



ELECTRICAL WORKERS REGISTRATION BOARD

SUPERVISION PROCEDURES FOR TRAINEE ELECTRICIANS

Issued by:
N J J Sickels
Registrar
27 April 2007

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.

TABLE OF CONTENTS

1.1	Introduction.....	3
1.2	Objective.....	3
1.3	Scope and application.....	3
1.4	Referenced documents.....	4
1.5	Interpretations.....	4
2.1	Level of supervision required.....	6
3.1	Employer's responsibilities.....	6
3.3	Supervisor of electrical work responsibilities.....	7
4.1	Trainee electrician responsibilities.....	8
5	General.....	10

Section 1

Introduction

- 1.1 Each year the Electrical Workers Registration Board (the Board) becomes aware of instances where people registered under the Electricity Act 1992 and trainee electricians under that Act are either unaware or unsure of the requirements relating to supervision. That situation is a concern to the Board.

In view of its concern the Board has approved these Supervision Procedures as it believes it would be of assistance to the industry and the public to have the legislative and regulatory requirements, including Board interpretations, relating to trainee electricians assembled in this one document.

To assist with referencing, notations to sections of the Electricity Act 1992 and the Electricity Regulations 1997 have been included in the document.

From a Board perspective these Supervision Procedures are a means of compliance in relation to the supervision requirements of the Electricity Act 1992 and the Electricity Regulations 1997.

Objective, Scope, Application, Referenced documents and interpretations.

- 1.2 Objective

The Board has approved these Supervision Procedures with the objective of assisting employers of trainee electricians, people who supervise trainee electricians, trainee electricians and the public with interpretations of the supervision requirements in the Electricity Act 1992 and the Electricity Regulations 1997.

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

- 1.3 Scope and application

These Supervision Procedures apply to the supervision of trainee electricians who assist with the carrying out of prescribed electrical work under the Electricity Act 1992 and the Electricity Regulations 1997.

These Supervision Procedures supersede those parts of the Board/Electrical Workers Licensing Group Supervision Guidelines for Electrical Workers dated October 2003 which apply to trainee electricians.

1.4 Referenced documents

The following documents are referenced in these Supervision Procedures.

The Electricity Act 1992 and the Electricity Regulations 1997 including any amendments to that Act and regulations.

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 electrician and includes any manager or foreman or other person engaged in hiring and employing a trainee electrician.

Employer licence means an employer licence issued under section 101 of the Electricity Act 1992.

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 for a trainee electrician, for the purposes of these Supervision Procedures, means that a trainee electrician may assist in doing any prescribed electrical work that a registered electrician is entitled to carry out pursuant to regulation 20 of the Electricity Regulations 1997 provided the provisions of regulation 23 of the Electricity Regulations 1997 are satisfied.

Prescribed electrical work, means, subject to sub clause (2) of regulation 17 of the Electricity Regulations 1997.

- (i) The installation of conductors:
- (ii) The installation of fittings that are connected, or intended to be connected, to conductors:
- (iii) The maintenance of conductors:
- (iv) The maintenance of fittings that are connected, or intended to be

connected, to conductors

- (v) The maintenance of electrical appliances:
- (vi) In relation to works, electrical installations, and electrical appliances, the connection or disconnection of conductors to or from a power supply, other than by means of a plug, or an appliance inlet or a pin that is inserted into a socket outlet. *(Reg 17)*

Safety tuition, for the purposes of these Supervision Procedures, means tuition in the following subject matter:

- (a) Safe working practices applicable to the work of an electrician
- (b) Testing to ensure safety before commencing the work of an electrician, and to ensure safety during and after the completion of such work
- (c) Basic first aid
- (d) Cardio-pulmonary resuscitation. *(Reg 26)*

Supervised registered electrician, for the purposes of these Supervision Procedures, means an electrician who has been registered under section 75 of the Electricity Act 1992 for less than three years and who is under the supervision of a registered electrician or a qualified engineer who has had at least three years work experience since registration or electrical engineering experience respectively, or a registered electrical inspector. *(With ref to Reg 23(b))*

Supervision, means that any trainee electrician 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 any regulations made under section 169 of the Electricity Act 1992. *(Sect 2)*

Supervisor of electrical work, for the purposes of these Supervision Procedures, means a registered electrician or a qualified engineer who has had at least three years work experience since registration or electrical engineering experience respectively, or a registered electrical inspector, or a supervised registered electrician, or a person authorised to

supervise trainee electricians under an employer licence. *(With ref to Sect 2)*

Trainee electrician, for the purposes of these Supervision Procedures, means any person who, for the purposes of obtaining registration as an electrician, is undergoing instruction or training in any prescribed electrical work that a registered electrician is entitled to carry out pursuant to regulation 20 of the Electricity Regulations 1997. *(With ref to Sect 2)*

Section 2

Level of supervision required

- 2.1 Any trainee electrician who is assisting a supervisor of electrical work 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 any regulations made under section 169 of the Electricity Act 1992. *(Sect 2)*

Section 3

Applying supervision – employer’s responsibilities

- 3.1 An employer must take all practicable steps to ensure that any trainee electrician in the employer’s employ and who is assisting with the carrying out any work, to which regulation 17(1) or (2)(d) to (f) of the Electricity Regulations 1997 applies, is under the supervision of a supervisor of electrical work who is competent to do that work.
- 3.2 An employer must take all practicable steps to ensure the safety of any trainee electrician in the employer’s employ and who is assisting with the carrying out any work, to which regulation 17(1) or (2)(d) to (f) of the Electricity Regulations 1997 applies.

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

- (a) provides safe working procedures for any trainee electrician to follow when carrying out the work to which regulation 35(1) of the Electricity Regulations 1997 applies, and *(Reg 35(2)(a))*
- (b) ensures that any associated equipment and personal protective

equipment used by any trainee electrician is arranged, designed, made, tested, inspected and maintained so that the equipment is safe to use, and *(Reg 35(2)(b))*

- (c) ensures that the trainee electrician has adequate knowledge and experience of the type of work being carried out, and *(Reg 35(3)(a))*
- (d) ensures that the trainee electrician has been adequately trained in the safe use of the associated equipment, the personal protective equipment, and the procedures for carrying out the work, and *(Reg 35(3)(b))*
- (d) ensures that the trainee electrician 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, and *(Reg 35(3)(c))*
- (e) ensures that the trainee electrician uses the equipment and the procedures that the employer has approved for the work being carried out. *(Reg 35(3)(d))*

Applying supervision – supervisor of electrical work responsibilities

- 3.3 The primary responsibility of a supervisor of electrical work when supervising a trainee electrician who is assisting the supervisor of electrical work with the carrying out of prescribed electrical work is 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 any regulations made under section 169 of the Electricity Act 1992.
- 3.4 The primary focus of a supervisor of electrical work is knowing the capabilities of any trainee being supervised and the conditions applicable at any work site where the trainee electrician will be working.
- 3.5 A supervisor of electrical work should not leave a trainee electrician 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 electrician is competent to carry out any prescribed electrical work at any work site the supervisor of electrical work should assess:

- (a) the physical conditions at any work site where the trainee electrician is to work, and
- (b) any likely changes to the physical conditions as work progresses at the work site where the trainee electrician 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 electrician the supervisor of electrical work should:

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

Section 4

Trainee electrician responsibilities

- 4.1 Prior to any trainee electrician assisting with the carrying out of any work to which regulation 17(1) or (2)(d) to (f) of the Electricity Regulations 1997 applies must have satisfactorily completed safety tuition. *(Reg 26)*
- 4.2 Before assisting with the carrying out of any prescribed electrical work any trainee electrician 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 electrician must take all practicable steps to ensure the trainee electrician's own safety while assisting with the carrying out of any work to which regulation 17(1) or (2)(d) to (f) of the Electricity Regulations 1997 applies. *(Reg 36(1))*

The trainee electrician must:

(a) Take all practicable steps before beginning to assist with the work, to which regulation 36(1) of the Electricity Regulations 1997 applies, to check that any associated equipment and personal protective equipment to be used by the trainee electrician is in good order and condition and is safe for its intended use. *(Reg 36(2(a))*

(b) Take all practicable steps to follow the procedures approved by the employer of the trainee electrician (if any) for the work to be carried out. *(Reg 36(2(b))*

(c) Take all practicable steps to use the associated equipment and personal protective equipment provided in a competent manner. *(Reg 36(2(c))*

4.4 A trainee electrician should know who their supervisor of electrical work is at all times whilst assisting with the carrying out of prescribed electrical work.

4.5 A trainee electrician should understand and follow the directions and instructions given by their supervisor of electrical work at all times.

4.6 A trainee electrician should carry out work assigned by a supervisor of electrical work in a competent manner and in a manner that complies with the requirements of the Electricity Regulations 1997.

4.7 A trainee electrician should ask their supervisor of electrical work if they do not understand any instruction or if they are unsure how to carry out any work assigned by a supervisor of electrical work.

4.8 Regulation 36 of the Electricity Regulations 1997 states that the responsibilities of persons (including a trainee electrician) who carry out work are in addition to, and do not limit responsibilities under the Health and Safety in Employment Act 1992.

Section 5

General

The Chart A on the following page shows the basic requirements for the supervision of trainee electricians.

A handwritten signature in black ink, appearing to read "John Sickels". The signature is stylized with a large initial "J" and a long horizontal stroke at the end.

John Sickels
Registrar
27 April 2007

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