

Apprentice Guidelines and Check List

All apprentices engaged by Gordon McKay Pty Ltd are to be supervised by a competent tradesperson at all times. The "Code of Practice for Safe Electrical Work" and "Energysafe Victoria Supervision Guidelines for Apprentices Working on Electrical Installations" outlines the required measures to be adopted for the supervision of apprentices (trainees).

The level and extent of supervision required is largely dependant on three conditions.

1. All hazards and risks associated with the tasks to be undertaken are identified and controlled.
2. The individual apprentices' level of experience with the tasks being undertaken.
3. The level of experience the supervising tradesperson has with the apprentice under their direction.

The company supplies all employees with work manuals to facilitate the safe execution of electrical work. The manuals contain "Safe Work Method Statements" (SWMS) that outline the control of known risks associated with a raft of installation and maintenance situations and the apprentice must receive guidance and instruction on the application of these SWMS. Additionally job safety and environmental analysis (JSEA) and Take 5 forms are also employed to identify and control risks and these will also be explained to the apprentice on the job.

Each supervising tradesperson must be aware that the apprentice under their supervision may not have had any previous experience with the task being discussed or the safety controls being employed to carry out the task. The tradesperson should have no doubt that the apprentice has the instructions relayed to them in a manner that has been clearly understood. Equally the apprentice must have a clear understanding of the extent of their involvement in the task as well as any potential threats that may evolve should they fail to follow the instructions provided.

Of particular importance is the need to report all incidents, near misses, injuries or ailments to your supervisor immediately. The reported incident will be recorded on Form #45 and the person raising the matter will keep the original copy. Every incident no matter how seemingly minor needs to be reported.

Each new apprentice joining the company is encouraged to accept the appointment of a buddy. The idea of the buddy being someone the apprentice can use as a sounding board or confide in without fearing any unwanted scrutiny / repercussions surrounding matters they are seeking clarification on.

Reference Documents.

Energysafe Victoria Supervision Guidelines for Apprentices Working on Electrical Installations. (Att)

Code of Practice for Safe Electrical Work

The Gordon Course Notes for LEM Disconnect - Reconnect.

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Table of Reference

<p>Apprentice (Collins Australian Pocket English Dictionary)</p> <p><i>A person under legal agreement to work for a master craftsman in return for instruction.</i></p>	
Supervising Tradesperson Observes.	Action by Apprentice
<p>Code of Practice for Safe Electrical Work. (States in part) The trainee is to be supervised by a competent person.</p> <ul style="list-style-type: none"> The trainee receives direction, demonstration and monitoring appropriate to their level of competence and in a manner that is safe and without risk to health: and That should an emergency involving the trainee arise immediate action can be taken to rectify the situation: and The trainee is always under direct supervision unless a lesser degree of supervision will not place them or others at risk: and That the supervisor assumes final responsibility for the wiring work carried out by the trainee. 	<p>Who is supervising you?</p> <p>Be absolutely clear in your mind what you have been tasked with.</p> <p>Have you signed onto a SWMS?</p> <p>SWMS detail steps involved thus allowing review of trainee experience and understanding of the task.</p> <p>Tasks to be completed to the satisfaction of the supervising tradesperson.</p>
<p>Energysafe Victoria Supervision Guidelines for Apprentices Working on Electrical Installations (States in part)</p> <p>Direct Supervision The supervising tradesperson is readily available to the apprentice, within audible range and where possible within visual contact.</p> <p>General Supervision The supervising tradesperson has daily face to face contact with the apprentice to check work done and provide additional instruction.</p> <p>Confirmation of Isolation The supervising electrician is responsible for the isolation of the installation.</p>	<p>First & Second year apprentices require Direct supervision.</p> <p>Third & Fourth year apprentices performing general installation work.</p> <p>Fourth year apprentices under direct supervision.</p>
<p>Gordon McKay Safe Work Instructions. (State in part)</p> <p>SWI 02. A licensed Electrician shall perform electrical isolations. SWI 03. A licensed Electrician shall perform electrical isolations.</p>	<p>Apprentices do not perform isolations. Isolations are performed by the licensed tradesperson and then proven to the apprentice.</p>
<p>Isolation Procedure. (As delivered by the Gordon Institute to students preparing for their LEM examination)</p> <ul style="list-style-type: none"> Lists 16 steps for isolating supply from equipment. Lists 7 steps for disconnecting isolated electrical equipment. Lists 8 steps for reconnecting electrical equipment. Lists 12 steps for restoring power to electrical equipment. <p>A total of 43 steps to isolate disconnect, reconnect and restore power to equipment to successfully complete one part of the Licensed Electrical Mechanic's examination and qualify for an "A" grade.</p>	<p>All equipment / cables are considered "live" until proven otherwise.</p> <p>Voltage testers are proven to be functional between "established earth" and supply before and after the isolation of equipment.</p>

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Summary.

Electricians work in the presence of numerous hazards on a daily basis. This requires constant diligence and adherence to company policies and procedures on behalf of all members of the workgroup.

Possibly the most hazardous of all electrical installation work is modification and repair to existing installations. For this reason being able to determine whether a cable or piece of equipment is connected to supply, is energised, or is effectively isolated from supply must be only be performed by competent and licensed tradespeople.

For apprentices working on electrical installation work it is the responsibility of the supervising tradesperson to identify the extent of live equipment and cables and the tag out procedures applicable to the task at that particular site. Equally it is the responsibility of the apprentice to fully understand the instructions of the tradesperson, by whatever means of explanation / demonstration required and not proceed with any works until they are totally clear in their own mind of the potential hazards identified with the task.

If a cable or piece of equipment has not been proven as being isolated from supply it is to be considered **LIVE** by all members of the workgroup.

Your employment in the Electrical Industry must not interfere with your right to enjoy an active, full and enjoyable life outside of work. Working in a safe manner as per GMK's OH&ES policies is paramount.

Equally your out of work activities must not impeded your ability to apply your best efforts to successfully completing your apprentice obligations, both academic and "hands on" practical. Punctuality on arrival and time allocation of allotted breaks is to be respected.

GMK has an expectation that you will apply yourself to both your work and academic endeavours in a cooperative, team oriented approach with a quality outcome as your goal.

Signed on behalf of Gordon McKay P/L

Print Name

Signed by Apprentice.

Print Name

Date / /20.