consulted in the development of the policy.
[Desirably, all businesses should undertake appropriate consultation with workers when developing the Policy, however, this is mandatory only for those businesses that must meet the requirements for consultation under Parts 7 and 8 of the Act.]
- Workplace health & safety responsibilities of managers, supervisors and workers are clearly identified and allocated, with accountabilities established.

b) Workplace Health & Safety information –

The applicant is required to provide evidence that:

- Demonstrates the applicant has knowledge of or the ability to acquire knowledge of requirements under:
 - ✓ The *Workplace Health and Safety Act 1995* and Regulations
 - ✓ Australian Standard *AS 2601 – The demolition of structures*
 - ✓ Advisory Standards &/or Industry Codes of Practice applicable to the prescribed activity, including the *Risk Management Advisory Standard 2000*
 - ✓ Current manufacturers' and suppliers' standards and information relevant to the prescribed activity
- Relevant information is provided to persons at the workplace or affected by the activities of the workplace, such as workers, supervisors, visitors and members of the public

c) Work plans and Hazard identification, evaluation and control –

The applicant is required to provide evidence that:

- A risk management process is in place for identifying hazards, assessing risks and controlling risks, based on the *Risk Management Advisory Standard 2000*
- A management system is in place for the preparation of work plans. In developing work plans consideration must be given to Australian Standard *AS2601 – The demolition of structures*
- A person in the business's management or supervisory organization has responsibility for:
 - ✓ risk management activities, and
 - ✓ the preparation of work plans
- A systematic inspection process has been implemented
- The outcomes of planned inspections, hazard reports, job observation and job analysis are evaluated
- Work procedures for high-risk tasks are documented.

d) Training of workers –

The applicant is required to provide written evidence that:

- There is a system for identifying and analysing training needs, which includes consultation with employees;
- The training is appropriate to the prescribed activity and takes into account responsibilities, hazards and risks
- New workers are trained for preparation for work, including induction training and in workplace health and safety issues
- Workers are trained in safe working methods and practices, including training in new jobs or new plant and equipment
- Site induction training is provided to all persons before entering the site;
- Workplace health and safety training is provided by a person with appropriate knowledge, skills and experience in OHS and training
- Records are kept of the workers who have been trained and the training provided, including site induction and workplace health and safety training
- A person carrying out a prescribed occupation (eg. scaffolding, rigging, operating load shifting equipment) holds the appropriate certificate under the *Workplace Health and Safety Regulation 1997*

- Work plans include the arrangements for ensuring that workers are, or have been, appropriately trained to perform the work safely

e) Supervision of work –

The applicant is required to provide written evidence that:

- All demolition projects are directly supervised by a ‘competent person’ who has the competencies stated in the Information Paper D2 issued by the Department;
- A list of the ‘competent persons’ is maintained, including how each person meets the competencies/qualifications stated in Information Paper D2 issued by the Department; and
- Work plans include the arrangements for ensuring that a ‘competent person’ supervises the performance of the prescribed activity.

f) Reporting and investigation of incidents/accidents –

The applicant is required to provide written evidence that:

- A process for recording and reporting workplace health and safety incidents and injuries has been developed and implemented;
- Incidents and injuries are analyzed and investigated, and control or preventative measures which eliminate or minimize the risk of recurrence are implemented;
- Results of analysis and investigation are communicated to workers;
- Information is maintained in a suitable medium, such as print or electronic form, and is current and can be easily located.

g) Emergency planning –

The applicant is required to provide written evidence that:

- Emergency procedures have been developed, documented and implemented;
- Work plans include the arrangements for emergency planning.

h) Suppliers, sub-contractors and purchasing controls –

The applicant is required to provide evidence that:

- Arrangements and tendering requirements ensure that only sub-contractors and suppliers who can comply with legislative and organisational workplace health and safety requirements are selected;
- Sub-contractors are able to comply with the contractor’s workplace health and safety requirements, including work methods, materials, plant, equipment and labour standards;

- A sub-contractor's and supplier's compliance with workplace health and safety requirements are monitored;
- Sub-contractors provide work methods statements or work plans to the contractor;

Appendix D

Information Paper DI lists the broad aspects on which operational practices are to be assessed.

Operational procedures and/or samples of work plans submitted by applicants for demolition business certificates should be checked to ensure that the following issues have been accounted for. These issues are based on the demolition checklist in Appendix A of Australian Standard *AS2601- The demolition of structures*.

1 PRELIMINARY INVESTIGATIONS

1.1 Legal

- Identify any statutory, regulatory, or other legal impediments to the demolition of the building

1.2 Structural

- Identify principal structural materials (timber, masonry, steel, concrete) in roof, floors, columns, walls (external and internal)
- Identify secondary materials in ceilings, wall-panelling, partitions, floor finishes
- Identify and locate any hazardous, or potentially hazardous, materials or conditions
- Identify the structural system and check its elements for deterioration, viz.:
 - ✓ elements resisting vertical loads (floors, beams, columns, walls); and
 - ✓ elements resisting horizontal loads (service cores, shear walls, braced frames, rigid frames)

NOTE: If no structural plans or specifications are available, the assistance of a structural engineer may be necessary for the last item.

1.3 Services

- Identify and locate service supply mains (water, electricity, gas) and extent of reticulations
- Identify and locate emergency services (fire-detection and fire-fighting)
- Establish nature, location and extent of other services (sewerage, drainage, air-conditioning, lifts).

1.4 Site

- Identify and locate underground services and their points of entry to and exit from the site.
- Determine levels of basements, cellars and other underground areas relative to –
 - ✓ adjacent ground levels; and
 - ✓ adjoining basement or footing levels
- Identify retaining structures providing support to adjoining properties
- Determine the location, nature and condition of any underground storage tanks and the like.
- Determine most suitable points of ingress to and egress from the site for —
 - ✓ site personnel;
 - ✓ demolition equipment; and
 - ✓ routes for removal of demolished materials
- Examine and record the condition of buildings on the adjoining sites, particularly where these abut a common boundary
- Determine the need for, and the extent of, any required security fencing, hoardings, or overhead protection for footpaths.

2 PLANNING THE WORK

- Develop overall procedure based on investigations
- Develop a level-by-level procedure for stripping, breaking up and removal of stripped and demolished materials
- From the level-by-level procedure, determine nature, number and sizes of mechanical equipment, and number and skills of personnel to be deployed on the working level
- Obtain advice from a structural engineer whether structure of working level can safely sustain proposed loads and if not, modify proposed procedures accordingly
- Ascertain from regulatory authorities what restrictions they impose on working hours, use of public thoroughfares, noise levels, and the like

- Prepare a workplace health and safety plan in accordance with the *Workplace Health and Safety Regulation 1997*. The work plan should be prepared based on advice and issues stated in Australian Standard *AS2601- The demolition of structures*, and any guidance material published by DETIR. It must include:
 - ✓ arrangements for ensuring that demolition work is supervised directly by a competent person/s – (competencies for a competent person are stated in Information Paper D2);
 - ✓ arrangements for ensuring that workers are, or have been, appropriately trained to perform the work safely ; and
 - ✓ arrangements for emergencies.

3 EXECUTION

3.1 Preliminaries

- Obtain all necessary permits and approvals and give all required notices
- Secure site boundaries with fences or hoardings as appropriate
- Establish permanent and emergency entrances and exits
- Establish amenities
- Fully inform all site personnel of work plan, and safety procedures, and establish procedures for dealing with emergencies (accidents, fires)
- Ensure that all necessary plant, equipment and tools are available and in good working order.

3.2 Daily checks

3.2.1 Before commencing

- Properly guard all openings and elevated free edges
- Ensure any temporary bracing, shoring, or propping is tight, stable and secure
- Ensure all fire and safety services are operational and all other services to the working level have been properly disconnected
- Ensure all hazardous materials have been removed from the working level
- Ensure lines of communication to the supervisor are clear and operational.

3.2.2 Before leaving

- Stabilise all partly demolished elements
- Ensure all demolished materials have been removed or secured against inclement weather
- Ensure all fires or embers have been properly extinguished
- Ensure all emergency access routes are clear of debris and clearly marked
- Ensure all boundaries have been secured against unlawful entry
- Ensure all public thoroughfares are clear of demolished materials and any hazard is properly lit, guarded and clearly marked.

Appendix E

Contact Details

Correspondence with the Department should be made via any of the following:

Senior Technical Officer
Level 4 Lutwyche City Shopping Village
Lutwyche Rd Lutwyche
PO Box 820
Lutwyche Q 4030
Ph: (07) 3247 9427

Senior Technical Officer
Level 2 Block C, 643 Kessels Rd
Upper Mt Gravatt
PO Box 6500
Upper Mt Gravatt Q 4122
Ph: (07) 3836 0612

Senior Technical Officer
Level 2 Government Building
Cnr Oaka Lane & Roseberry St,
Gladstone
Locked Mail Bag 15,
Gladstone Q 4680
Ph: (07) 4971 2346

Senior Technical Officer
254 Ross River Road
Aitkenvale
Locked Mail Bag 15
Aitkenvale Q 4814
Ph: (07) 4760 7945