



**ELECTRICAL
CONTRACTING
PTY LTD** AU26726



**ACCREDITED
MASTER
ELECTRICIAN**

APPRENTICE SUPERVISION AND WORK ALLOCATION POLICY

1 APPRENTICE SUPERVISION AND WORK ALLOCATION POLICY

The Business recognises the responsibility for the training, supervision and safety of its apprentice/s. Legislation places an obligation on contractors, workers and the apprentice to ensure that both the workplace and the training provided to apprentices is conducted safely.
Obligations of the Employer

Obligations include;

- That the electrical apprentice must be supervised by an appropriately licensed electrical worker at all times throughout their apprenticeship, while performing electrical work required of them in the course of the business.
- That, generally, the ratio of apprentice to licensed electrical worker should be 1:1.
- That the level of supervision is dependent upon both the level of competency and the adequacy of training of the apprentice for the type of work required to be performed. Additionally, the level of supervision must meet the supervisory requirements of all relevant State and Federal legislation.
- That a formal evaluation of the 'on-the-job' progression of the apprentice and the level of supervision required for the type of work will be undertaken on a minimum bi-annual basis.
- Appointing a licensed electrical worker to supervise the apprentice when electrical work is required to be performed. The licensed electrical worker must be made aware of their responsibility and accept the supervisory role.
- Maintaining accurate records indicating the supervision of the apprentice for the type of work performed. These records will be distributed to any/all staff who may become the Worker in Charge of the apprentice during the course of the apprenticeship.

1.1 OBLIGATIONS OF THE WORKER IN CHARGE

The Worker in Charge (licensed electrical worker) agrees that an apprentice must not work in the vicinity of live high voltage exposed parts or where there is a risk that the person could come in contact with live low voltage parts within the first six months of their apprenticeship. This is in accordance with the relevant state legislation regarding exclusion zone requirements.

The Worker in Charge agrees that an apprentice must not perform live work unless the work is for testing and for the purposes of on the job training and is conducted under the direct supervision of a licensed electrical worker and the apprentice has been evaluated for competency in the task.

The Worker in Charge agrees that an apprentice must not act as a Safety Observer within the first six months of their apprenticeship unless the apprentice has acted in this role in the 12 months leading up to the apprenticeship. There must be documented evidence of the apprentice's competence to act as a Safety Observer for that period.

The Worker in Charge agrees that in accepting this supervisory role, they are responsible for any electrical work performed by the apprentice and in ensuring that the work is electrically safe. The Worker in Charge must also follow the levels of supervision as determined in the most recent evaluation.

The Worker in Charge must sight and sign the Apprentice Supervision Form for any Electrical Apprentice who falls under their supervision between evaluation periods. The Electrical Apprentice will carry at all times the Apprentice Supervision Form.

1.2 OBLIGATIONS OF THE APPRENTICE

The Electrical Apprentice agrees to inform the Worker in Charge if they are not confident completing an assigned task.

The Electrical Apprentice agrees to actively participate in the elimination of risks and hazards in the workplace.

The Electrical Apprentice agrees to adhere to all instructions issued by the Worker in Charge, where consistent with the abovementioned obligations.

The Electrical Apprentice agrees to have on their person their most recent Apprentice Supervision Form.

The Electrical Apprentice agrees to present the Supervision Form to any additional Worker in Charge within the current evaluation period; to ensure the Worker in Charge is aware of current supervision levels. The Worker in Charge will sight and sign to indicate they understand and agree to the supervision levels that were determined at the most recent evaluation.

The Electrical Apprentice agrees not to conduct live testing/live work unless it is for the purposes of on-the-job training and is conducted under the direct supervision of the Worker in Charge as documented in the most recent evaluation.

S & K Electrical Contracting Pty Ltd

Director/Partner/Principal: _____

Date: 01/07/2020

Policy Review Date: 01/07/2021

