



# Supervision Guideline for Apprentice Lineworkers (Transmission)

This Guideline has been developed by the Victorian Electricity Supply Industry (VESI) Skills and Training Reference Committee to provide guidance to employers and apprentices.

*In the Victorian  
Electricity Supply  
Industry*

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DATE	VERSION	AMENDMENT	NAME
JULY 2009	1	Published on vesi.com.au	VESI STRC
AUGUST 2010	2	Added SADS in supervision table	VESI STRC
JULY 2013	3	Aligned content to the suite of Supervision Guidelines to ensure consistency across all Guidelines General formatting Updated footer and version number	VESI STRC
NOVEMBER 2013	4	New section in regards to the application of Safe Approach Distance - Special	VESI STRC

## CONTENTS

INTRODUCTION .....	3
PURPOSE .....	3
SCOPE .....	3
RESPONSIBILITIES .....	3
Employer .....	3
Supervisors/Crew Leaders .....	3
Apprentices .....	3
SUPERVISION FRAMEWORK .....	4
Direct (Constant) Supervision .....	4
General (Intermittent) Supervision .....	4
Broad Supervision .....	4
RECOGNITION OF PRIOR COMPETENCIES .....	4
SAFE APPROACH DISTANCE – SPECIAL .....	5
SAFETY OBSERVER ROLE .....	5
AVAILABILITY .....	5
ACCESS AUTHORITIES .....	5
First Year Apprentice .....	5
Second - Fourth Year Apprentice .....	5
Post Apprenticeship .....	6
TABLE 1 - WORK TYPES .....	7
TABLE 2 - PLANT TYPES .....	8

## INTRODUCTION

This Guideline has been developed and established by the Victorian Electricity Supply Industry (VESI) Skills & Training Reference Committee (STRC). Any changes to this Guideline can only be made with the agreement of the VESI STRC.

## PURPOSE

This Guideline has been developed to assist both employers and Transmission Lineworker Apprentices who enter into a training contract, to understand the obligations and expectations in regards to workplace supervision, taking into consideration the welfare of the apprentice in terms of safety and competency development.

## SCOPE

This Guideline applies to the supervision of Transmission Lineworker Apprentices employed in the VESI who are undertaking an apprenticeship to the National Transmission Lineworker Qualification.

## RESPONSIBILITIES

### Employer

- Ensure that employees meet the requirements of this Guideline
- Shall take all reasonable steps to ensure supervision of apprentices is carried out by a person that is competent to carry out the work
- Establish effective coaching/mentoring practices for their apprentices
- Provide opportunities for the Apprentice to develop their knowledge and skills

### Supervisors/Crew Leaders

- Ensure that apprentices and relevant employees meet the supervision requirements of this Guideline
- Apply this Guideline when planning or allocating work functions and activities in the work place for apprentices
- Take into consideration the kind of work being undertaken, especially with regard to live work or work in the vicinity of live apparatus
- Have regard to the level of competence of the apprentice for the particular task, skill or activity to be performed

### Apprentices

- Only undertake work or activity for which they have been trained and/or supervised in accordance with this Guideline.

## SUPERVISION FRAMEWORK

The Supervision framework describes the criteria and supervision levels that the employer and Apprentice shall allow for when planning work.

In determining the appropriate level of supervision to apply the following criteria shall be considered:

- Safety of the apprentice
- The work to be carried out
- The experience of the apprentice
- When the knowledge and skills is attained (off job training)

Apprentices should not undertake tasks unless they have received the relevant training. However this does not restrict an apprentice from observing or assisting qualified personnel undertaking tasks, for which the apprentice is not trained.

Refer to Table 1 which provides guidance on the supervision requirements for types of work and activities that apprentices can undertake.

At all times during the term of their apprenticeship, the apprentice shall be under Direct, General or Broad Supervision as defined below and in Table 1 Work Types and Table 2 Plant Types. The goal is for supervision to progressively diminish from direct to broad in the third or fourth year of the apprenticeship dependant on experience gained and the task. Note: Where 'No' is indicated in Tables 1 & 2 this means the task is not permitted.

### Direct (Constant) Supervision

This means the supervising tradesperson is to work with the apprentice at all times, constantly guiding and reviewing the work practices and standards of the apprentice's tasks/work. The supervising tradesperson shall be in direct visual & audible contact with the apprentice whilst the task/s is being performed.

### General (Intermittent) Supervision

This means the apprentice does not require direct (constant) supervision but, requires face to face contact during the task/s to provide progressive instructions and to check on the work being performed.

### Broad Supervision

This means the apprentice does not require direct or general supervision of the on-site supervising tradesperson. However, the supervising tradesperson shall maintain regular face to face contact with the apprentice to inspect and assess the work being carried out.

The supervising tradesperson shall provide the apprentice with instruction and direction for the task to be performed.

## RECOGNITION OF PRIOR COMPETENCIES

There are situations where an apprentice has previously been assessed as competent and/or authorised to undertake certain activities (eg: Licence to perform high risk work (Rigging) and/or Network Authorisations).

Exemptions are permitted for these activities provided that the licence to perform high risk work and/or Network Authorisations and appropriate refresher training records are current and with Network Operator approval.

## **SAFE APPROACH DISTANCE – SPECIAL**

Apprentices shall not apply the use of Safe Approach Distance – Special.

## **SAFETY OBSERVER ROLE**

Apprentices who are new entrants into the industry and who have not acquired relevant skills and knowledge are not to be used as safety observers in their initial 24 month period.

Apprentices may be utilised, after the initial 24 month period, as a safety observer but only if they have:

- a) Successfully completed training in the task they are observing
- b) been trained in rescue and/or escape techniques applicable to the task being performed
- c) been trained in Safe Approach Distances
- d) have an understanding of the task or work practice being observed
- e) an understanding of the functions and movements of plant and equipment.

Under no circumstances shall an apprentice perform, assist or act as a Safety Observer for a live High Voltage work party.

## **AVAILABILITY**

To be considered for availability the Apprentice must have successfully completed their third year of training and be an authorised recipient.

An apprentice can only take on the duties of a second call availability Lineworker and cannot sign on to an Access Permit as a recipient in charge (RIC).

The supervising tradesperson must be able to adequately supervise the apprentice at all times as outlined in Table 1.

## **ACCESS AUTHORITIES**

An Apprentice Transmission Lineworker cannot be a 'Recipient in Charge' of an Electrical Access Permit.

### **First Year Apprentice**

If working under an access authority the apprentice shall be bracketed on to the Access Permit as an Instructed Person with an authorised Access Permit recipient.

### **Second - Fourth Year Apprentice**

An apprentice can be Authorised as a holder of Receive Access Permits. This means they can sign onto access permits and work within the bounds of the access permit but shall remain under supervision as outlined in Table 1.

Prior to being authorised, an apprentice shall have successfully completed:

- the first year of the apprenticeship
- Apply Access procedures to work on or near electrical network infrastructure (Receive Access Permits)

### **Post Apprenticeship**

On successful completion of their apprenticeship can sign on to an Access Authority as a Recipient in Charge.

**TABLE 1 - WORK TYPES**

This table provides guidance on the supervision requirements and the activities apprentices can undertake. It has been aligned to the training package as delivered for the Certificate III in ESI - Transmission qualification.

Type of Work		1 <sup>st</sup> six Months	2 <sup>nd</sup> six Months	Year 2	Year 3	Year 4
General	Depot Yard Work	General	Broad	Broad	Broad	Broad
	Ground Work at Job Site	Direct	General	General	Broad	Broad
	Pole Dressing	Direct	General	General	Broad	Broad
	Install Stays	Direct	General	General	General	Broad
	Hand line control	Direct	Direct	General	Broad	Broad
Working aloft	Under EAP	Direct	Direct	General	General	Broad
	In the vicinity of live circuits	Direct	Direct	General	General	Broad
	EWP Work Aloft <sup>1</sup> Under EAP	Direct	Direct	General	General	Broad
	EWP - Adjacent to live circuits	Direct	Direct	General	General	Broad
Earthing	Work party earths	Direct	Direct	General	General	Broad
	Mobile plant	Direct	Direct	General	General	Broad
	Bonding	Direct	Direct	General	General	Broad
Construction & Maintenance	Stub setting	Direct	Direct	Direct	Direct	Direct
	Assembly, Erection & Replacement of steelwork	Direct	Direct	General	General	Broad
	Insulators & hardware	Direct	Direct	General	General	Broad
	Conductor work	Direct	Direct	General	General	Broad
	Rigging	Direct	Direct	General	General	Broad
Inspecting lines easements and stations	Condition assessment	Direct	Direct	General	General	Broad
	Patrols	Direct	Direct	General	General	Broad
	Vegetation Control	Direct	Direct	General	General	Broad
	Helicopter	Direct	Direct	Direct	Direct	General
Breakdown and emergency response	Locate, Assess & report	Direct	Direct	Direct	General	General
	Incident Response	Direct	Direct	Direct	General	General
	Fire response <sup>2</sup>	Direct	Direct	Direct	Direct	Direct
	Equipment failure	Direct	Direct	Direct	General	General
Authorities	EAP Recipient	No	No	Yes	Yes	Yes
	VA/SWN recipient	No	No	Yes	Yes	Yes
	High Voltage Operating	No	No	No	No	No
	Live Insulator washing	No	No	No	Yes	Yes
	Positioning Mobil plant	No	No	No	Yes	Yes
Safe Approach Distance	Working Aloft	No	No	Yes	Yes	Yes

<sup>1</sup> Must be at least 18 years of age and hold the relevant WorkSafe licence to perform high risk work, (boom-type elevating work platform operation).

<sup>2</sup> Must have completed an approved CFA bushfire awareness course



## TABLE 2 - PLANT TYPES

During the course of an apprenticeship it is expected that apprentices will have worked across a representative range of plant and equipment, consistently and to industry requirements with supervision ranging from direct to general to broad. They will also, have concurrently attained the relevant underpinning knowledge and skills to support workplace performance.

Type of Work	1 <sup>st</sup> six Months	2 <sup>nd</sup> Six Months	Year 2	Year 3	Year 4
Chainsaw / Demo Saw	No	Direct	General	Broad	Broad
Self-Loading Cable Trailer	No	Direct	General	Broad	Broad
Small Capstan Winch	No	Direct	General	Broad	Broad
Cable Winch	No	Direct	General	Broad	Broad
Truck –mounted crane < 10mt tonne	No	Direct	General	Broad	Broad
Forklift	No	Direct	General	Broad	Broad
EWP	No	Direct	General	Broad	Broad
Truck- mounted crane > 10mt tonne	No	Direct	General	Broad	Broad

Prior to operation an apprentice must meet all regulatory requirements, age, training and hold the relevant WorkSafe licence to perform high risk work for the following:

- a) Forklift truck operation
- b) Boom-type elevating work platform operation
- c) Vehicle loading Crane > 10mt

(See Recognition of prior competencies on page 4 for further information)