



Department of Local Government,
Industry Regulation and Safety



Guidelines and criteria

High voltage operator

Approval of work health and safety risk management competencies
required to be appointed as a high voltage operator (HVO)

April 2026

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1 Background

Western Australia adopted the *Work Health and Safety Act 2020* (WHS Act) and the *Work Health and Safety (Mines) Regulations 2022* (WHS Mines Regulations) in 2022.

The regulator, also known as the WorkSafe Commissioner, is responsible for enforcing the WHS Act and WHS Mines Regulations, supported by inspectors from the Department of Local Government, Industry Regulation and Safety (LGIRS), WorkSafe Group.

The requirement for mining operators to appoint qualified and experienced individuals as high voltage operators remains unchanged from the previous mines safety and inspection regulations.

Eligibility criteria for candidates seeking appointment as a high voltage operator generally include:

- successful completion of a high voltage operator training course approved by the regulator under regulation 675ZZK(1)(d) of the WHS Mines Regulations
- confirmation by the site senior executive or exploration manager of the mine that the candidate can operate switchgear to isolate and re-energise high voltage equipment under Schedule 6 Clause 6(3)(b) of the WHS Mines Regulations.

This Guideline sets out the minimum requirements for approval of a high voltage switching operations course.

2 The regulator's expectation

Training for prospective high voltage operators is essential to minimise health and safety risks and to meet the requirements of WHS Mines Regulations 617 of the WHS Mines Regulations.

The regulator expects the following:

- the approved course is delivered and assessed by registered training organisations (RTOs) that are registered with either:
 - Australian Skills Quality Authority (ASQA)
 - Western Australian Training Accreditation Council (TAC).
- the RTO fully complies with the legislative requirements of the Vocational Education and Training (VET) Quality Framework, especially the [Standards for Registered Training Organisations \(RTOs\) 2025](#)
- the RTO includes the minimum required units of competency (UoCs) in the approved course
- course participants obtain a unique student identifier (USI)
- RTOs upload UoC attainment to the national USI record for course participants promptly
- learning delivery and competency assessment is conducted in-person.

The approved course will be published on the WorkSafe website.

2.1 UoCs for the high voltage switching operations course

To gain approval, RTOs must include at minimum the following UoCs in the high voltage switching operations course:

- UEPOPS116 *Operate local H.V. switchgear*
- UEPOPS117 *Operate local L.V. switchgear*
- UEPOPS021 *Control permit to work operations*
- UEPOPS036 *Develop H.V switching programs*
- UEPOPS124 *Perform switching to a switching program*
- UETDRSB001 *Perform substation switching operation to a given schedule*
- UETDREL005 *Working safely near live electrical apparatus*
- UEPOPS022 *Coordinate and direct switching program*
- UETDRMP001 *Apply access authority procedures to work on or near electrical apparatus*
- UETDRMP002 *ESI safety rules for work on or near in the vicinity of electrical apparatus*

For more complex isolations, depending on your mining operation's electrical HV infrastructure, the following additional UoCs may be considered:

- UETDRIS021 *Coordinate and direct switching programs*
- UETDRIS022 *Coordinate permit procedures*
- UETDRIS023 *Develop and validate high voltage distribution switching programs*
- UETDRIS032 *Solve problems in network equipment.*

3 Requirement to meet the regulator's expectations

3.1 Mining operators

If a mine operator or a person conducting a business or undertaking (PCBU) engages an RTO to deliver courses that do not meet the regulator's expectations, as outlined in Section 2 of this Guideline, and:

- a worker sustains a serious injury, or
- a dangerous incident occurs at the mine

and a subsequent investigation determines that the injury or incident was due to the failure to comply with the regulator's expectations, then the regulator will consider the required actions to be taken under the WHS Act and WHS Mines Regulations, consistent with the WorkSafe Compliance and Enforcement Policy.

3.2 Registered training organisations

An RTO delivering the high voltage switching operations UoCs as per this Guideline will be considered as a PCBU that provides services relating to health and safety, as per Section 26A of the WHS Act.

As such, as per section 26A(3) of the WHS Act, the RTO "must ensure, so far as is reasonably practicable that the WHS services are provided so that any relevant use of them ... will not put at risk the health and safety of persons who are at the workplace".

Failure by an RTO to meet the regulator's expectations as outlined in this document will be considered in any action taken by the regulator for failure to comply with the duties imposed upon WHS Service providers as per section 26A of the WHS Act.

3.3 Complaints by participants

If a course participant is not satisfied with the training or assessment provided by an RTO, they can lodge a complaint with the regulator who may then refer it to ASQA or TAC as applicable. Participants can also raise concerns directly with ASQA or TAC as applicable.

4 Limitations of this Guideline

Nothing in the approval process outlined in this Guideline limits or replaces the requirement for RTOs to comply with the obligations imposed on them by their registration with either ASQA or TAC.

ASQA and TAC are the regulators responsible for ensuring RTOs comply with the legislative components of the VET Quality Framework, especially the Standards for Registered Training Organisations (RTOs) 2025.

Appendix 1: Criteria for course approval

Course approval applications must address both the RTO and course criteria outlined below.

RTOs must meet the following criteria, complete the application cover pages in Appendix 2, and sign the statutory declaration in Appendix 3. Evidence of the RTO's ability to meet these criteria should be supplied along with the statutory declaration, in line with the guide provided as part of Appendix 4.

Provider criteria

1 Organisations presenting the course must be an RTO

- 1.1 Organisations applying for approval or renewal to deliver the training course for statutory appointments must be an RTO or have an agreement with an RTO to ensure suitable facilities and administrative processes are in place.
- 1.2 UoCs delivered and assessed in approved courses must be within the RTO's scope of registration for Western Australia to ensure formal skills recognition.

2 Trainers and presenters are suitably qualified and experienced

- 2.1 Courses must be delivered, and assessments made, by a person or persons in accordance with the assessment requirements for each unit of competency being addressed in the course and assessment process.
- 2.2 All trainers and assessors must, at a minimum, have attained the UoC they are delivering, or be accompanied by an industry expert who holds the relevant UoCs during training and assessment.
- 2.3 Training and assessments must be delivered by a person who holds the Certificate IV in Training and Assessment from the current Training and Assessment Training Package, or by a person under the direct supervision of a person who has the competencies. Refer to the Standards for Registered Training Organisations (RTOs) 2015.

Course criteria

3 Identification of intended participants

- 3.1 Intended participants are identified in course literature. Brochures or information sheets should clearly state the intended audience and the reasons for attendance, such as legislative requirements, statutory appointment categories, and the need for risk management competencies before enrolling as a candidate.

4 Open access and participation

- 4.1 RTOs should provide an inclusive learning environment and structure courses to ensure all participants can participate and contribute.
- 4.2 Training material and assessment procedures adopt adult learning principles. Each course should include a variety of tasks and activities that address unit elements and performance criteria, allowing all participants to contribute and demonstrate their understanding.

5 Overview of course content and structure

- 5.1 The course structure should include session plans, sequencing, duration and coverage of skill and knowledge requirements.

A detailed course timetable must be developed, indicating the duration of each component, such as lectures, assessments, and workplace activities. This allows assessors to quickly review the time allocated to each learning method and the total time spent on required skills and knowledge.

A clear justification for the chosen delivery strategy is required. Applications to vary from standard delivery will be considered individually.

Course content is consistent with the philosophy of the legislation and specifically must be based on a firm understanding of the statutory position.

The focus of the course should be on how the material and assessment methodologies effectively address the competencies.

- 5.2 The training curriculum and timetable are to contain review sessions at appropriate stages during the training.

Participants should be given the opportunity to review and discuss what has been learnt.

- 5.3 Training materials contain examples relevant to the HV operator's statutory position.

- 5.4 All course activities should enable participants to receive relevant and, where required, immediate feedback on their understanding and application of concepts. For example, assessment of the risk. Trainer's notes should clearly specify feedback requirements for each activity based on the intended outcomes.

- 5.5 Courses should include varied activities to supplement information and provide participants with practical experience in applying concepts and key legislative requirements.

6 Training resources and materials

- 6.1 The existence of detailed trainer's notes or session plans should accompany each segment of the course.

Detailed trainer's notes/lesson plans should be developed. These should include for each topic and session covered:

- skill and knowledge requirements
- key knowledge for participants (the 'must knows')
- activities and their purpose and desired outcomes (what are they and why are the participants doing them?)
- presentation slides, videos, and other tools to be used (plus when and how)
- how assessment is to be undertaken throughout the activities (observation, feedback, discussion, etc.).

- 6.2 Course handouts, exercises, activities, and case studies etc. are to be written in plain English and presented in a suitable format.

The materials for a course should be appropriate to the target audience.

Activities and case studies should effectively illustrate key points and be relevant to the participants. Slides should be concise, use appropriate graphics, and supplement rather than replace course activities. All workbooks or handouts must include a contents page.

6.3 Evidence of specialist input to develop relevant course material.

Course materials be customised to suit the needs of the specific audience. The RTO must identify audience needs and tailor course materials accordingly.

7 Assessment

The training organisation should have a process to monitor and assess participants' development of required skills and knowledge.

Evidence of planned assessment activities must be included in the approval application materials.

Mapping documents showing how assessments aligned with each UoC must be submitted as part of the approval application.

8 On-going monitoring and evaluation

8.1 Keep up to date with changes in legislation.

Training organisations should maintain memberships and affiliations with professional bodies, participate in ongoing professional development, and conduct regular research to ensure information and resources remain current.

8.2 The timetable should include time to administer a course questionnaire for participant feedback on the course and its delivery.

The training provider must collect data from participants to support continuous improvement of course delivery and assessment methodologies.

The course timetable should include time for the questionnaire to be administered.

9 Copyright

The approval application must include a signed statutory declaration confirming all training materials comply with copyright requirements and, where applicable, have been used with permission and properly referenced.

Appendix 2: Application cover pages

Section 1: Training provider details and approval type	
Name of organisation	Click or tap here to enter text.
ABN number	Click or tap here to enter text.
Is the organisation	<input type="checkbox"/> A registered training organisation (RTO) <input type="checkbox"/> Has a third-party arrangement with an RTO
RTO number	Click or tap here to enter text.
ABN number	Click or tap here to enter text.
RTO status	Click or tap here to enter text. <i>Notes:</i> <ul style="list-style-type: none"> • Evidence of current RTO status is required. • Evidence that the UoC being assessed must be within the scope of the RTO applying for approval or re-approval.
RTO address	Click or tap here to enter text.
RTO email address	Click or tap here to enter text.
RTO telephone number	Click or tap here to enter text.
Name	Click or tap here to enter text.
Organisational role	Click or tap here to enter text.
Type of application	<input type="checkbox"/> Initial approval <input type="checkbox"/> Re-approval
Units of competency addressed	Click or tap here to enter text.

Appendix 3: Statutory declaration for approval application

The following statutory declaration must be completed and signed by organisations seeking the regulator’s approval or re-approval of a training course for statutory appointments.

Declaration

I, on behalf of , sincerely declare that the responses to all items in attached documents are accurate, and the proposed training course(s) for statutory positions will be delivered as proposed.

This declaration is true, and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*.

At .

On .

By

In the presence of

*See full description of professionals to whom under the *Statutory Declarations Act 1959* of the Commonwealth a statutory declaration may be made as [authorised witnesses](#).

For office use

Date of application received .

Appendix 4: Application for approval template

Completion of this checklist and declaration is required for the approval process.

Please ensure that each criterion is addressed and that an (x) is placed in the appropriate box.

Criteria checklist		
Training provider name Click or tap here to enter text.		
1.	Organisations presenting the course must be an RTO	<input type="checkbox"/>
2.	Trainers/presenters are suitably qualified and experienced	<input type="checkbox"/>
3.	Intended participants are identified	<input type="checkbox"/>
4.	Open access and participation	<input type="checkbox"/>
5.	Overview of course content and structure	<input type="checkbox"/>
6.	Training and assessment methods	<input type="checkbox"/>
7.	Training resources and materials	<input type="checkbox"/>
8.	Assessment	<input type="checkbox"/>
9.	On-going monitoring and evaluation	<input type="checkbox"/>
10.	Copyright	<input type="checkbox"/>
11.	Duration	<input type="checkbox"/>
12.	Units of competence addressed	<input type="checkbox"/>
13.	Ongoing requirements	<input type="checkbox"/>

Approval of training courses for statutory positions

Completion of this checklist and declaration is required for the approval process. Please place an (x) in the appropriate box.

Name of organisation	Click or tap here to enter text.		
ABN	Click or tap here to enter text.		
RTO number	Click or tap here to enter text.	RTO registration expiry date	Click or tap here to enter text.

Criteria	Checklist	
	Yes	No
Provider, trainers / assessors and participants		
1. Organisations presenting the course must be an RTO		
• RTO registration is current and unrestricted	<input type="checkbox"/>	<input type="checkbox"/>
• UoC are listed on the RTO's scope of registration in Western Australia (WA)	<input type="checkbox"/>	<input type="checkbox"/>
• Proposed training delivery is conducted in-person	<input type="checkbox"/>	<input type="checkbox"/>
• Evidence of the RTO Status is attached	<input type="checkbox"/>	<input type="checkbox"/>
• Evidence that the UoCs to be delivered and/or assessed are on the scope of registration is attached	<input type="checkbox"/>	<input type="checkbox"/>
2. Trainers/presenters are suitably qualified and experienced		
• Trainers and assessors are suitably vocationally current and experienced to deliver the nominated UoC.	<input type="checkbox"/>	<input type="checkbox"/>
• Resumes for each proposed trainer, including details of the attainment of relevant risk management competencies and industry experience, are kept up to date and on file.	<input type="checkbox"/>	<input type="checkbox"/>
3. Intended participants are identified		
• Intended participants for the course have been clearly identified in course materials	<input type="checkbox"/>	<input type="checkbox"/>
4. Open access and participation		
• Training material uses gender-neutral language where possible	<input type="checkbox"/>	<input type="checkbox"/>
• Training material reflects gender balance and a diverse, multi-cultural society	<input type="checkbox"/>	<input type="checkbox"/>
Course overview		
5. Overview of course content and structure		
• UoC addressed by the course are identified	<input type="checkbox"/>	<input type="checkbox"/>
• Mapping documents for both training and assessment of each UoC are attached	<input type="checkbox"/>	<input type="checkbox"/>

Criteria	Checklist	
<ul style="list-style-type: none"> Detailed course structure and timetable are available to participants, and outline: <ul style="list-style-type: none"> – sequencing and timing of the course contents – session or lesson plans including details of where the required skills and knowledge have been covered Course content is consistent with the philosophy of the legislation 	<input type="checkbox"/>	<input type="checkbox"/>
6. Training and assessment methods		
<ul style="list-style-type: none"> Course design utilises adult learning principles Assessment methodology includes access to operational mine site or simulated work environment Protection of participants' health and safety during assessment is implemented Mechanisms exist for participants to obtain feedback on their performance 	<input type="checkbox"/>	<input type="checkbox"/>
7. Training resources and materials		
<ul style="list-style-type: none"> Detailed trainer's notes/lesson plans include: <ul style="list-style-type: none"> – coverage of skill and knowledge requirements – activities and desired outcomes – examples of learning materials – assessment materials and methods All course-related material is written in plain English Course materials are adaptable to suit specific industry contexts Learning materials and assessment tools are attached An explanation of the delivery and assessment of increasing sophistication of risk assessment methodologies with increasing Australian Quality Framework (AQF) level is attached 	<input type="checkbox"/>	<input type="checkbox"/>
8. Assessment		
<ul style="list-style-type: none"> Assessment processes are used throughout the proposed course to allow the RTO to monitor and assess its own effectiveness in developing participants' skills and knowledge 	<input type="checkbox"/>	<input type="checkbox"/>
9. On-going monitoring and evaluation		
<ul style="list-style-type: none"> Mechanisms are in place to keep up-to-date with changes in legislation, codes of practice and guidance materials relevant to UoC being taught and assessed Time is allowed for a course questionnaire to be completed, seeking feedback from participants on the course and its delivery 	<input type="checkbox"/>	<input type="checkbox"/>
10. Copyright		
<ul style="list-style-type: none"> Learning materials and assessment tools are attached 	<input type="checkbox"/>	<input type="checkbox"/>

Criteria	Checklist	
11. Duration		
<ul style="list-style-type: none"> The course duration is nominated and aligns with requirements of the UoC and/or training package 	<input type="checkbox"/>	<input type="checkbox"/>
12. Units of competency addressed		
<ul style="list-style-type: none"> UEPOPS116 <i>Operate local H.V. switchgear</i> 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> UEPOPS117 <i>Operate local L.V. switchgear</i> 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> UEPOPS021 <i>Control permit to work operations</i> 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> UEPOPS036 <i>Develop H.V switching programs</i> 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> UEPOPS124 <i>Perform switching to a switching program</i> 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> UETDREL005 <i>Working safely near live electrical apparatus</i> 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> UETDRSB001 <i>Perform substation switching operation to a given schedule</i> 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> UEPOPS022 <i>Coordinate and direct switching program</i> 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> UETDRMP001 <i>Apply access authority procedures to work on or near electrical apparatus</i> 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> UETDRMP002 <i>ESI safety rules for work on or near in the vicinity of electrical apparatus</i> 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> UETDRIS021 <i>Coordinate and direct switching programs</i> 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> UETDRIS022 <i>Coordinate permit procedures</i> 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> UETDRIS023 <i>Develop and validate high voltage distribution switching programs</i> 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> UETDRIS032 <i>Solve problems in network equipment</i> 	<input type="checkbox"/>	<input type="checkbox"/>
13. Ongoing requirements		
<ul style="list-style-type: none"> The RTO has committed to complying with the quality control processes, including: <ul style="list-style-type: none"> reporting changes to the course to the regulator submitting to the regulator random audits of the course evaluating course delivery 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The RTO will notify the regulator if there is any change in its RTO approval, such as a suspension or withdrawal of a UoC, that would impact on its eligibility to continue to deliver training courses for statutory appointments 	<input type="checkbox"/>	<input type="checkbox"/>

Appendix 5: Annual reporting

The regulator requires each approved RTO to submit an annual report. The report will detail the delivery of courses for the preceding year ending 31 December. The annual report should be submitted to the regulator by 31 July each year.

The first annual report may cover only part of the twelve-month period because a course may be approved in any month.

The information given in the annual report provides a profile of the statutory appointment candidates by role.

Annual report (To be completed by the approved course provider)	
1. Name and postal address of course provider	Click or tap here to enter text.
2. Primary contact and email address	Click or tap here to enter text.
3. RTO number	Click or tap here to enter text.
4. Date of course(s) approval	Click or tap here to enter text.
5. Period covered by this report	From Click or tap here to enter text. to Click or tap here to enter text.
6. How many candidates for the statutory appointment of a HVO were trained	Click or tap here to enter text.
7. How many candidates were issued a certificate of competency for the HV switching operations course	Click or tap here to enter text.