



Learning Resource

**Demonstrate knowledge
of supervision of trainees
undertaking prescribed
electrical work**

Level 4 | Credits 2



Te Pūkenga

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Supervision procedures for trainees (Rules of the EWRB)

The following legislative documents cover the requirements of supervision of trainees:

- The Rules of the Board - "EWRB Supervision Procedures for Trainees"
- Health and Safety in Employment Act 1992
- Electricity Act 1992 and Amendments.
- The Electrical Safety Regulations 2010

It is important that you are familiar with these documents.

Electrical Workers Registration Board

The Electrical Workers Registration Board (EWRB, also known as the Board), is a statutory Board appointed by the Minister of Energy. The powers and functions of the EWRB are detailed under the Electricity Act 1992 and subsequent amendments.

The primary functions of the EWRB are:

- Approving applications for provisional licenses and registration.
- Administering registration and licensing examinations.
- Ensuring the ongoing competency of electrical workers.
- Auditing of prescribed electrical work.
- Issuing of biennial (every two years) practicing licenses to electrical workers.
- Conducting disciplinary hearings and the disciplining of electrical workers found guilty of disciplinary offences.
- Promoting electrical safety and competency.

Every person working towards an electrical workers registration must meet the EWRB requirements.

Under the Electricity Amendment Act 2006, the Board has a responsibility to set supervisory procedure criteria for electrical workers and supervisors to ensure that, all persons applying for electrical registration are competent.

The EWRB Supervision Procedures for Trainees available at EWRB - Publications, is the main reference for this unit standard. The other prime references are the Electricity Act 1992 and the Electricity (Safety) Regulations 2010.

Limits of work

The limits of the prescribed electrical work that a person under supervision may do are set out in Regulation 92 of the Regulation.

The limits of work that a supervised person may do is any work that is within the scope of work that the person's supervisor is authorised to do, except that a person under supervision may not do any of the following

- connect or disconnect a supply of electricity to works or an installation or appliance; or
- do any certification or inspection of works, installations, fittings, or appliances.

A supervised person may test works, installations, fittings, or appliances that are connected to a power supply provided there is no direct access to live parts at a voltage above extra - low voltage.

Regulation 93 of the Electricity (Safety) Regulations 2010 also sets out the limits of the work a trainee may carry as any work that is within the particular class of work for which the trainee is seeking registration, and that is within the scope of work that the trainee's supervisor is authorised to do.

Who can carry out PEW?

Section 74 of the Electricity Act 1992 ("the Act") states that, only the following persons can carry out prescribed electrical work (as defined by the Act):

- Persons who are registered and hold a current practicing licence or
- Persons who are operating under an Employer Licence or
- Persons who are authorised to do, or assist in doing, the work under a provisional licence.

Section 77 of the Act provides an exemption for any person who is a Trainee as defined by subsection 2 of section 77. The section is a exemption for trainees and 77 (1) (c) states that the work done by that person (the trainee) is carried out in accordance with a limited certificate issued by the Board to the trainee under section 78.

Prescribed Electrical Work (PEW)

Schedule 1 of the Electricity (Safety) Regulations 2010 describes the Prescribed Electrical Work (PEW) that a registered, and licensed electrical worker may carry out.

PEW is any work that falls into the following categories:

- The installation or maintenance of electrical installations.
- The installation or maintenance of fittings connected, or intended to be connected, to conductors (i.e. appliances) used in works or installations. (Includes the replacement of a fitting in an existing installation)
- The connection or disconnection of works, electrical installations, and electrical appliances to or from a power supply, other than by means of the following, that is inserted into a socket outlet:
 - a plug; or
 - an appliance inlet; or
 - the integral plug pins
- The construction or maintenance of works.
- The maintenance of appliances, or the testing, certification, inspection or supervision of maintenance carried out on the work above.

For a detailed list of what is and is not prescribed electrical work, see Schedule 1 of the Electricity (Safety) Regulations 2010 at:

www.legislation.govt.nz/regulation/public/2010/0036/latest/DLM2763779.html

Who is a Trainee?

Section 77 (2) defines a Trainee as a person who is undergoing instruction or training in any class of prescribed electrical work for the purpose of obtaining registration as a registered person. It includes an apprentice who is working in the electricity industry.

Responsibilities of person carrying out PEW

Part 2 of the Electricity (Safety) Regulations 2010 deals with the general safety requirements for electrical safety. For an electrical worker, these can be summarised as given below.

A person who carries out PEW must:

- Comply with the current regulations and standards that apply to the work they are undertaking.
- Ensure they have a high standard of workmanship.
- Use safe working practices.
- Ensure they provide certification for the PEW they are carrying out.

Who is a Supervisor?

To ensure that the work meets all safety, competency and compliance requirements the Board requires, as a condition of issuing a Limited Certificate, that the work of the trainee be Supervised.

A Supervisor is a person who holds a current practicing licence and registration in the class of registration for the PEW they are supervising or a higher class.

It is the supervisor who is ultimately responsible and liable for the work of the trainee.

Note that a person who holds a provisional licence can carry out PEW with limits without Supervision but cannot be a supervisor. This licence is only valid for 6 months while the holder completes outstanding registration requirements.

It is the responsibility of the supervisor to ensure that:

- the work is performed competently; and
- while the work is being undertaken, appropriate safety measures are adopted; and
- the completed work complies with the requirements of any regulations made under section 169 of this Act.

Definition of Supervision

Supervision is defined by Section 2 of the Act. It means that the work is undertaken under such control and direction of a person authorised under this Act to do the work to ensure that:

- That the work is performed competently; and
- That while the work is being undertaken, appropriate safety measures are adopted; and
- That the completed work complies with the requirements of any regulations made under section 169 of this Act.

Regulation 100 imposes responsibilities on the person carrying out prescribed electrical work. If a trainee is carrying out prescribed electrical work under supervision, then the safety obligations under the Regulation must be met by both the trainee and the supervisor.

Trainee Limited Certificate

Trainees must have a Trainee Limited Certificate or Provisional Licence to work while they are training, including if they are an apprentice or need to complete examinations or work experience to become registered.

The holder of a Limited Certificate may assist a supervisor in doing any prescribed electrical work that is relevant to the particular class of registration being sought. This entitlement is valid provided the electrical worker holds a current Limited Certificate and is supervised by the nominated supervisor, whose practicing licence, allows that person to do the work.

Regulation 93 of the Electricity (Safety) Regulations 2010, requires that any prescribed electrical work a trainee may do, or assist in doing, is any work that is within the particular class of work for which the trainee is seeking registration, and that is within the scope of work that the trainee's supervisor is authorised to do.

Most Limited Certificates are issued with limitations, which include one or more of the following:

- Limited to carrying out certain prescribed electrical work.
- Working on approved premises.
- Working for an approved employer.
- Not being able to supervise non-registered persons.
- Not being able to test and certify wiring installation work unless such testing and certification is done under supervision of a registered electrical inspector, or a registered electrician who is entitled to test and certify wiring installation work.
- Being supervised by a supervisor of electrical work.

Duration of Limited Certificate

How long a Limited Certificate lasts depends on the registration class for which the training is being carried out.

Training registration class	Duration of Limited Certificate
Electrician	4 years
Electrical Engineer	3 years
Electrical Service Technician	18 months
Electrical Appliance Serviceperson	18 months
Electrical Appliance Serviceperson (Endorsed to disconnect and connect)	18 months
Line Mechanic	2 years
Electrical Installer	2 years
Cable Jointer	2 years

Safety Tuition

Once a Trainee Limited Certificate has been issued by the EWRB, the trainee must complete approved safety training within three months of applying for the Limited Certificate. The areas covered in the safety tuition include:

- Safe working practices
- Testing to ensure safety before commencing any prescribed electrical work, and to ensure safety during and after the completion of such work.
- CPR
- Basic first aid

If this training is not done within the three months, the Limited Certificate may be cancelled.

Responsibilities of employers

General obligations of employers

Regulation 101 imposes direct obligations on employers of persons who carry out prescribed electrical work. It provides that the employer must:

- Take all practicable steps to ensure the **safety of the employee** while carrying out the work.
- Take all practicable steps to provide **safe working procedures** for employees to follow when carrying out the work.
- Ensure that any **associated equipment and personal protective equipment** used by an employee is arranged, designed, made, tested, inspected, and maintained so that it is safe for the employee to use.
- Ensure that the employee who carries out the work —
 - has adequate **knowledge and experience** of the type of work being carried out; and
 - 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
 - immediately before the start of the work, **checks** that the associated equipment and personal protective equipment is in good order and condition; and
 - **uses** the equipment and the procedures that the employer has approved for the work.

Specific obligations of employers towards trainees

In addition to the above, the employer's obligations with respect to a trainee include taking all, practicable steps to ensure:

- Any trainee in the employer's employ and who is assisting with the carrying out any prescribed electrical work, is under the **supervision** of a supervisor who is competent to do that work.
- The **safety** of any trainee in the employer's employ and who is assisting with the carrying out any prescribed electrical work.
- The supervisor **complies** with the requirements as specified below.

Duties of the trainee's supervisor

The primary responsibility of a supervisor when supervising a trainee, who is assisting the supervisor with the carrying out of prescribed electrical work, is to take all practicable steps 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 the Electricity (Safety) Regulations 2010.

Responsibilities of supervisors

Primary focus of supervisors

The primary focus of a supervisor is to take all practicable steps to know the capabilities of any trainee being supervised, and the conditions applicable at any work site where the trainee will be working.

To ensure any trainee is competent to carry out any prescribed electrical work at any work site, the supervisor should assess:

- The physical conditions at any work site where the trainee is to work.
- Any likely changes to the physical conditions as work progresses at the work site where the trainee is to work.
- Whether electrically live exposed fittings could be contacted while work is in progress.
- Site or client specific safety requirements.
- Site hazards, toolbox and/or tail gate briefings or requirements.
- Available personal protective equipment which is current.
- The tools and equipment to be used.
- The procedures to be followed in the event of an emergency.

Clear and precise instructions should be issued which include how the supervisor will ensure safety, competence, and compliance. If necessary, the instructions should be in writing.

Workplace safety

The supervisor should make it clear to trainees that they must refer to the supervisor if they are in any doubt about the prescribed electrical work to be undertaken or to workplace safety.

To ensure the safety of the trainee, the supervisor should take all practicable steps to:

- Determine the electrical isolation, testing, earthing and other associated safety measures required to make any work site safe.
- Identify the boundaries of the safe working area at any work site.
- 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.
- Ensure the trainee understands the procedures in relation to the use of locks and safety tags for personal protection against electric shock.
- Ensure the trainee is aware of their limits of work.
- Not leave a trainee with inadequate skills to their own devices, and to deal with hazards and unforeseen circumstances at a work site.

Other duties of supervisors

Other duties of the supervisor with respect to the trainee include:

- The supervisor must ensure the trainee has adequate training, knowledge, and experience of the prescribed electrical work to be carried out.
- Supervisors should not supervise work that is not within their own competence. Whilst the supervisor's class of registration may allow them to supervise the prescribed electrical work, if they are not familiar and confident with the type of work themselves, then they should not supervise a trainee to carry out the same type of work.
- Where a trainee only has limited knowledge or experience with the type of prescribed electrical work to be undertaken, then the supervisor should provide closer and more detailed supervision.
- The supervisor must provide instructions to a trainee to enable them to carry out prescribed electrical work in a safe, competent, and compliant manner and such instructions should, depending on the level of knowledge, skill and experience of the trainee, include:
 - Site and health and safety instructions;
 - How the prescribed electrical work is to be carried out;
 - Identify the fittings to be installed (if any) and how to install them, including reference to any manufacturers' instructions and/or declarations of conformity;
 - How relevant regulations and codes are to be complied with;
 - Methods of electrical isolation, testing and earthing;
 - Procedures in relation to the use of locks for personal protection against electric shock and safety tags;
 - The equipment to be used and how to use it;
 - Personal protective equipment to be used and how to use it;
 - Procedures to follow in the event the trainee requires assistance or clarification.
- The supervisor must also ensure the trainee is learning from the carrying out of prescribed electrical work under supervision, and to give the trainee the benefit of their knowledge, skill, and experience.

It is the responsibility of supervisors to ensure that the supervision they provide meets the requirements of the Act and the Regulations.

Each situation must be assessed to determine the level and extent of supervision actually required.

Given the provisions of Regulations 100 and 101, both employers and supervisors must ensure that they have all necessary systems, processes, and procedures in place to meet their safety obligations and their general obligations under the Health and Safety at Work Act 2015.

Responsibilities of trainees

Trainees' responsibilities

The trainee's responsibilities are as follows:

1. Prior to a trainee carrying out prescribed electrical work under supervision, the trainee must have uplifted a Limited Certificate from the Board.
2. Before carrying out any prescribed electrical work, the trainee should understand:
 - a. The limits of the prescribed electrical work they can do;
 - b. Who their supervisor is;
 - c. The health and safety requirements for the prescribed electrical work; and
 - d. The supervisor's instructions on how the prescribed electrical work is to be carried out.
3. A trainee must take all practicable steps to ensure the trainee's own safety whilst carrying out prescribed electrical work including:
 - a. Ensuring personal protective equipment to be used is in good order and condition, and is safe for its intended use;
 - b. Ensuring all equipment to be used is in good order and condition, and is safe for its intended use;
 - c. Following the instructions set out by the Supervisor and/or employer in relation to health and safety; and
 - d. Carrying out the prescribed electrical work in a safe manner.
4. A trainee should know who their supervisor is at all times whilst carrying out prescribed electrical work.
5. A trainee should understand and follow the directions and instructions given by their supervisor at all times.
6. A trainee should use their best endeavours to carry out work assigned by a supervisor in a competent manner, and in a manner that complies with the requirements of the Act and Regulations.
7. A trainee should ask their supervisor if they do not understand any instruction or if they are unsure how to carry out any prescribed electrical work assigned by a supervisor.
8. A trainee should refuse to do any prescribed electrical work where they feel unsafe, or where they do not consider they have the required competence or skills, or the necessary supervision to carry out the work in a safe, competent, or compliant manner.

Limited Certificate for Trainees

Trainees must have a Trainee Limited Certificate or Provisional Licence as the case may be to work while they are training, including in the case where they are an apprentice or need to complete examinations or work experience to become registered.

The Electrical Workers Registration Board's (the Board) policy is that, Limited Certificates will be issued to Trainees subject to the following terms and conditions. Trainees:

- (a) Must be supervised in accordance with the board's supervision policies; and
- (b) Cannot certify any general or high-risk PEW; and
- (c) Cannot supervise any other person who is doing or assisting with PEW.

Limited certificates are subject to cancellation if the Board is satisfied that the trainee has committed a particular infringement or has not met certain criteria, including where the trainee:

- Has not complied with supervision instructions.
- Does not satisfy the definition of a trainee pursuant to the section 77(2) of the Act; or
- Has repeatedly worked outside the limits of the certificate.
- Did not complete the safety training as required by the EWRB.

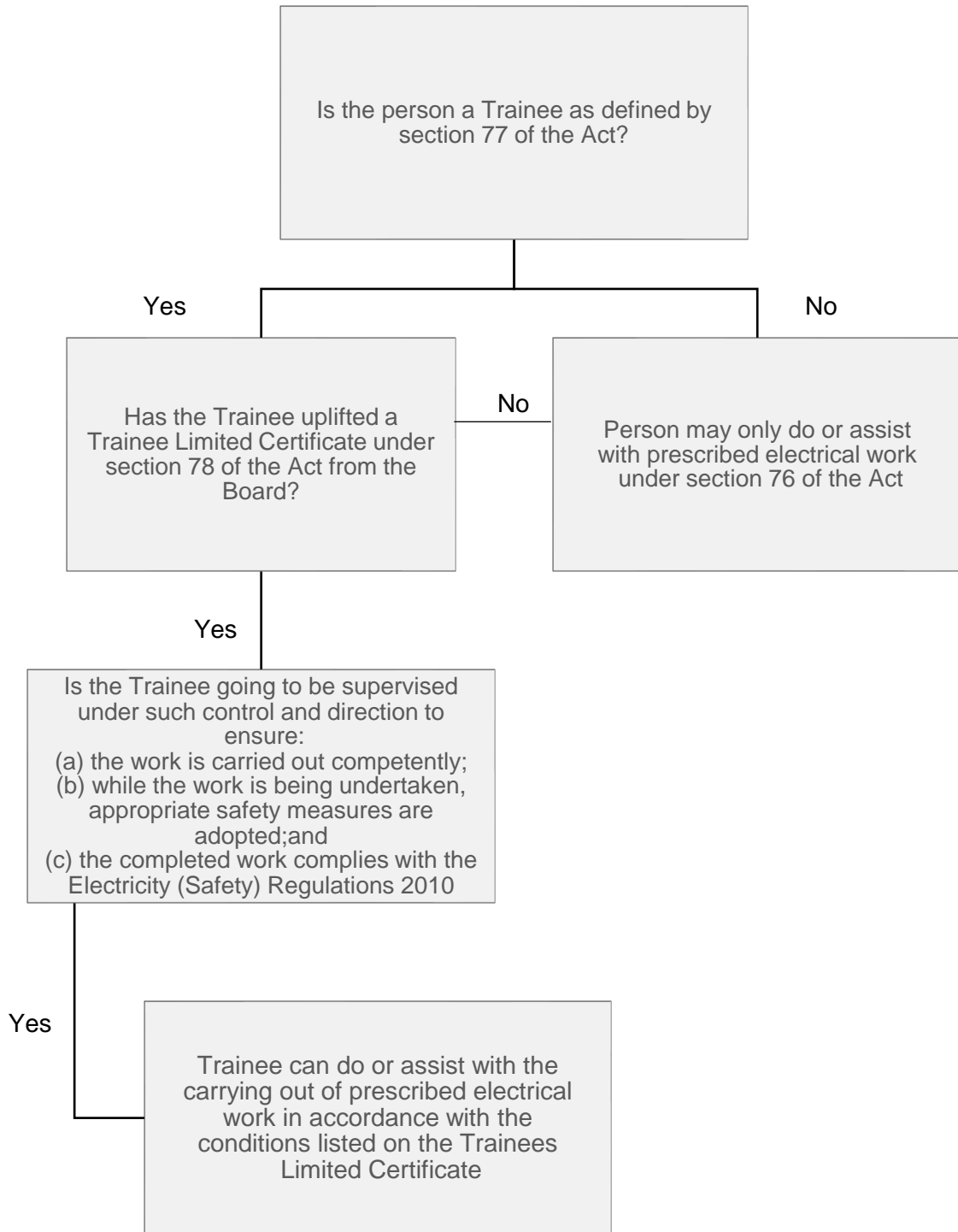
Application of Trainee Exemption

The types of work that a person who has uplifted a Trainee Limited Certificate can do are different to what a person who has not uplifted a Trainee Limited Certificate can do.

A person, including a trainee who had NOT uplifted a Trainee Limited Certificate, may only do or assist in doing PEW under supervision if that work complies with Section 76.

A trainee who has uplifted a Trainee Limited Certificate, may only do or assist in doing PEW under supervision in accordance with the conditions listed on the trainees Limited Certificate

The flowchart on the next page illustrates this difference.



Flow chart showing application of Trainee Exemption

The exemption for trainees recognises that persons who are undergoing instruction, or training for the purpose of obtaining registration should, as part of that training, be able to carry out PEW. The PEW must be within the class of registration they are training in, provided they have a Limited Certificate which has been issued by the Board under Section 78 of the Act.



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