

SUPERVISION GUIDELINES FOR APPRENTICES WORKING ON ELECTRICAL INSTALLATIONS

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

<p>LIGHTFITTING AND BAKELITE INSTALLATION</p> <p>LIGHTS, FIXINGS, SUPPORTS, TRUNKING, SUSPENSIONS, TUBES & LAMPS, SOCKET OUTLETS, SWITCH PLUGS, MOUNTING BLOCKS, PLASTER BRACKETS. (Not accessible to contact with electricity supply)</p>	<p>FIRST YEAR DIRECT SECOND YEAR DIRECT THIRD YEAR GENERAL FOURTH YEAR BROAD</p>
<p>TESTING</p> <p>TESTING OF INSTALLATION FOR COMPLIANCE, LABELLING, PREPARATION OF D/B LEGENDS (Not accessible to contact with electricity supply)</p>	<p>FIRST YEAR DIRECT SECOND YEAR DIRECT THIRD YEAR DIRECT 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 E.g. 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 "effective supervision" as defined in the Electricity Safety (Installations) Regulations 1999 and assist with the compliance of the Electrical Safety Act.

- Note - Supervision practice – the goal of supervision should be to progressively diminish from direct to broad in the fourth year off 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 2004 places a duty on employers to provide such supervision to employees as necessary to enable the employees to perform their work in a manner that is safe and without risks to health. The use of the above guidelines in no way removes or limits the employer's duty under Occupational Health and Safety legislation.

GUIDE TO SITE SUPERVISION OF APPRENTICES BY THE SUPERVISING ELECTRICIAN

