



SUPERVISION GUIDELINES FOR APPRENTICES WORKING ON ELECTRICAL INSTALLATIONS

<p>CABLE TRAY INSTALLATION</p> <p>LADDER TRAY & DUCT LADDER, TRAY SUSPENSION BRACKETS, and FIXINGS.</p> <p>CONDUIT INSTALLATION</p> <p>CONDUIT, CONDUIT FITTINGS (J/BOXES, BENDS, ETC).</p>	<p>FIRST YEAR:</p> <p>SECOND YEAR:</p> <p>THIRD YEAR:</p> <p>FOURTH YEAR:</p>	<p>DIRECT</p> <p>GENERAL</p> <p>GENERAL</p> <p>BROAD</p>
<p>ROUGH-IN LIGHT & POWER</p> <p>CATENARY WIRE/FIXINGS, BUILDING WIRE, TPS CABLES & TIES, PLUG BASES. STUD BRACKETS, TPS CABLE DRESSING</p> <p>(Not accessible to contact with electricity supply)</p>	<p>FIRST YEAR:</p> <p>SECOND YEAR:</p> <p>THIRD YEAR:</p> <p>FOURTH YEAR:</p>	<p>DIRECT</p> <p>DIRECT</p> <p>GENERAL</p> <p>BROAD</p>
<p>SUBMAIN INSTALLATION</p> <p>CABLE PULLING, FIXINGS.</p> <p>(Not accessible to contact with electricity supply)</p>	<p>FIRST YEAR:</p> <p>SECOND YEAR:</p> <p>THIRD YEAR:</p> <p>FOURTH YEAR</p>	<p>DIRECT</p> <p>DIRECT</p> <p>GENERAL</p> <p>BROAD</p>
<p>MAINS INSTALLATION</p> <p>CABLE PULLING, MAIN EARTH, MAIN EARTH ELECTRODE, FIXINGS. BUSDUCT.</p> <p>(Not accessible to contact with electricity supply)</p>	<p>FIRST YEAR:</p> <p>SECOND YEAR:</p> <p>THIRD YEAR:</p> <p>FOURTH YEAR:</p>	<p>DIRECT</p> <p>DIRECT</p> <p>GENERAL</p> <p>BROAD</p>
<p>DISTRIBUTION BOARD INSTALLATION</p> <p>INSTALL SWITCHBOARD, LUGS, GLANDS, ALL TERMINATIONS (INCLUDING SUB CIRCUITS), FIXINGS, SERVICE PILLARS, TAKE OFF BOXES.</p> <p>(Not accessible to contact with electricity supply)</p>	<p>FIRST YEAR:</p> <p>SECOND YEAR:</p> <p>THIRD YEAR:</p> <p>FOURTH YEAR:</p>	<p>DIRECT</p> <p>DIRECT</p> <p>DIRECT</p> <p>BROAD</p>
<p>MAIN SWITCHBOARD INSTALLATION</p> <p>INSTALL SWITCHBOARD, LUGS, GLANDS, ALL TERMINATIONS (INCLUDING SUB CIRCUITS), FIXINGS.</p> <p>(Not accessible to contact with electricity supply)</p>	<p>FIRST YEAR:</p> <p>SECOND YEAR:</p> <p>THIRD YEAR:</p> <p>FOURTH YEAR:</p>	<p>DIRECT</p> <p>DIRECT</p> <p>DIRECT</p> <p>GENERAL</p>
<p>LIGHTFITTING AND BAKELITE INSTALLATION</p> <p>LIGHTS, FIXINGS, SUPPORTS, TRUNKING, SUSPENSIONS, TUBES & LAMPS, SOCKET OUTLETS, SWITCH PLUGS, MOUNTING BLOCKS, PLASTER BRACKETS.</p> <p>(Not accessible to contact with electricity supply)</p>	<p>FIRST YEAR:</p> <p>SECOND YEAR:</p> <p>THIRD YEAR:</p> <p>FOURTH YEAR:</p>	<p>DIRECT</p> <p>DIRECT</p> <p>GENERAL</p> <p>BROAD</p>

<p>TESTING</p> <p>TESTING OF INSTALLATION FOR COMPLIANCE, LABELLING, PREPARATION OF D/B LE GENDS</p> <p>(Not accessible to contact with electricity supply)</p>	<p>FIRST YEAR: DIRECT</p> <p>SECOND YEAR: DIRECT</p> <p>THIRD YEAR: DIRECT</p> <p>FOURTH YEAR: GENERAL</p>	
<p>FAULT FINDING</p> <p>(Accessible to contact with electricity supply)</p> <p>During the fault finding process, the supervising electrician must demonstrate to the apprentice the correct procedures for fault finding.</p> <p>Note 1 - The 3rd year apprentice in the immediate presence of the supervising electrician can carry out basic fault finding task.</p> <p>For example: On single phase light & power circuits & apparatus.</p> <p>Note 2 - The 4th year apprentice can carry out basic fault finding activities. In the immediate presence of the supervising electrician the 4th year apprentice can carry out more advanced fault finding task on power and control circuits and equipment.</p>	<p>FIRST YEAR: NOT PERMISSIBLE</p> <p>SECOND YEAR: NOT PERMISSIBLE</p> <p>THIRD YEAR: DIRECT (see Note 1)</p> <p>FOURTH YEAR: DIRECT (see Note 2)</p>	
<p>CONFIRMATION OF ISOLATION</p> <p>* The supervising electrician is responsible for the isolation of the installation.</p> <p>During the isolation process the supervising electrician must demonstrate to the apprentice the correct testing procedures for electrical isolation.</p> <p>After isolation, the supervising electrician is to ensure the apprentice carries out the testing procedures to confirm isolation, under direct supervision, before work commences.</p>	<p>FIRST YEAR: NOT PERMISSIBLE*</p> <p>SECOND YEAR: NOT PERMISSIBLE*</p> <p>THIRD YEAR: NOT PERMISSIBLE*</p> <p>FOURTH YEAR: DIRECT</p>	

Direct Supervision

This means the electrician is to work with the apprentice, constantly reviewing the work practices and standard of the apprentice's work. The electrician shall be readily available in the immediate area, within audible range (earshot) and where possible within visual contact of the apprentice.

General Supervision

This means the apprentice does not require constant attendance of the on site supervising electrician but requires face to face contact on site during the day with the supervising electrician to check on the work being performed and to provide the apprentice with additional instructions and assistance.

As part of General Supervision, the supervising electrician shall provide the apprentice with instruction and direction for the tasks being performed with progressive checks and tests being made during the work being undertaken.

Broad Supervision

This means the apprentice does not require constant attendance of the on site supervising electrician but requires face to face contact with the supervising electrician on site to check on the apprentice and the work being carried out by the apprentice.

As part of Broad Supervision, the supervising electrician shall provide the apprentice with instruction and direction for the tasks being performed with checks and tests being made prior to commissioning and/or energising of circuit(s) and or apparatus/equipment.

Accessible to contact with electricity supply

This means that the person is in a position where they can personally make contact with live electrical equipment and wiring including making contact via tools or conductive material with live electrical components.

Application of these guidelines

The above guidelines have been developed to assist electricians and electrical contractors in providing supervision to apprentice electricians during their on the job training. The guidelines reflect the intent of “supervision” as defined in the Construction Occupations (Licensing) Act 2004 and assist with the compliance of the Act.

Note – Supervision practice

The goal of supervision should be to progressively diminish from direct to broad in the fourth year of the apprenticeship with the exception on conducting the activities of fault finding & confirmation for isolation. This condition is subject to successful completion of all trade school subjects by the apprentice.

Not covered by these guidelines

The Occupational Health and Safety Act 1989

“An employer shall take all reasonably practicable steps to protect the health, safety and welfare at work of the employer’s employees.”

The use of the above guidelines in no way removes or limits the employer’s duty under Occupational Health and Safety legislation.

Acknowledgments

- EE-Oz Training Standards: National Supervision Policy Guideline For Electrotechnology Apprenticeships, December 2002. www.ee-oz.com.au
- Energy Safe Victoria: Supervision Guidelines For Apprentices Working On Electrical Installations, October 2007. www.esv.vic.gov.au
- ACT Planning and Land Authority (ACTPLA) www.actpla.act.gov.au

Resources & Legislation

www.legislation.act.gov.au

Construction Occupations (Licensing) Act 2004

Electricity Safety Act 1971

Occupational Health and Safety Act 1989

GUIDE TO SITE SUPERVISION OF APPRENTICES BY THE SUPERVISING ELECTRICIAN

