



ELECTRICAL WORKERS REGISTRATION BOARD

SUPERVISION PROCEDURES FOR TRAINEES

October 2010

Issued by:
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Registrar
29 October 2010

REVIEW

These Supervision Procedures will be reviewed as occasions arise.

Suggestions for amendments to these Supervision Procedures are welcome and should be sent to the Registrar, Electrical Workers Registration Board, P O Box 10156, Wellington.

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Supervision Procedures for Trainees

Section 1

Introduction

- 1.1 Under the Electricity Amendment Act 2006 and the Electricity (Safety) Regulations 2010 supervision is prescribed electrical work if the work being supervised is;
- (a) the installation or maintenance of conductors used in works or installations;
 - (b) the installation or maintenance of fittings connected, or intended to be connected, to conductors used in works or installations;
 - (c) the connection or disconnection of fittings to or from a power supply, other than by means of a plug or pin inserted into a socket, or an appliance connector inserted into an appliance inlet;
 - (d) the maintenance of appliances.

Objective, Scope, Application, Referenced documents and interpretations.

1.2 Objective

The Board has approved these Supervision Procedures with the objective of assisting employers of trainees, people who supervise trainees, trainees and the public with interpretations of the supervision requirements in the Electricity Act 1992 and the Electricity (Safety) Regulations 2010.

To provide further assistance, the Board has set out methodologies for the successful and safe supervision of trainees.

1.3 Scope and application

These Supervision Procedures apply to the supervision of trainees as defined in the Electricity (Safety) Regulations 2010.

These revised Supervision Procedures supersede the Board's Supervision Procedures for Trainees issued 31 March 2010.

1.4 Referenced documents

The following documents are referenced in these Supervision Procedures.

The Electricity Act 1992, the Electricity Amendment Act 2006 and the Electricity (Safety) Regulations 2010.

1.5 Interpretations

Conductor means a wire, cable, bar, or tube used or placed in position for the conveyance of electricity, but does not include the wire of an electric fence.

Employer, for the purposes of these Supervision Procedures, means any person employing any trainee and includes any manager or foreman or other person engaged in hiring and employing a trainee.

Fittings means everything used, or designed or intended for use, in or in connection with the generation, conversion, transformation, conveyance, or use of electricity.

Isolated, for the purposes of these Supervision Procedures, means that any fittings and/or conductors are deliberately disconnected from any source of electricity.

Limits of work that trainees may do, means the prescribed electrical work a trainee may do in accordance with regulation 93 of the Electricity (Safety) Regulations 2010. Regulation 93 states;

“For the purposes of section 77(1)(a) of the Act, the prescribed electrical work a trainee may do, or assist in doing, is any work that is within the particular class of work for which the trainee is seeking registration, and that is within the scope of work that the trainee’s supervisor is authorised to do.”

Prescribed electrical work, means,

- (a) the installation or maintenance of conductors used in works or installations;
- (b) the installation or maintenance of fittings connected, or intended to be connected, to conductors used in works or installations;
- (c) the connection or disconnection of fittings to or from a power supply, other than by means of a plug or pin inserted into a socket, or an appliance connector inserted into an appliance inlet;

- (d) the maintenance of appliances;
- (e) the testing of work described in paragraphs (a) to (d) above;
- (f) the certification of work described in paragraphs (a) to (d) above;
- (g) the inspection of work described in paragraphs (a) to (d) above;
- (f) the supervision of any work described in paragraphs (a) to (d) above.

Safety tuition, means tuition in the following subject matter:

- (a) safe working practices;
- (b) testing to ensure safety before commencing any prescribed electrical work of and to ensure safety during and after the completion of such work;
- (c) basic first aid;
- (d) cardio-pulmonary resuscitation.

Supervision, means that any trainee who is assisting with the carrying out of prescribed electrical work must be supervised under such control and direction to ensure that:

- (a) the work is carried out competently, and
- (b) while the work is being undertaken, appropriate safety measures are adopted, and
- (c) the completed work complies with the Electricity (Safety) Regulations 2010.

Supervisor, means a person, who holds a current practising licence issued by the Board that authorises the person to supervise electrical work.

Trainee, is a person who is undergoing instruction or training in any class of prescribed electrical work for the purpose of obtaining registration as a registered person; and includes an apprentice who is working in the electricity industry.

Section 2

Level of supervision required

- 2.1 Any trainee who is assisting a supervisor with the carrying out of prescribed electrical work should be supervised in accordance with these Supervision Procedures.

Section 3

Applying supervision – employer’s responsibilities

- 3.1 An employer must take all practicable steps to ensure that any trainee in the employer’s employ and who is assisting with the carrying out any prescribed electrical work is under the supervision of a supervisor who is competent to do that work.
- 3.2 An employer must take all practicable steps to ensure the safety of any trainee in the employer’s employ and who is assisting with the carrying out any prescribed electrical work.

The employer must take all practicable steps to ensure the supervisor:

- (a) provides safe working procedures for any trainee to follow;
- (b) ensures that any associated equipment and personal protective equipment used by any trainee is arranged, designed, made, tested, inspected and maintained so that the equipment is safe to use;
- (c) ensures that the trainee has adequate training, knowledge and experience of the type of work being carried out;
- (d) ensures that the trainee has been adequately trained in the safe use of the associated equipment, the personal protective equipment, and the procedures for carrying out the work;
- (e) ensures that the trainee immediately before the start of the work being carried out, checks that the associated equipment and personal protective equipment is in good order and condition;
- (f) ensures that the trainee uses the equipment and the procedures that the employer has approved for the work being carried out.

Applying supervision – supervisor responsibilities

- 3.3 The primary responsibility of a supervisor when supervising a trainee who is assisting the supervisor with the carrying out of prescribed electrical work is to take all practicable steps to ensure that:
- (a) the work is carried out competently, and
 - (b) while the work is being undertaken, appropriate safety measures are adopted, and
 - (c) the completed work complies with the Electricity (Safety) Regulations 2010
- 3.4 The primary focus of a supervisor is to take all practicable steps to know the capabilities of any trainee being supervised and the conditions applicable at any work site where the trainee will be working.
- 3.5 A supervisor should not leave a trainee with inadequate skills to their own devices and to deal with hazards and unforeseen circumstances at a work site.
- 3.6 To ensure any trainee is competent to carry out any prescribe electrical work at any work site the supervisor should assess:
- (a) the physical conditions at any work site where the trainee is to work, and
 - (b) any likely changes to the physical conditions as work progresses at the work site where the trainee is to work, and
 - (c) whether electrically live exposed fittings could be contacted while work is in progress.
- 3.7 To ensure the safety of the trainee the supervisor should take all practicable steps to:
- (a) determine the electrical isolation, testing, earthing and other associated safety measures required to make any work site safe, and
 - (b) identify the boundaries of the safe working area at any work site, and
 - (c) ensure that any equipment including personal safety equipment required to safely carry out any work is available at any work site

and ensure that the equipment is arranged, designed, made, tested, inspected and maintained so that the equipment is safe to use, and

- (d) ensure the trainee understands the procedures in relation to the use of locks for personal protection against electric shock and safety tags, and
- (e) ensure the trainee is aware of their limits of work, and
- (f) not leave a trainee with inadequate skills to their own devices and to deal with hazards and unforeseen circumstances at a work site.

Section 4

Trainee responsibilities

- 4.1 Prior to any trainee assisting with the carrying out of any prescribed electrical work the trainee must have uplifted a Limited Certificate from the Board.
- 4.2 Before assisting with the carrying out of any prescribed electrical work any trainee should understand the:
 - (a) limits of the work they can do
 - (b) the boundaries of the safe working area at any work site
 - (c) any hazards that have been identified
 - (d) safety measures that are to be adopted at the work site.
- 4.3 A trainee must take all practicable steps to ensure the trainee's own safety while assisting with the carrying out of any prescribed electrical work.

The trainee must:

- (a) Take all practicable steps before beginning to assist with any prescribed electrical work to check that any associated equipment and personal protective equipment to be used by the trainee is in good order and condition and is safe for its intended use.
- (b) Take all practicable steps to follow the procedures approved by the employer of the trainee (if any) for the work to be carried out.
- (c) Take all practicable steps to use the associated equipment and

personal protective equipment provided in a competent manner.

- 4.4 A trainee should know who their supervisor is at all times whilst assisting with the carrying out of prescribed electrical work.
- 4.5 A trainee should understand and follow the directions and instructions given by their supervisor at all times.
- 4.6 A trainee should carry out work assigned by a supervisor in a competent manner and in a manner that complies with the requirements of the Electricity (Safety) Regulations 2010.
- 4.7 A trainee should ask their supervisor if they do not understand any instruction or if they are unsure how to carry out any work assigned by a supervisor.

Section 5

General

Chart A on the following page shows the basic requirements for the supervision of trainees in accordance with Section 77 of the Act.

Trainees that have not uplifted a Trainee limited Certificate from the Board are deemed to be a supervised person and therefore are required to work under provisions (a) to (d) of Section 76 of the Act.



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Registrar
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