



Australian Government

Comcare

NOTIFICATION OF DEMOLITION WORK

Work Health and Safety Regulations 2011—Regulation 142

This notification form is provided by Comcare to assist a person conducting a business or undertaking (PCBU), or an emergency service organisation (ESO), who proposes to carry out demolition work to meet their obligation to provide written notice to Comcare as required by regulation 142 of the Work Health and Safety Regulations 2011 (Cth) (WHS Regulations).

WHO SHOULD USE THIS FORM? (SEE GUIDANCE 1)

Any PCBU or ESO who proposes to carry out relevant demolition (as detailed below) is subject to the duty to notify Comcare of the demolition work.

INSTRUCTIONS

Guidance for completing this form is provided at the end. For further guidance on demolition work, refer to the Approved Code of Practice—Demolition Work and the relevant sections of the *Work Health and Safety Act 2011* (Cth) (WHS Act) and WHS Regulations.

Responses to sections of this form marked with an asterisk (*) are mandatory, and must be provided by the PCBU or ESO in order to comply with notification requirements under regulation 142 of the WHS Regulations.

Written notifications can be given to Comcare by:

- > fax on 1300 305 916
- > email to demolition.notify@comcare.gov.au

1. *TYPE OF DEMOLITION NOTIFICATION (SEE GUIDANCE 2)

Type of demolition

- Demolition of a structure, or part of a structure that is:
- a) load bearing or otherwise related to the physical integrity of the structure, and
 - b) at least six metres in height; or
- Demolition work involving load shifting machinery on a suspended floor; or
- Demolition work involving explosives.

Notice by

- Person conducting a business or undertaking—where at least 5 days notice is required before demolition commences
- Emergency service organisation—where notice is required as soon as practicable for demolition work carried out by an emergency service worker responding to an emergency

(tick as appropriate)

2. *DETAILS OF DUTY HOLDERS (SEE GUIDANCE 3)

2.1. * Commonwealth organisation or non-Commonwealth licensee (i.e. the PCBU)

* Registered Business or Company name	<input type="text"/>
* ABN	<input type="text"/>
* Contact name	<input type="text"/>
* Telephone number	<input type="text"/> Mobile number <input type="text"/>
* Email address	<input type="text"/>

2.2. * Primary contractor (if applicable)

* Registered Business or Company name	<input type="text"/>
* ABN	<input type="text"/>
* Street address	<input type="text"/>
* Suburb	<input type="text"/> * State <input type="text"/> * Postcode <input type="text"/>
* Contact name	<input type="text"/>
* Telephone number	<input type="text"/> Mobile number <input type="text"/>
* Email address	<input type="text"/>

2.3. *Demolition contractor

* Registered Business or Company name	<input type="text"/>
* ABN	<input type="text"/>
* Street address	<input type="text"/>
* Suburb	<input type="text"/> * State <input type="text"/> * Postcode <input type="text"/>
* Demolition licence number	<input type="text"/> * Expiry date <input type="text"/>
* Issuing department	<input type="text"/> * Issuing date <input type="text"/>
* Demolition supervisor	<input type="text"/>
* Telephone number	<input type="text"/> Mobile number <input type="text"/>
* Email address	<input type="text"/>

2.4. *Emergency service organisation (if applicable)

* Registered Business or Company name	<input type="text"/>
* ABN	<input type="text"/>
* Street address	<input type="text"/>
* Suburb	<input type="text"/> * State <input type="text"/> * Postcode <input type="text"/>
* Contact name	<input type="text"/>
* Telephone number	<input type="text"/> Mobile number <input type="text"/>
* Email address	<input type="text"/>
* Reason for demolition	<input type="text"/>

3. *COST OF CONSTRUCTION AND DEMOLITION WORKS (SEE GUIDANCE 4)

a) Is the value of the demolition work greater than \$250 000?

Yes No

b) Is the value of the overall construction work greater than \$250 000?

Yes No

4. *DETAILS OF DEMOLITION WORK (SEE GUIDANCE 5)

4.1. *Commencement and expected completion date of demolition work

* Commencement date (dd/mm/yy)

*Expected completion date (dd/mm/yy)

4.2. *Location of demolition work

Workplace known as

* Street address

* Suburb

* State * Postcode

4.3. *Nature of demolition work

* Type and description of the structure to be demolished

* Machinery to be used in the demolition

4.4. *Will explosives be used for the demolition?

Yes (complete this section) No (go to section 5)

* Explosives licence number

* Expiry date

* Name on licence

* Explosive licence class/type or description

* Name of department of issue

* State or territory or Commonwealth of issue

5. *PERSON COMPLETING THIS FORM

Title Mr Mrs Miss Ms

* First name

* Surname

* Telephone number (work)

Mobile number

* Email address

* The organisation you are employed by

* Your position or role

6. DECLARATION

I, hereby declare:

- > I have authority from the relevant PCBU or ESO to complete and submit this notification
- > the information in this notification is true and correct to the best of my knowledge
- > I consent to Comcare making inquiries and exchanging information with other work health and safety regulators in the Commonwealth, states and territories regarding any matter relevant to this notification.

* Signature

* Date

If you are submitting by email, tick this box to confirm your declaration (i.e. signature not required)

Privacy collection statement

Comcare collects, uses, discloses and stores information in accordance with the *Work Health and Safety Act 2011*, other legislation under which Comcare performs functions, and the *Privacy Act 1988*. This includes information collected by Comcare in this form. Note that privacy laws may allow the use and/or disclosure of personal information where certain exemptions apply. Those exemptions include instances where the use and/or disclosure of personal information is required or authorised by law. Further information on how Comcare manages an individual's privacy is available at www.comcare.gov.au/about_us/privacy

GUIDANCE

Disclaimer

These guidance notes provide a basic and general overview of their subject matter only. They are not a substitute for independent professional advice and cannot be relied on as a statement of the law relating to the *Work Health and Safety Act 2011* (Cth) (WHS Act) or the *Work Health and Safety Regulations 2011* (Cth) (WHS Regulations). Comcare recommends duty holders obtain appropriate independent professional advice relevant to their particular needs and circumstances.

1. Who should use this form?

The Commonwealth, public authorities and non-Commonwealth licensees (Commonwealth PCBUs) have a duty under regulation 142(1) of the WHS Regulations to notify Comcare of relevant demolition work arising out of the conduct of their business or undertaking.

An emergency service organisation (ESO) that is a Commonwealth PCBU has a duty under regulation 142(4) of the WHS Regulations to notify Comcare of demolition work carried out by one of its emergency service workers.

An ESO that is not a Commonwealth PCBU also has a duty under regulation 142(4) of the WHS Regulations to notify Comcare of relevant demolition work carried out by one or more of its emergency service workers, in relation to a Commonwealth workplace or a non-Commonwealth licensee workplace.

Emergency service organisation is defined in regulation 5 of the WHS Regulations as:

- (a) each of the following:
 - (i) a police force or service;
 - (ii) a fire service;
 - (iii) an ambulance service;
 - (iv) a coast guard service, rescue service or emergency service;
- (b) the Defence Force when its members are engaged in a civil emergency or disaster relief operation;
- (c) an organisation that is an emergency service organisation in accordance with regulations made under a corresponding WHS law.

2. What information needs to be included in a notification of demolition work?

Under regulations 142(1) and 142(2) of the WHS Regulations, notification must be in writing and given in the manner and form required by Comcare. This form details the information required by Comcare in terms of regulation 142(2) of the WHS Regulations.

Who has the duty to notify Comcare of demolition work and when?

Regulation 142(1) of the WHS Regulations requires a person conducting a business or undertaking who proposes to carry out any of the following demolition work to ensure that written notice is given to Comcare at least 5 days before the work commences:

- > Demolition of a structure, or part of a structure that is
 - a) load bearing or otherwise related to the physical integrity of the structure, and
 - b) at least six metres in height.
- > Demolition work involving load shifting machinery on a suspended floor.
- > Demolition work involving explosives.

Regulations 142(3) and 142(4) of the WHS Regulations requires an emergency service organisation to notify Comcare **as soon as practicable** of the abovementioned demolition work carried out or proposed to be carried out by an emergency service worker in response to an emergency.

3. Details of duty holders

Comcare requires the details of all relevant duty holders.

Commonwealth organisation

Commonwealth organisation includes The Commonwealth and Commonwealth Public Authorities to which the WHS Act applies. In most cases this will be a Commonwealth department or agency for which a structure or part of a structure is being demolished.

Non-Commonwealth licensee

Non-Commonwealth licensee means a body corporate for which a licence under Part VIII of the *Safety, Rehabilitation and Compensation Act 1988* (SRC Act) has been granted and is in force.

Primary contractor

In this form, primary contractor means another person conducting a business or undertaking that is engaged by the Commonwealth organisation or by the non-Commonwealth licensee to undertake construction work, including demolition work, and who may be authorised to have management or control of the workplace where the construction work and/or demolition work will be carried out.

This section of the form may not need to be completed if the demolition contractor is engaged directly by a Commonwealth organisation or non-Commonwealth licensee.

Demolition contractor

Demolition contractor means the person conducting a business or undertaking that is engaged to carry out the demolition work.

Emergency service organisation

Emergency service organisation is a police force/service, fire service, ambulance service, coast guard service, rescue service or other emergency service, or any organisation that is an emergency service organisation in accordance with regulations made under any corresponding WHS law.

The Defence Force is an emergency service organisation when its members are engaged in a civil emergency or disaster relief operation.

4. Cost of construction and demolition works

Where the value of any construction work (including demolition work) is \$250 000 or more, the construction work is considered to be a 'construction project' for the purposes of the Work Health and Safety Regulations 2011 (Cth) (WHS Regulations).

In these circumstances the Commonwealth organisation, non-Commonwealth licensee, primary contractor or demolition contractor may be considered to be a 'principal contractor', as defined in Regulation 293 of the WHS Regulations. However, a construction project has only one principal contractor at any specific time (see regulation 293).

A principal contractor will have a range of WHS duties in relation to the construction project. Further guidance on principal contractor duties is available in the Approved Code of Practice—Construction Work.

5. Details of demolition work

This section requires information about the location and nature of the demolition work.

Location of demolition work

'Workplace known as'—Many workplaces have a common name not just an address. For example, Melbourne Parcel Facility, RAAF Base Pearce, National Gallery of Australia.

Nature of demolition work

Record the type and a brief description of the structure to be demolished. For example:

- > demolition of 3 storey office building including basement and car park
- > demolition of ship loader and conveyors at the berth
- > demolition of 6 storey lift shaft.

Machinery to be used in the demolition

List or describe the machinery that will be used in the demolition. For example:

- > crawler excavator
- > wheel loader
- > high reach boom excavator.

Will explosives be used for the demolition?

If explosives are being used then an explosives licence is required. This section requires the license details to be notified to Comcare.