

## Guidelines for the Supervision of Apprentices/Trainees in the Electrical, Electricity Supply, Refrigeration, Instrumentation, Electronics and Communications Vocations

Developed by: Energy Skills South Australia (ESSA)

For the purposes of preventing danger to life and property, all electrical work shall be effectively supervised, unless the person carrying out the electrical work is licensed to carry out the work without supervision. Employers of electrical workers and electrical workers themselves must be aware of and comply with the requirements of the Electricity Act 1996 and the Plumbers, Gas Fitters and Electricians Act 1995.

The person employing the apprentice or trainee shall:

- ensure the supervision is carried out by a person registered to carry out the work in question without supervision;
- consider the kind of electrical work being undertaken, especially with regard to whether live parts are being worked on or are in the vicinity of the work area;
- have regard to the level of competence of the person to be supervised; and
- ensure that, where apprentices/trainees are working in the vicinity of live parts, a registered electrical worker is in close proximity to, is in sight of and can communicate directly with the apprentices/trainees.

***The supervising registered electrical worker is responsible for ensuring that all electrical work is checked and tested and complies with the appropriate Acts, Regulations and Australian Standards, particularly AS/NZS 3000 Wiring Rules.***

The attached table **Supervision Guidelines for Apprentices/Trainees** is to be used as a guideline to the above supervision requirements and should be varied dependent upon the competence of the apprentice/trainee. The following levels of supervision shall apply.

**Direct supervision** – the personal supervision of a worker, at all times, on a direct and constant basis, within visual contact and/or earshot.

**General supervision** – does not require constant attendance of the supervisor, but requires the personal contact with a registered electrical worker on at least a daily basis when working on electrical equipment.

The degree of supervision (direct or general) requires continual assessment of an apprentice's/trainee's experience and competence and the nature of the task being undertaken. The degree of supervision can vary from direct to general supervision, depending upon the type of work being carried out.

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### SUPERVISION GUIDELINES FOR APPRENTICES/TRAINEES

Type of Work	Apprentice/Trainee Year	WORKING ON LOW VOLTAGE ELECTRICAL INSTALLATIONS					
		Electrical	Electricity Supply	Refrigeration	Instrumentation	Electronics	Communications
New Installations (not connected to electricity supply)	First Second Third Fourth or Final	Direct Direct Direct/General General	Direct Direct Direct/General General	Direct Direct Direct/General General	Direct Direct Direct/General General	Direct Direct Direct/General General	Direct Direct Direct/General General
Alterations and Additions (existing installations)	First Second Third Fourth or Final	Direct Direct Direct General	Direct Direct Direct Direct	Direct Direct Direct/General General	Direct Direct Direct/General General	Direct Direct Direct/General General	Direct Direct Direct/General General
Maintenance of Installations and Equipment	First Second Third Fourth or Final	Direct Direct Direct/General General	Direct Direct Direct Direct	Direct Direct Direct/General General	Direct Direct Direct/General General	Direct Direct Direct/General General	Direct Direct Direct/General General
Workshop Tasks	First Second Third Fourth or Final	Direct Direct/General Direct/General General	Direct Direct/General Direct/General General	Direct Direct/General Direct/General General	Direct Direct/General Direct/General General	Direct Direct/General Direct/General General	Direct Direct/General Direct/General General
Live Work	First Second Third Fourth or Final	* * * Direct	* Direct Direct Direct	* * * Direct	* * * Direct	* * * Direct	* * * Direct
Isolation of Installations and Equipment	First Second Third Fourth or Final	* * Direct General	* Direct Direct Direct	* * Direct General	* * Direct General	* * Direct General	* * Direct General

\* Live work is not to be carried out.

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### SUPERVISION GUIDELINES FOR APPRENTICES/TRAINEES

Type of Work	Apprentice/Trainee Year	NON - ELECTRICAL WORK					
		Electrical	Electricity Supply	Refrigeration	Instrumentation	Electronics	Communications
New Installations	First	Direct	Direct	Direct	Direct	Direct	Direct
	Second	Direct/General	Direct/General	Direct/General	Direct/General	Direct/General	Direct/General
	Third	General	General	General	General	General	General
	Fourth or Final	General	General	General	General	General	General
Alterations and Additions (existing installations)	First	Direct	Direct	Direct	Direct	Direct	Direct
	Second	Direct	Direct	Direct	Direct	Direct	Direct
	Third	General	General	General	General	General	General
	Fourth or Final	General	General	General	General	General	General
Maintenance of Installations and Equipment	First	Direct	Direct	Direct	Direct	Direct	Direct
	Second	Direct	Direct	Direct	Direct	Direct	Direct
	Third	General	General	General	General	General	General
	Fourth or Final	General	General	General	General	General	General
Workshop Tasks	First	Direct	Direct	Direct	Direct	Direct	Direct
	Second	Direct/General	Direct/General	Direct/General	Direct/General	Direct/General	Direct/General
	Third	General	General	General	General	General	General
	Fourth or Final	General	General	General	General	General	General