



## Workplace Health and Safety Queensland

### Prescribed activities

#### Asbestos removal work

Certificate to perform work to remove friable asbestos containing material (AR1), requirements to supervise work to remove friable asbestos containing material (AR2), guidelines for business certificate

#### Demolition work

Certificate to perform demolition work (D1), requirements to supervise demolition work (D2), guidelines for business certificate, assessment instrument for demolition work

# Licensing for asbestos removal work

## 'A' class certificate

Required for removal of **any amount** of friable asbestos-containing material

## 'B' class certificate

Required for removal of 10m<sup>2</sup> or more of bonded asbestos-containing material

## Registered training organisations and authorised accredited providers

Offering assessment to qualify for certificates for asbestos removal work

## 'A' class certificate

Work to remove **any amount** of friable asbestos must be done by an asbestos removalist that holds an 'A' class certificate for asbestos removal work issued from 1 January 2006

'A' class certificates can be obtained from the Department of Justice and Attorney-General (through Workplace Health and Safety Queensland) following the submission of an application/assessment report that shows the applicant has been assessed by an authorised accredited provider as meeting the licence requirements.

The certificate requirements are set out in Information Paper AR1: Approved criteria for a certificate to perform work to remove friable asbestos containing material. The criteria for persons supervising asbestos removal is set out in Information Paper AR2: Requirements for a competent person to supervise work to remove friable asbestos containing material.

Find an accredited provider or registered training organisation

## 'B' class certificate

### What is the asbestos 'B' class certificate and when do I need one?

People at workplaces removing 10 square metres or more of bonded asbestos must hold a B class certificate (or bonded asbestos removal certificate). This is equal to about four standard sheets of plasterboard.

Bonded asbestos materials include asbestos cement sheeting, often called fibro, used in many Queensland buildings before 1990. The sheeting was used for cladding and roofs, and can often be found as backing boards in wet areas like kitchens and bathrooms.

An 'A' class certificate, also known as an Asbestos Removal Business Certificate, is required to remove any quantity of friable (easily crumbled) asbestos.

A person that is carrying out the removal of bonded asbestos is not required to hold a 'B' class certificate if the person:

- performs the work under a business that holds an 'A' class certificate; and
- is directly supervised by the 'A' class certificate holder's 'competent person'.

A 'competent person' for an 'A' class certificate is not required to hold a 'B' class certificate.

## Why is there a B class asbestos certificate?

Any tradesperson or other worker who is required to remove significant amounts of bonded asbestos material needs to know how to do it safely.

Although a certificate is not required to remove less than 10 square metres of bonded asbestos material, all asbestos removal work must be carried out in accordance with the national asbestos removal code of practice. It's the law.

## How do I obtain a 'B' class certificate?

To obtain a 'B' class certificate an applicant (or employee of an applicant) has to demonstrate they are familiar with the practices and procedures for removing bonded asbestos material that are set out in the *National Code of Practice for the Safe Removal of Asbestos* 2<sup>nd</sup> Edition [NOHSC:2002 (2005)] as stated in Information Paper AR3: Approved criteria for a certificate to perform work to remove bonded asbestos containing material.

Competency can be demonstrated by:

- producing a statement of attainment issued by a registered training organisation for a course which covers competencies for the removal of bonded asbestos material as set out in asbestos removal code
- passing an exam assessed by an authorised accredited provider or registered training organisation.

Authorised accredited providers and registered training organisations offer examinations to qualify for the 'B' class certificate.

Find a registered training organisation or authorised accredited provider that offers examinations to qualify for the 'B' class certificate.

# Registered training organisations and authorised accredited providers

## A class certificates

The following registered training organisations and authorised accredited providers assess suitability of businesses to hold 'A' class certificates:

Brennan, Terence  
PO Box 211 Rochedale 4123  
Phone 07 3219 0995 Mobile 0412 490 565

McCoombes, Francis (Ray)  
Phone 07 3201 7720 Mobile 0412 573 396

Douglas, Paul  
Phone 07 4063 3855 Mobile 0438 783 700

Smith, Desmond  
Mobile 0407 652 128

Jensen, Peter J  
12 Warringah Grove, Petrie QLD 4502  
Phone 07 3373 8888  
Mobile 0412 280 346  
Email raesen@aapt.net.au

The following organisations provide training for persons wishing to be a nominated 'competent person' of an 'A' class licence holder:

Construction Skills Training Centre  
Phone: (07) 3373 8888 Web [www.cstc.org.au](http://www.cstc.org.au)

## B class certificates

The following registered training organisations and authorised accredited providers assess suitability for individuals to hold a 'B' class licence:

Axiom College Pty. Ltd.  
Dianne McCarthy  
299 Coronation Drive  
MILTON QLD 4064  
Phone 07 3510 8000  
Web: [www.axiomcollege.com.au](http://www.axiomcollege.com.au)

Brennan, Terence  
PO Box 211  
Rochedale 4123  
Phone 07 3219 0995  
Mobile 0412 490 565

BIGA Academy  
John Notaras  
PO Box 5360  
Brendale Qld 4500  
Ph: (07) 3205 1855  
Email: [academy@biga.com.au](mailto:academy@biga.com.au)

Construction Skills Training Centre  
Ph: (07) 3373 8888  
Web: [www.cstc.org.au](http://www.cstc.org.au)

Douglas, Paul  
Phone 07 4063 3855  
Mobile 0438 783 700

HBA Consulting Group Pty Ltd  
represented by  
KEYS Human Resources Pty Ltd  
PO Box 2218  
MILTON  
QLD 4064  
Phone 07 3876 2202  
Fax 07 3876 2090  
Mobile 0400 339 926

Housing Industry Association Limited  
(HIA)  
Simone Uzarevic  
Phone 07 3846 1298  
Web [www.buildingonline.com.au](http://www.buildingonline.com.au)

HIA North Queensland Training  
Kathy Shore  
Phone 07 4728 6148

Jensen, Peter  
12 Warringah Grove  
Petrie QLD 4502  
Phone 07 3373 8888  
Mobile 0412 280 346  
Email [raesen@aapt.net.au](mailto:raesen@aapt.net.au)

Krause Safety and Training  
Des Smith  
Phone 07 4772 0529

Master Builders  
Paul Kearney  
Phone 07 3404 6444  
Web [www.masterbuilders.asn.au](http://www.masterbuilders.asn.au)

Master Plumbers' Association of  
Queensland  
Ernie Kretschmer  
Phone 07 3252 1266  
Email [info@mpaq.com.au](mailto:info@mpaq.com.au)

Men @ Work  
Brett Marsh  
10 Pike St  
KUNDA PARK QLD 4556  
Phone 07 5477 1222 also located at

110 Saltwater Creek Rd  
MARYBOROUGH QLD 4650  
Phone 07 4122 2400  
Web [www.maw.net.au](http://www.maw.net.au)

PQC Management Systems  
Paul Douglas  
Phone 07 4063 3855  
Email [inspectoram@bigpond.com](mailto:inspectoram@bigpond.com)

Quantum Training Pty Limited  
PO Box 195  
TORONTO NSW 2283  
Phone/Fax 02 4959 4225  
[www.quantumtraining.com.au](http://www.quantumtraining.com.au)

Queensland Training Services Pty Ltd  
Mr Laurie O'Donoghue  
PO Box 997N  
North Cairns Qld 4870  
Phone 07 4057 5133  
Email [laurie@qldtraining.com.au](mailto:laurie@qldtraining.com.au)  
Web [www.qldtraining.com.au](http://www.qldtraining.com.au)

Safe Work College of Workplace  
Health and Safety  
Jeff Slowgrove  
Phone 07 3846 2411  
Web [www.safework.qld.edu.au](http://www.safework.qld.edu.au)

Sunshine Coast TAFE  
John Stewart  
PO Box 5252 SCMC  
Nambour Qld 4560  
Phone 07 5459 3000

# Demolition work

[Certificate to perform demolition work \(Information Paper D1\)](#)

Approved criteria for obtaining a certificate to perform the prescribed activity of demolition work

[Assessment instrument for demolition work \(PDF, 61 KB\)](#)

[Requirements to supervise demolition work \(Information Paper D2\)](#)

The competencies a person must hold to supervise the prescribed activity of demolition work

# Approved criteria for a certificate to perform the prescribed activity of demolition work (Information Paper D1)

This information paper states the criteria an applicant must satisfy before applying for a certificate to perform the prescribed activity of demolition work<sup>1</sup>.

## Types of certificates

There are two types of certificates relating to demolition work.

- **DM1** – This is an unrestricted certificate and authorises the demolition of any type of building or structure.
- **DM2** – This certificate is restricted and authorises the demolition of buildings or structures not more than 2 storeys or a maximum height of 10 metres.

These certificates are held by the **business** undertaking the demolition work. The holder of either of these certificates must ensure demolition work is **directly supervised** by a competent person.

## Criteria for obtaining a certificate to perform the prescribed activity of demolition work

### Criterion 1 – Insurance

The applicant must provide proof of holding:

- Workers' compensation insurance (if applicable)
- Public liability insurance.

### Criterion 2 – Competent person for direct supervision

The applicant must demonstrate there will be a competent person with the knowledge and experience of safe working methods and practices appropriate for the prescribed activity of demolition work. For more information about this, refer to [\*Information Paper D2 – Requirements to supervise demolition work\*](#).

### Criterion 3 – General workplace health and safety policies and procedures

The applicant must demonstrate there are effective management systems in place to ensure that the demolition work is performed safely and without risk to any person, including workers and the general public.

The applicant's workplace health and safety systems will be assessed on the following elements:

**1. Workplace Health and Safety (WHS) Policy:**

There must be a written WHS policy statement that:

- is supported by management
- clearly identifies the WHS responsibilities of managers, supervisors and workers
- is communicated to workers.

**Note:** There should be adequate consultation with workers and, where they exist, with Workplace Health and Safety Officers, Representatives and Committees, in the development of the policy.

**2. WHS information**

There must be personnel with knowledge of current workplace health and safety legislative and operational requirements, including:

- Legislation:
  - [\*Workplace Health and Safety Act 1995\*](#) (PDF, 766 KB)
  - [\*Workplace Health and Safety Regulation 2008\*](#)
- Operational:
  - AS 2601 – The Demolition of Structures
  - *any code of practice relevant to demolition work*
  - *current manufacturers' and suppliers' standards and information relevant to the use and operation of plant etc.*

**3. Training and supervision**

**a. Training of workers.**

There must be written evidence that processes are in place for:

- *training new workers, including induction training and training in workplace health and safety issues*
- *making sure workers are trained in safe working methods and practices, including training in new jobs or new plant and equipment*
- *keeping records of the workers who have been trained and the training provided*
- *making sure that a person performing high risk work or earthmoving or particular crane operation under the Workplace Health and Safety Regulation 2008 holds the required licence or certificate.*

**b. Supervision of work:**

There must be written evidence that processes are in place to ensure the demolition work is directly supervised by a competent person at all times. This will include a list of the 'competent person/s' and how they meet the competencies stated in *Information Paper D2 - Requirements to supervise demolition work*. The arrangements for ensuring that the work is supervised (direct supervision is at least on site) by a competent person must be reflected in the work method statement.

#### 4. Reporting and investigation of incidents/accidents

There must be written evidence that a system is in place to make sure required records (incident record/report) are maintained and investigations are undertaken. Workers are to be trained about the system and how to use it.

#### 5. Emergency planning

There must be written evidence that an emergency response plan relevant to the site or project is in place, including arrangements for evacuation. This plan must take account of all persons on the site, including contractors.

#### 6. Suppliers, sub-contractors and purchasing controls

There must be written evidence that the applicant's management is aware of all its legislative obligations about contractors and suppliers under the *Workplace Health and Safety Act 1995* and Regulations. Contractors and suppliers should conform to the applicant's workplace health and safety standards and procedures.

### **Criterion 4 – Demolition policies and procedures**

The applicant must demonstrate that there are effective operational practices in place to ensure that demolition work is performed safely and without risk to any person including workers and the general public.

The applicant's practices will be reviewed based on:

- [AS 2601 - Demolition work](#) (non-Queensland Government link)
- relevant requirements of the *Workplace Health and Safety Act 1995* and the *Workplace Health and Safety Regulation 2008*
- any codes of practice relevant to demolition work.

#### 1. Work method statements

There must be written evidence that a process has been developed for preparing effective work method statements for each project. In preparing work method statements, consideration must be given to *AS 2601 – The Demolition of Structures*.

There must be written evidence of the ability to systematically:

- identify hazards
- assess risks that may result because of the hazards
- decide on appropriate control measures to prevent, or minimise, the level of risks
- implement control measures
- monitor and review the effectiveness of the measures.

Part 20 of the *Workplace Health and Safety Regulation 2008* specifies requirements in relation to work method statements.

## **Demolition Removal Plan**

A demolition removal plan should be developed which includes as a minimum the following project information:

- Location of the building/ structure
- Details of the type of building / structure
- Construction materials used
- Height of the structure and boundary clearance distances
- Scope of the demolition project; e.g. single story or wall
- Demolition techniques and methods including major equipment to be used
- Demolished materials waste management plan including hazardous substances
- Demolition work plan (work method statements)
- Demolition sequence
  - Overall work procedures as per investigations
  - Level by level procedures for stripping, breaking up and removal of materials
  - Level by level plan for mechanical equipment
  - Structural engineers report/s
  - Restrictions / requirements by statutory authorities
  - Work plans including time charts
  - Safe work method statements
  - Legal authority to carry out work
  - Legal authority to dispose of waste.
- Traffic management plan
- Environmental; management plan
- Details of protective measures required during demolition
- Dimensions of the exclusion zones
- Any other plans or documents necessary

## **Criterion 5 – Compliance**

The applicant must demonstrate that issues relating to the following have been resolved or rectified:

- Requirements to comply with workplace health and safety legislation in the previous two years (e.g. improvement or prohibition notices)
- Any convictions under workplace health and safety legislation in Queensland or another state or territory relating to demolition work in the previous ten years
- Any refusal, cancellation or suspension of a certificate/licence for demolition work in Queensland or another state or territory in the previous two years.

This criterion can be met by the person who holds the business name or director of the company making a statutory declaration. The statutory declaration must be submitted as part of the application process.

**How applicant may demonstrate criteria have been met**

Applicants must be assessed by an authorised accredited provider. Fees charged for this service are determined by the accredited provider.

A list of accredited providers can be found at

<http://www.deir.qld.gov.au/workplace/training/training/activities/demolition/rto/index.htm>

<sup>1</sup>The prescribed activity of "demolition work" is defined in schedule 1 of the Workplace Health and Safety Act 1995. This legislation can be viewed at [www.legislation.qld.gov.au](http://www.legislation.qld.gov.au).

# Requirements to supervise demolition work (Information Paper D2)

**This information paper states the competencies a person must have to be regarded as competent to supervise the prescribed activity of demolition work<sup>1</sup>.**

## **Requirements to supervise demolition work (Information Paper D2)**

### Types of certificates

There are two types of certificates relating to demolition work:

- **DM1** – This is an unrestricted certificate and authorises the demolition of any type of building or structure.
- **DM2** – This certificate is restricted and authorises the demolition of buildings or structures not more than 2 storeys or a maximum height of 10 metres.

These certificates are held by the business undertaking the demolition work. The holder of either of these certificates must ensure demolition work is directly supervised by a competent person.

### Requirements for a competent person

A person will be considered a ‘competent person’ to directly supervise the prescribed activity of demolition work if he or she meets the following requirements:

1. The person must be at least 18 years of age.  
*The person must demonstrate a working knowledge of the certificate holder’s workplace health and safety policy and procedures.*

AND

2. The person must demonstrate knowledge of the –
  - a. [Workplace Health and Safety Act 1995](#) (PDF, 766 KB)
  - b. [Workplace Health and Safety Regulation 2008](#)
  - c. [AS 2601 Demolition work](#) (non-Queensland Government link)
  - d. any relevant codes of practice applicable to demolition work.

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|---|
| <p><b>Note:</b> holding a Workplace Health and Safety Officer Certificate issued under the <i>Workplace Health and Safety Act 1995</i> would demonstrate achievement of the first two elements of this requirement.</p> |
|---|

AND

3. The person must have at least three years relevant industry experience.

AND

4. The person must have demonstrated practical supervisory experience in the demolition of buildings or structures, including having successfully completed at least three major projects involving demolition work.

**Note:** One way of demonstrating compliance with this requirement would be a written record (for example, a log book jointly signed by the person and the responsible person/s) that identifies:

- the supervisory experience
- the dates of commencement and completion of the projects
- the nature of the projects

AND

5. The person must hold:
- (A) a Statement of Attainment in 30765 QLD Course in Demolition Theory and Application or an equivalent course issued by a Registered Training Organisation that covers competencies which meet requirements under the *AS 2601 – 2001: Demolition of Structures*;

OR

- (B) a relevant qualification, for example, a Degree in Construction Management or a Diploma or Associate Diploma in Building;

OR

- (C) a relevant certificate to perform a prescribed occupation issued prior to 1 February 2002 under Part 3 of the former *Workplace Health and Safety Regulation 1997*, as it then was. The relevant certificates and the level of prescribed activity are outlined in the table below.

| Relevant certificate | Prescribed activity   |
|----------------------|---|
| DM 1                 | Demolition of building or structure   |
| DM 2                 | Demolition of building or structure not more than 2 storeys or maximum height 10 metres |

**Note:** From 1 February 2009, 5(C) will no longer apply. From that date a person must comply with the other requirements outlined above in order to be regarded as competent to supervise the prescribed activity of demolition work.

## **Trainees**

The training of supervisors may be part of the competent person's duties. For the purposes of demonstrating competency to supervise and so that 'trainee' supervisors get enough exposure in supervising the mandatory three major demolition projects, it may be necessary for the trainee supervisor to be under the supervision of a competent person. Providing the trainee already has enough relevant industry experience to meet the three year minimum required at the completion of those projects, supervisory experience acquired under a trainee situation will be recognised for the purposes of meeting supervisory competency. Evidence of having been under a training plan including the requisite log book entries and project details will need to be presented to an accredited provider for assessment if the 'trainee' is being nominated as the competent person for the purposes of applying for or renewing a business certificate for the prescribed activity of demolition work.

**<sup>1</sup>The prescribed activity of "demolition work" is defined in schedule 1 of the Workplace Health and Safety Act 1995. This legislation can be viewed at [www.legislation.qld.gov.au](http://www.legislation.qld.gov.au).**