

GENERAL HEALTH & SAFETY**SECTION 1**

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1. INTRODUCTION

The Victorian Occupational Health & Safety Act 2004 states that employees (including contractors) are entitled to, so far as is reasonably practicable, a safe work environment that is without risks to health. Further, all employees have a duty to take reasonable care for their own health and safety and that of others who may be affected by their work.

All employees are encouraged to raise health and safety issues with their supervisor or their health and safety representative in accordance with Company issue resolution arrangements.

The information provided in this section should be read in conjunction with relevant Company policies and procedures.

2. JOB SITE ASSESSMENTS

Prior to commencing work, a site assessment must be completed and documented for all activities to enable the identification and control of hazards. The site assessment shall be documented on your Company's relevant form (JSA, Toolbox Checklist, etc).

The 'hierarchy of control' should be used to determine the appropriate level of control for identified hazards. In order, consider each of the following:

ELIMINATE the hazard completely. This is the most preferred option.

SUBSTITUTE the hazard for a safer product or method.

Use **ENGINEERING** controls to reduce the risk (e.g. machine guards, ventilation, mechanical aids, isolate employees from the hazard, etc).

Use **ADMINISTRATIVE** controls such as signage, training, job rotation, etc.

Use personal **PROTECTIVE EQUIPMENT** such as hearing and eye protection.

If hazards cannot be effectively controlled, the work activity must not take place until additional controls are implemented.

The role of each member of the work party should be clearly understood by everyone involved.

The risk assessment shall be reviewed during the job to ensure any additional hazards are identified and controlled.

All persons newly arriving on site must sign on to the job site assessment.

3. COMMUNICATION

Employees are encouraged to question instructions to ensure a clear understanding of safe work practices and procedures, and to seek assistance whenever unsure.

Ensure that the safety aspects of each job are properly discussed in advance and that a safe working environment can be maintained throughout the various stages of the job.

4. INCIDENT CONTROL

Make incident sites safe and provide first aid (if safe to do so). When required, arrange emergency services as soon as possible. Incident sites must be made safe; however employees should take into account the possible requirements where the incident is 'notifiable'. A notifiable incident requires reporting to WorkSafe Victoria or Energy Safe Victoria and the site should not be disturbed until the relevant inspector advises otherwise.

Immediately notify your supervisor / team leader of all incidents, injuries, near misses and hazards and complete the necessary forms in accordance with Company procedures.

Where an electrical shock or network incident has occurred on network assets, the asset owner must be advised immediately. Refer to each network asset owner's rules when reporting such incidents.

5. WORK PRACTICES

Always follow organisational safe working practices and procedures and avoid injuries to yourself, your team mates and the general public.

Use approved tools, personal protective equipment and appliances, and ensure they are well maintained, within test date and replaced when necessary.

Only operate plant and equipment for which you are authorised and feel confident to use or when being supervised by an appropriately authorised person.

Ensure your training (including refresher training) is current and up to date.

Undertake all work in accordance with the Code of Practice on Electrical Safety for the Distribution Businesses in the Victorian Electricity Supply Industry (The Green Book), Company procedures and other relevant legislation.

6. FALL PROTECTION

When planning for and assessing the hazards involved with working at heights, the following hierarchy of controls shall be implemented:

- a. Eliminate the hazard, i.e. perform the work at ground level.
- b. Use a passive fall arrest system, i.e. EWP, guardrail.
- c. Use a work positioning system, i.e. Maypole or other restraining system.
- d. A fall injury prevention system, i.e. safety net, harnesses.
- e. Use of ladders, (footed) and/or administrative controls, (JSA's).

Prior to the commencement of any work at height, a risk analysis is to be carried out. The risk analysis may be in the form of:

- Field Job Safety Analysis (JSA) for normal tasks involving limited work at height, e.g. carrying out tests or pole replacement and maintenance activities.
- Design planning Job Safety Analysis where there are 2 or more people or groups involved in the work and work involves more complex operations, e.g. installation of façade mounted ABC assets.

The risk analysis should as a minimum consider the following:

- The Fall Prevention Hierarchy of Control
- Means of fall prevention
- Access for mobile work platforms
- Condition of access equipment, including ladders and harnesses
- Loads likely to be encountered at height.
- Wind and weather conditions
- Vehicular and pedestrian traffic
- Use of tools and equipment

Employees shall use company equipment provided and the processes established to control the risk of a fall.

Elevated work platforms (EWP's)

Persons working from an EWP work platform shall use free fall arrest (harness & lanyard) appropriate to the work platform. The fall arrest system used shall be attached to an anchorage point designed for fall protection.

- All work must be carried out from the floor of the workbox.
- Elevated work platforms must be used on firm level ground.
- Where fitted, outriggers must be used before raising the workbox.
- Platforms must be lowered into a stowed position before the unit is moved.
- Checks must be carried out on the equipment prior to use.
- Check that there is adequate clearance from surrounding equipment prior to elevating personnel.

Operators of over 11 meters EWP's

Operators and safety observers shall be licensed by OHS Certification Australia and complete annual refreshers on EWP Escape and Rescue.

Operators of under 11 meters EWP's

An operator and safety observers shall be suitably trained and complete annual refreshers on EWP Escape and Rescue.

When working within proximity of live electrical assets the Elevating Work Platform shall be used and,

- Be visually inspected by the operator daily before use.
- Be electrically tested six monthly.
- Be inspected by a recognised elevating work platform specialist three monthly.
- Be weight tested annually.

Any faults or programmed maintenance identified that could put the user or other's at a heightened risk must be tagged and not used.

Scaffolds

Scaffolds are a common means of providing a safe work platform for working at height. There is a wide variety of scaffolding systems available.

Any scaffold from which a worker or object could fall more than 4 metres must be erected, altered and dismantled by (or under the direct supervision of) a person with a certificate of competency of the appropriate class.

Scaffolds are subject to the requirements of the Plant Regulations regarding design, installation and use.

Ladders

Access by ladders should be considered only where the persons using the ladder have been appropriately trained and the use of the ladder is supported by appropriate company procedures.

The primary use of ladders is for gaining access to areas at height, although in some situations the use of a ladder as a work platform may be the only practicable method. Work carried out from a ladder should be of a light nature requiring the use of a lineworker's pole belt or a harness complete with a pole strap.

Persons required to access, egress from the initial work positions via a ladder shall use restrained fall arrest as soon as they reach the work position at or near the top of the ladder.

Where obstructions or other factors prevent continuously attached climbing using the line worker's body belt (i.e. climbing over crossarms), then limited free fall arrest or free fall arrest shall be used until such time as restrained fall arrest can be resumed. (i.e. the worker shall be continuously attached with a lanyard or a pole strap at all times.)

Where a ladder cannot be secured or tied, (i.e. at the POA) and the employee is working from the ladder 2 metres or more above ground level, (measured from ground to feet), the ladder shall be footed until the work is completed.

If transferring to a ladder from an EWP or a structure, the ladder shall be appropriately secured prior to transfer.

When working with ladders, employees should:

- Select the ladder on the basis of the type of work to be performed and should be:
 - Constructed of a non conductive material.
 - Fitted with a non conductive bucket.
 - Fitted with a 12mm head rope.
 - Fitted with non slip feet.
 - Marked with an identification number.
- Portable ladders are to have a clearly identified load rating of not less than 120kg.
- Inspect ladders annually and before each use. If defects are found, the ladder shall immediately be removed from service, labelled as defective and reported to the responsible person.
- Be placed as close to the work position as practical to avoid over reaching as this could affect the stability of the ladder.
- Three points of contact should be maintained with the ladder during ascent and descent.
- The ladder shall be footed or mechanically stabilised until secured.
- Securely place, hold or tie a ladder whenever possible to prevent slipping or falling. Ladder chocks may be used.
- Set the base of the ladder a safe distance from the vertical – approximately 25% of the working length of the ladder (i.e. a 4:1 ratio).
- Always face the ladder when ascending or descending, using both hands.
- Undertake work from no higher than the second top rung and not stand on stiles.
- When working from a ladder for extended periods, rest periods or job rotations should be considered.

- Where a ladder is used to gain access to a roof, work platform or landing, the top of the ladder shall extend above the level roof by a distance of at least 1m. The ladder shall be footed by an assistant during ascent and descent unless secured.
- Where a ladder is used near doorways, the door shall be blocked open, locked closed or a person may be used to guard the base of the ladder. Warning signs should also be displayed.
- Ladders should not be left unattended while erected in a public area.
- No person shall ascend closer than the second last step, (not including the top) from the top of a step ladder.
- Step ladders shall only be used when in the fully open position.
- Step ladders & trestle ladders should not be used for access to or egress from solid construction.
- Ladders shall be handled with care and not be subject to dropping, jarring or misuse.
- Two or more people may be required to safely carry and erect ladders.
- When a ladder is being carried, raised or lowered care must be taken to avoid injuring any person standing nearby, including both the operator and assistant.
- When ladders are stored or transported the ladder should be supported to avoid sagging and securely tied.

Carrying ladders

Ensure that the head and extension ropes are tied.

Have two people to carry ladders over 4.8, (Extended Length):

- One person at each end to share the load and avoid projecting ends,
- When walking keep in step,
- Walk forward only.

NOTE: See Section 10, Tools & Equipment for further information regarding ladder inspection.

Work on roofs

When working from or over awnings, roofs or verandahs, a JSA shall be undertaken to identify the hazards and the controls to be established at each job site taking into consideration both the requirements of the task (e.g. short term or long term), and the hierarchy of controls for fall prevention.

Examples of controls to be considered:

- Do task or part of task from ground
- Post safety observer
- Maintain controlled body movements
- Check structure for soundness (visual check looking at rust, rot etc)
- Ensure roof surface is safe
- Ensure footing is level
- Remove tripping hazards
- Keep task duration to a minimum
- Use of verandah boards
- Visual warnings, (e.g. witches hats)

Where the task is long term, i.e. LVABC facade mounting, a JSA is to be undertaken taking into consideration the Fall Prevention hierarchy of controls to achieve the best fall protection for the task ,e.g. barriers.

7. RESCUE TECHNIQUES

Pole top rescue

The following principles of PTR shall be adhered to:

- That the rescuer protects him/herself.
- That the contact is broken quickly.
- That resuscitation commences quickly.
- That the victim is not exposed to further injury.
- If the victim's belt is not secured, attach rescue rope first.

These principles also apply in the case of contact with high voltage, except that the victim must not be approached too closely until contact is broken by use of a live line stick, or an operating stick.

PTR Procedure

1	Ascend Ladder	Wear LV gloves and rescue belt. Ensure rescue rope available. Secure rescue belt around ladder. Stop below the victim.
2	Adjust Your Body Belt	Tighten rescue belt to support yourself and the victim so that you may quickly complete the rescue using both hands.
3	Push the Victim Forward (this will often break the contact)	Hold the victim against the ladder or structure with your shoulder to ensure he does not overbalance.
4	Break the Contact	Use one hand only.
5	Rig for Rescue	The rescue rope should be attached to the structure at a location to minimise free fall of the victim prior to detaching the victim's belt. Attach rescue rope to harness or belt (if wearing body belt push belt to below underarm). Take up slack of rope.
6	Clear Pole Strap from Structure	Cut or remove pole strap. Caution: Ensure cutting action does not accidentally sever any other ropes or pole straps.
7	Shift to the Lowering Position	Pass the rescue rope (between the ladder and the victim) to the opposite side of the ladder. Descend until your rescue belt is below the victim's feet.
8	Lower the Victim	Hold the weight on the rope with one hand and with the other, lever his feet from the ladder and the victim's ankles, grasp the ladder stile and lever his feet from the rung. Lower the victim using the rescue rope.
9	Descend Ladder	Descend the ladder.
10	Commence Resuscitation Immediately	Ring emergency number. Report the accident.

1. If the victim is conscious he or she may be permitted to climb down the ladder provided the rescue rope is rigged for rescue and held while he descends.
2. The rescue kit shall consist of – Bag, LV gloves, Rescue rope, and Rescue belt with knife and cable cutters.
3. Rescue kits should be checked 6 monthly that the kit is in a sound and undamaged condition.
4. Where sealed kits are used, they shall be sealed at all times.

EWP escape

- The rope shall be long enough to reach the ground from full height.
- Check CDD has correct number of loops and is at the upper end of the escape rope:
 1. All white rope – 2 loops
 2. Coloured rope or rope with a coloured strand – 3 loops
- Two-person EWP baskets must be fitted with 2 units.

EWP Escape Procedure

1	Check Below	Check that when the CDD is released, there will be a clear descent course to the ground, i.e. where possible, the CDD rope should be clear of the tray of the vehicle when dropped.
2	Lower CDD	Remove lynch pin to release escape rope and outer fibreglass cover. (Press end of fixed pin from which lynch pin has been removed if internal leaf spring does not cause instant release).
3	Check CDD	Check condition of: <ol style="list-style-type: none"> 1. Rope 2. Bollard 3. Hook latch
4	Attach CDD	Fasten CDD to harness. Keep rope between bollard and attachment point as short as possible.
5	Release harness	Once escape rope is securely attached, release harness from its EWP anchor.
6	Climb outside the EWP basket.	Maintain a hand-hold of the EWP basket until the body weight is taken up by the escape rope.
7	Grasp tail of escape rope	To control descent speed. Ease off hand grip on EWP and begin descent.
8	Control descent	By raising the tail of the escape rope and applying light tension using one hand. NOTE: The person on the ground can control the descent by applying light pressure to the tail of the rope and assist by hauling the loose rope tail to one side.
9	Refit the CDD	Refit the CDD escape rope after use. Ensure the metal hand piece is returned within 300mm of the anchor point and carefully coil the rope within the fibreglass container.

Tower rescue

The following principles of Tower Rescue shall be adhered to:

- That the rescuer protects him/herself
- That the electrical contact if present is safely broken
- That the casualty is secured from fall before commencing and at all times during rescue
- That the casualty is not exposed to further injury

see chart next page.....

Tower rescue cont.

1	Alert Control Room	If practicable, alert the control room to coordinate the attendance of emergency services.
2	Ascend Tower	Ascend the tower with rescue kit. Secure your pole belt to the tower. Assess the situation.
3	Electrical Contact	If the casualty is in contact with a live object, remain clear of the casualty and break contact using a live line stick rated for the voltage.
4	Clearance Check	Check clearances to live conductors near the casualty. Check that the rescue path is clear for both the rescuer and the casualty.
5	Secure the casualty	Check the casualty's harness and ensure that he is attached to the tower by pole belt.
6	Rig for Rescue	The rescue rope must be located above the casualty to provide a safe descent path ONE Rescuer: The rescue rope is attached to the structure via a sling and karabiner. TWO Rescuers: The rescue rope is passed through the auto-stop descender which is attached to the structure via sling and karabiner. The rescue rope is attached via karabiner to the casualty's chest loops, rear dorsal 'D' ring or shoulder extension strap.
7	Transfer to Rescue Position	ONE Rescuer: The rescuer is attached to the rescue rope via auto-stop descender and karabiner connection to the chest loops of his harness. The casualty is then connected to the rescuer's chest loops via the karabiner and short sling, to the casualty's chest loops, rear dorsal 'D' ring or shoulder extension strap. The rescuer then takes the weight to the rescue rope. TWO Rescuers: The rescuer aloft transfers the weight of the casualty to the rescue rope. A tag rope is also attached and lowered to the second rescuer on the ground.
8	Manoeuvring Clear	If necessary, rig the casualty recover pulley system to manoeuvre the casualty clear of obstructions and assist in transfer to the rescue gear. (The casualty must remain attached either to the structure or rescue gear during this operation).
9	Clear the Pole Strap	The rescuer unclips or cuts the casualty's pole strap to get clear of the structure. Caution: Ensure cutting action does not accidentally sever any other ropes or pole straps.
10	Controlled Descent	ONE Rescuer: The rescuer descends with the casualty attached via chest loops, controlling descent with auto-stop descender and maintaining the casualty clear by pushing out from members. TWO Rescuers: The rescuer aloft controls descent via the auto-stop descender, while the second rescuer maintains the casualty clear of the tower members via the tag rope.

LV panel rescue

1	Assess the situation	<ul style="list-style-type: none"> • Speed is essential. • Rescuer safety. • Hazards: electrical, fire or height. • Size of victim. • Is it low voltage or high voltage?
2	Isolate supply if practical	WARNING – Mains and apparatus are to be treated as alive even if the isolating switch has been operated.
3	Put both gloves on	Remember to protect yourself.
4	Release the victim	Use a safety crook or other suitable device to release the victim from the electrical apparatus. Be prepared to use suitable force to push or pull the victim from the live electrical mains and apparatus.
5	Remove the victim to a safe area	A safe area is clear of all live mains and apparatus. You may have to drag the person clear of the danger area using the one person drag method.
		For the one-person drag method of removing a person to a safe area, the rescuer crouches behind the person and places their arms under the person's armpits across the chest and locks one of their hands over the persons opposite wrist. He then lifts the person and then proceeds to drag them to a clear safe area for treatment or observation.
6	Carry out basic life support and First Aid as required	Speed is critical. First Aid must be applied as soon as it is safe to do so.
7	Call 000 for an ambulance as soon as possible	

8. SAFETY OBSERVER

A Safety Observer shall be used as required by The Green Book and/or organisational procedures.

Where it is considered that a person, equipment or mobile plant may infringe safe approach distances or inadvertently contact live electrical apparatus, a safety observer shall be posted.

The Safety Observer's sole duty shall be to warn people should the approach to live electrical apparatus become hazardous.

9. TRAINING & AUTHORISATIONS

All employees are to undertake only those activities for which they are trained and authorised.

Advise your supervisor/team leader of any limitations you or others may have which will affect the safe completion of duties.

"All employees issued with a VESI Passport are responsible to ensure it is updated as training modules are completed. All employees shall carry their Passport with them while working for an electrical distribution business".

10. FITNESS FOR WORK

All employees shall be fit for work with their ability to work safely not adversely affected by alcohol, drugs, fatigue, occupational (or personal) stress or other factors (e.g. age, injury, medical condition).

Any employee adversely affected by alcohol, drugs, fatigue, stress or other factors (as above) shall not commence work.

Employees are required to comply with Company alcohol and drug policy.

All work is to be undertaken in accordance with the relevant Company fatigue policy.

Supervisors and employees should monitor each other for the effects of any of the above mentioned conditions and discuss concerns immediately.

11. FIRE PREVENTION

All employees shall:

- On total fire ban days if it is absolutely necessary to carry out work using spark producing tools or naked flames, ensure the appropriate permits (MFB, CFA or DNRE) are in place and proper precautions are taken.
- Be responsible for recognising fire hazards, eliminating the fire hazards where possible, and reporting those which are beyond your control to your supervisor / team leader.
- Dispose of wastepaper, oily rags and other combustible materials in appropriate containers.
- NOT use open flames or spark producing tools in any area where combustible gas vapours or dust may exist unless proper precautions are taken.
- NOT use open flames or spark producing tools in areas that are grassed or contain other combustible materials unless proper precautions are taken.
- Be aware of what actions are to be taken in case of fire, including who to notify, where and how to sound available alarms and what fire fighting equipment to use.
- Remove fire extinguishers that have been discharged, even partially, from service. The discharged extinguisher shall be replaced as soon as possible.
- NOT obstruct access to fire extinguishers and other fire protective equipment and ensure exit routes are kept clear of all obstacles.
- Exercise care when operating vehicles and plant in areas that are grassed or contain other combustible materials.
- Where appropriate, ensure that vehicles carry the equipment outlined in Table 1 during declared high fire danger periods.

TABLE 1

Vehicles that may travel off public roads	Equipment
Sedans/Station Wagons	Knapsack 9 litre to comply with AS 1687 or dry chemical fire extinguisher that complies with AS/NZS1841. 1:1997 and AS/NZS 1841.5: 1997
EWP's, Crane Borers, LCT's and Vehicles carrying/ towing Portable Generators (Additional)	Knapsack 16 litre (plastic) or Knapsack 14 litre (brass) (both must comply with AS 1687) Shovel and rake hoe

- When operating plant & equipment in off road situations, operators must ensure that the following steps are taken:
 - never leaving the vehicle unattended with the motor operating
 - remove build up of grass from the vehicle
 - the vehicle is carrying tools (shovels, rakes) to clear an area

Table 2 lists which fire extinguishers are appropriate for particular uses.

TABLE 2

Type	Colour	Uses
Water	Red / Red	Wood, paper & plastics
Wet Chemical	Red / Lemon	Wood, paper & plastics Cooking oils & fats
Foam	Red / Blue	Wood, paper & plastics Flammable & combustible liquids Cooking oils & fats (limited)
Powder AB(E)	Red / White	Wood, paper & plastics Flammable & combustible liquids Flammable gases Energised electrical equipment
Powder B(E)	Red / White	Flammable & combustible liquids Flammable gases Energised electrical equipment Cooking oils & fats
Carbon Dioxide*	Red / Black	Wood, paper & plastics (limited) Flammable & combustible liquids (limited) Energised electrical equipment
Vaporising Liquid	Red / Yellow	Wood, paper & plastics Flammable & combustible liquids (limited) Flammable gases (limited) Energised electrical equipment

** Generally not suitable for outside use. Suitable only for small fires.*

12. NOISE

Appropriate personal protective equipment is to be worn when:

- operating or working adjacent to noisy equipment, or
- when indicated by relevant signage or directed by a supervisor, or
- when working in noisy environments where there is potential for noise exposure standards to be exceeded

Hearing protection is to be fitted and maintained as per the manufacturers instruction

13. DISPOSAL OF SHARPS

Sharps are only to be picked up using the appropriate personal protective equipment (gloves and tongs) and shall be disposed of in specific sharps disposal containers.

14. THERMAL ENVIRONMENT

All employees shall work in accordance with Company policies regarding thermal environments.

Consideration shall be given to environmental conditions such as extreme heat or cold.

Supervisors and employees shall monitor each other to ensure the effects of thermal stress are not apparent.

Duties should be rotated as appropriate to prevent thermal stress.

Sunscreen shall be worn by all employees and frequent intake of fluids (preferably water) shall be encouraged.

15. PERSONAL PROTECTIVE EQUIPMENT

All employees shall wear and use approved personal protective equipment (PPE) as required by Company procedures or The Green Book.

All employees are to ensure PPE is appropriately selected, used and maintained to avoid or minimise unacceptable risk by ensuring:

- Suitability for purpose
- Correct fit
- Appropriate maintenance and inspection

Defective PPE shall be withdrawn from service and repaired or replaced.

16. SMOKING

Smoking is prohibited in all buildings (including zone substations, canteens, warehouses and stores) in designated walkways and building surrounds (including near points of entry and exit) and all vehicles.

Smoking is prohibited in outdoor locations where hazardous conditions exist, such as:

- Where combustible vapours or fumes may be present.
- Where records and supplies would be exposed to a hazard from fire, smoke or ash.
- Where dangerous goods have smoking precautions prescribed in their Material Safety Data Sheet.
- In confined spaces.

17. CONFINED SPACES

All confined spaces shall be entered only in accordance with Company procedures and relevant legislation.

If an employee is unsure as to whether a space is a defined confined space or not, they should assume that it is a confined space and follow relevant procedures. Management shall be notified so that a determination can be made.

18. EMPLOYEE SECURITY

All employees are to immediately remove themselves from any situation where their security is threatened.

Any incident compromising employee security is to be immediately reported to management and/or the police and employees shall await further instruction. Incidents include action by a customer or member of the public such as:

- verbal or physical harassment
- verbal, written or physical threats
- damage to property
- any actions that cause others to feel unsafe in the workplace

19. SUPERVISION OF LINEWORKER APPRENTICES

Introduction

The complete Supervision Guidelines for Lineworker Apprentices in the Victorian Electricity Supply Industry (Distribution) can be located on the ESV web site (www.esv.vic.gov.au).

Supervisors should use these Guidelines when planning work or allocating work functions and activities in the workplace for apprentices.

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

- a. A first year apprentice should not undertake LV cable jointing, yet can assist a qualified jointer for example by cutting lengths of cable, or applying a heat shrink under direct supervision.
- b. A second year apprentice should not perform metering and testing work, but can assist a qualified tradesman for example by hanging and wiring a meter under direct supervision.
- c. A first year apprentice should not install overhead or underground services, but can assist a qualified tradesman for example by hanging the house end under direct supervision in preparation for testing.

Table 3 provides guidance on the activities apprentices can and cannot undertake. It has been aligned to the training package as delivered for the VESI (Distribution) Powerline 3 qualification, ie. it shows apprentices as being able to perform live metering and servicing during the second year, which is when they complete that relevant module.

Supervision types

During the term of their apprenticeship the apprentice shall be under either Direct, General or Broad Supervision as defined below at all times. A supervising employee must be competent in the task being undertaken.

Direct (Constant) Supervision

This means the 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 tradesperson shall be in direct visual & audible contact with the apprentice whilst the task/s is being performed.

NOTE: All "Live Work" requires Direct Supervision on a one to one basis.

General Intermittent Supervision

This means the apprentice does not require direct (constant) supervision, but requires frequent 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 the continuous 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 by the apprentice.

As part of Broad Supervision the supervising tradesperson shall provide the apprentice with instruction and direction for the tasks to be performed.

Supervision Practice

The goal is for supervision to progressively diminish from direct to broad in the third or fourth year of the apprenticeship (depending on the task) with the exception of performing “Live Work”.

TABLE 3 WORK TYPES

NOTE: No tasks can be undertaken unassisted until the apprentice has been trained by an RTO or appropriate trainer/assessor and passed the relevant course.

Type of Work		First Six Months	Second Six Months	Year Two	Year Three	Year Four
General	Yard Work	General	Broad	Broad	Broad	Broad
	Ground Work at Job Site	Direct	General	General	Broad	Broad
	Pole Dressing	Direct	General	General	Broad	Broad
	Traffic Control	No	General	General	Broad	Broad
	Install Stays	Direct	Direct	General	General	Broad
Working Aloft	LADDER Work Aloft (Under EAP or Not Commissioned).	Direct	Direct	General	General	Broad
	EWP Work Aloft ¹ (Under EAP or Not Commissioned).	Direct (Not Operating EWP)	Direct	Direct	Direct	Broad
Earthing	Install Substation / Switch Earths	Direct	Direct	Direct	Direct	Broad
	SWER Earth maintenance	Direct	Direct	Direct	Direct	Broad
Public Lighting	New Public Lighting Installations. (De-energised)	Direct	Direct	General	General	Broad
	Public Lighting Maintenance & Repair (Live)	No	No	No	No	Direct

¹ 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).

Type of Work	First six Months	Second six Months	Year Two	Year Three	Year Four
Metering & Servicing	Install / Replace Metering (De-energised)	Direct	Direct	Direct	Broad
	Install / Replace Metering (Live)	No	No	Direct	Direct
	Install Services Overhead and Underground (De-energised)	Direct	General	General	Broad
	Install Services Overhead and Underground (Live)	No	No	Direct	Direct
Live LV Work	Undertake NST/Polarity Test	No	No	Direct	Direct
	Live Low Voltage Work	No	No	Direct	Direct
	Make LV Dead	No	No	Direct	Direct
	LV Bridging	No	No	Direct	Direct
	Change LV	No	No	Direct	Direct
	Cross Arm Alive	No	No	Direct	Direct
		No	No	Direct	Direct

Type of Work	First six Months	Second six Months	Year Two	Year Three	Year Four	
Cable Jointing	LV Cable Jointing (Under EAP or Not Commissioned)	Direct	Direct	General	General	Broad
	Live LV Cable Jointing	No	No	No	No	Direct
	HV Cable Jointing	No	No	No	No	Direct
	Undertake Vegetation Control (EAP)	No	No	No	Direct	General
	High Voltage Operating ²	No	No	No	No	Direct

² Network Operator issued HV Operating Authority must be held.

TABLE 4 PLANT TYPES

Type of Work	First Six Months	Second Six Months	Year Two	Year Three	Year Four
Chainsaw	No	Direct	General	Broad	Broad
Self-Loading Cable Trailer	No	Direct	General	Broad	Broad
Cable Recovery Unit	No	Direct	Direct	General	Broad
Forklift	No	Direct	Direct	General	Broad
Truck-mounted crane ≤ 20 tonne	No	Direct	Direct	General	Broad
EWP	No	Direct	General	Broad	Broad

Prior to operation, the plant operator must meet all regulatory requirements, ie age, training and hold the relevant WorkSafe licence to perform high risk work i.e.:

- a) Slewing mobile crane operation (up to 20 tonne)
- b) Forklift truck operation
- c) Boom-type elevating work platform operation