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Compliance certificates

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7.1 What are compliance certificates?

Compliance certifiers are independent service providers authorised by WorkSafe to issue compliance certificates for:

- people (certifying their knowledge and training)
- locations (certifying that controls are in place for the location where hazardous substances are stored or used)
- equipment (certifying that equipment meets the required specifications).

You can find a list of compliance certifiers on WorkSafe's website. Compliance certifiers set the cost of issuing or renewing certificates. Contact several certifiers to discuss their services and fees.

7.2 Certified handler compliance certificates

A certified handler is certified to handle certain very hazardous substances (class 6.1 A and 6.1 B toxic substances and substances that require a CSL, such as most explosives, fumigants and vertebrate toxic agents (VTAs)).

In addition to practical and supervised workplace experience, a certified handler has to know and be able to describe:

- the hazard classifications, properties and adverse effects of the substances they deal with and how to protect people and the environment from them
- any requirements under the Regulations or the HSNO Act, and/or any applicable safe work instrument for that substance, in other words, what the law requires and why
- any conditions on the person's certified handler compliance certificate
- how to prevent the substance from causing injury or illness to anyone at the workplace
- what to do in an emergency involving the hazardous substances
- PPE and other equipment for handling the substances (the person will also need practice and supervised workplace experience in using these items)
- how to work with the substance, including procedures for its safe use, handling, manufacture, storage, or disposal
- the person also needs to receive information, training and instruction about the substance. See pages 20-21 of this guide for more details.

A hazardous substance that usually needs to be under the personal control of a certified handler may be handled by another person if a certified handler:

- is present at the location when the hazardous substance is used
- has provided guidance to others who may then handle the substance
- is available to provide guidance if needed.

This guidance could include ensuring that the person who will handle the substance receives the required training.

Use the Calculator to find out whether you need a certified handler.

If you need a certified handler at your workplace, contact a compliance certifier, who will check that the worker who wishes to become a certified handler has sufficient training to safely handle the hazardous substances they will need to use.

You may need more than one certified handler to cover shift work, holidays and sick days.



This training may be provided by an industry training organisation or could be on-the-job training. To become certified, that person will need a written record of the training, describing the method used to assess their knowledge and practical skills, and signed by the course provider.

If the training was provided at work, the supervisor or manager will need to provide a signed, written record.

In either case, the compliance certifier must be assured of the quality of the training.

A certified handler certificate must be renewed every five years. It is important to keep a secure copy of the certificate, as it will be required for the certificate to be renewed.

Becoming a certified handler

Learn and get experience

Learn about the hazards of the substances, how to safely manage them, how to protect people and the environment from those substances and what to do in an emergency.

Learn with an industry training organisation or through on-the-job training.



Prove knowledge and competence

Obtain a written record describing the method used to assess your skills and knowledge about the substances. Have this record signed by your work supervisor or course provider.



Contact a compliance certifier

Contact a compliance certifier who specialises in certified handler certificates for the substances you want to be certified to use. There is a list of compliance certifiers on the WorkSafe website.



Obtain a certified handler compliance certificate

If the compliance certifier is satisfied you have the knowledge, experience and competence, they will issue a compliance certificate, valid for five years.

7.3 Approved filler certificates

Everyone at your business who fills gas containers must have an approved filler certificate or be trained to become an approved filler and be under the supervision of an approved filler. This is required for filling containers of all gases under pressure at the workplace, whether they are hazardous or not, including air.

An approved filler is someone with the necessary training, knowledge and

skills to fill gas containers safely and an approved filler certificate from a compliance certifier.

For each gas the approved filler will be certified for, the approved filler must know:

- how to fill gas containers safely
- about the different forms of gases under pressure, including:
 - low-pressure and high-pressure liquefiable gas
 - permanent gases
 - gases that may be held at very low temperatures
- the causes of gas container failure
- the consequences of failure of a gas container – including asphyxiation, and
- how to inspect a gas container to make sure it is safe.

To get an approved filler certificate, the worker will need to prove their knowledge to a compliance certifier by providing a written record describing their training, how their skills were assessed and the results of the assessment signed by either their work supervisor if they were trained at work, or by the course provider if they completed a training course.

The worker will also need to demonstrate the procedures for safely charging gas containers.

When the compliance certifier issues an approved filler certificate they will specify the type of gas as well as the types of containers the certificate holder may fill. The certificate is valid for up to five years.

Filling LPG cylinders

The LPG Association offers a training scheme to businesses that fill LPG cylinders. Through this scheme a worker can be trained, assessed and issued with their approved filler certificate at their workplace by a site trainer who is also a compliance certifier. An LPG Association approved filler can only fill cylinders at the workplaces where they were trained and they must have refresher training and renew their certificate each year.

Test stations

Gas cylinder test stations are authorised to inspect and test gas cylinders.

7.4 Location compliance certificates

If you have flammable, oxidising, toxic or corrosive substances at your workplace you may need a location compliance certificate.

A location compliance certificate certifies that the hazardous substance location (HSL) where the substances are used and stored is safely managed, according to the rules.

Use the Calculator to find out whether you need a location compliance certificate. If you need one, you must arrange for a compliance certifier to visit your workplace.



CHECKLIST

Before issuing a location compliance certificate, the compliance certifier will check that you have:

- an inventory of hazardous substances on site
- a site plan of your workplace showing:
 - all hazardous substance locations
 - hazardous areas and
 - controlled zones
- fire extinguishers, if needed, and that:
 - you have the correct number of fire extinguishers
 - you have the correct type of fire extinguishers (with a rating of at least 30B), and
 - the fire extinguishers are clearly seen and readily accessible in an emergency
- hazardous substances stored safely in areas that can be secured in the correct type of building or cabinet
- ensured that the specific storage requirements for class 6 (toxic) and 8 (corrosive) and any other substance classes are met
- incompatible substances stored separately
- established and managed hazardous areas
- a certified handler available, if needed
- ensured that any workers requiring information, instruction and training have received them
- procedures to prevent fires if you store flammable or oxidising substances
- signs in place, if needed
- an emergency response plan, if needed
- secondary containment in place, if needed
- the right PPE for the substances workers handle
- clean up materials for any substances that require them, and
- told your local WorkSafe office where the hazard is and what hazardous substances are used and stored there and in what quantities.

You can find a more detailed list of what compliance certifiers must certify inside an HSL for different substances by searching for the performance standards for compliance certifiers on the WorkSafe website.

A location compliance certificate lasts for one year but this can be extended up to a maximum of three years. Talk to your compliance certifier about this extension.

7.5 Stationary container system compliance certificates

A stationary container system is a fixed tank or process container and its associated pipework and fittings, covering above and below-ground tanks, fuel tanks connected to burners, stationary internal combustion engines and direct fired vaporisers.

If you have a stationary container system containing a gas or liquid hazardous substance you may need a stationary container system compliance certificate to certify that your tank and associated equipment is safe and complies with the rules. When you enter your substances into the Calculator it will let you know whether you need a compliance certificate for your stationary compliance system.



To get a stationary container certificate, contact a compliance certifier.

Further information

WorkSafe has published a guide called 'Certification of Stationary Tanks and Process Containers'. Contact WorkSafe for a copy or visit WorkSafe's website: [worksafe.govt.nz](https://www.worksafe.govt.nz) for a link to this document.