



Supervision Guideline for Trainee Vegetation Management Workers

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

*In the Victorian
Electricity Supply
Industry*

September 2014

DATE	VERSION	AMENDMENT	NAME
November 2013	1		VESI STRC
September 2014	2	Updated the Supervision level definitions	VESI STRC

CONTENTS

<u>INTRODUCTION</u>	3
<u>PURPOSE</u>	3
<u>SCOPE</u>	3
<u>RESPONSIBILITIES</u>	3
<u>Employer</u>	3
<u>Supervisors/Crew Leaders</u>	3
<u>Trainees</u>	3
<u>SUPERVISION FRAMEWORK</u>	4
<u>Direct Supervision</u>	4
<u>General Supervision</u>	4
<u>Broad Supervision</u>	4
<u>RECOGNITION OF PRIOR COMPETENCIES</u>	5
<u>SAFETY OBSERVER ROLE</u>	5
<u>ACCESS AUTHORITIES</u>	5
<u>DEFINITIONS</u>	5
<u>TABLE 1 - WORK TYPES</u>	6
<u>TABLE 2 - PLANT TYPES</u>	7
<u>FREQUENTLY ASKED QUESTIONS</u>	7

INTRODUCTION

This Guideline has been developed and established by the Victorian Electricity Supply Industry, (VESI) Skills and 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 Vegetation Management Worker Trainees to understand the obligations and expectations in regards to workplace supervision, taking into consideration the welfare of the Trainee in terms of safety and competency development.

SCOPE

This Guideline applies to the supervision of Vegetation management Trainees employed in the VESI who are undertaking the National Certificate II in ESI – Powerline Vegetation Control Qualification.

RESPONSIBILITIES

Employer

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

Supervisors/Crew Leaders

- Ensure that Trainees 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 Trainees
- Take into consideration the kind of work being undertaken, especially with regard to working in the vicinity of live apparatus
- Have regard to the level of competence of the Trainee for the particular task, skill or activity to be performed

Trainees

- 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 Trainee shall allow for when planning work.

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

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

Trainees should not undertake tasks unless they have received the relevant training.

At all times during the term of completing their qualification, the Trainee 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 dependant on experience gained and the task. Note: Where 'No' is indicated in Tables 1, 2 & 3 this means the task is not permitted.

Direct Supervision

The onsite competent person shall be in direct visual and audible contact with the trainee, providing constant instruction and inspection of tasks being performed.

General Supervision

The onsite competent person shall make regular face to face contact with the trainee, delivering progressive instruction and inspection on tasks being performed.

Broad Supervision

The onsite competent person shall provide instruction and inspection of tasks being performed by the trainee.

RECOGNITION OF PRIOR COMPETENCIES

There are situations where a Trainee has previously been assessed as competent and/or authorised to undertake certain activities (e.g. Chainsaws, High Risk Licences, Traffic management etc.)

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.

SAFETY OBSERVER ROLE

Trainees 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 6 month period.

Trainees may be utilised, after the initial 6 month period, as a competent safety observer but only if they have: -

- a) Successfully completed the National competency - Working safely near live electrical apparatus as a non-electrical worker
- b) been suitably trained in aerial rescue and/or escape techniques
- c) been suitably trained in Safe Approach Distances
- d) attained an adequate awareness of the task being performed; and
- e) an understanding of the functions and movements of plant and equipment such as Tree Felling, EWP Operations or Tree Climbing Operations

Under no circumstances are Trainees to perform the role of sole Safety Observer for a person undertaking live tree clearing work until they have completed all relevant training.

ACCESS AUTHORITIES

The Trainee shall be bracketed on to the Access Authority as a Non Authorised Recipient (NAR) with an Authorised Recipient for a minimum of 6 months.

Definitions

Competent Person	A person who holds the Certificate II in ESI - Powerline Vegetation Control and meets the VESI training requirements
------------------	--

TABLE 1 - WORK TYPES

The undertaking of these tasks shall not commence until the Trainee has successfully completed where required the related Unit of Competency from the Training Package.

Type of Work		1 st 3 months	2 nd 3 months	Until completion
General	Yard-Depot / General duties	General	Broad	Broad
	Ground work at job site	Direct	General	Broad
	Tools & Machinery maintenance	Direct	General	Broad
	Traffic Management – Traffic Control	Direct	General	Broad
	Traffic Management - Traffic Guidance	Direct	General	Broad
	Safety Observing	No	No	General
Ground-worker & Wood- chipping Operations	Chainsaw use – cross-cutting timber	Direct	General	Broad
	Chainsaw use – tree felling	No	Direct	General
	Daily Chainsaw Sharpening & Maintenance	Direct	General	General
	Chemical (Herbicide) Application	No	Direct	General
	Wood Chipper use	Direct	General	Broad
	Daily/Regular Wood-chipper Maintenance	Direct	Direct	General
EWP Vegetation Control Operations	Cyclic Clearing adjacent to Live LV	No	No	General
	Cyclic Clearing adjacent to Live HV	No	No	Direct
	Hazardous/Advanced Tree Clearing &/or Removal	No	No	No
Tree Climbing Vegetation Control Operations	Cyclic Clearing adjacent to Live LV	No	No	General
	Cyclic Clearing adjacent to Live HV	No	No	Direct
	Hazardous/Advanced Tree Clearing &/or Removal	No	No	No

TABLE 2 - PLANT TYPES

The undertaking of these tasks shall not commence until the Trainee has successfully completed the related Unit of Competency.

Type of Work	1 st 3 months	2 nd 3 months	Until completion
Chainsaw	Direct	General	Broad
EWP	No	Direct	General
Wood-chipper	Direct	General	Broad
Stump Grinder	No	Direct	General
Mechanical Tree Trimmer	No	No	No
Slasher/Mower	No	Direct	General

FREQUENTLY ASKED QUESTIONS

Type of Work	1 st 3 months	2 nd 3 months	Until completion
Can Trainees go on availability?	No	No	Yes
Can Trainees work near live LV	No	No	Yes
Can Trainees be a safety observer - Live LV work? ¹	No	No	Yes
Can Trainees be a safety observer – HV Live Work?	No	No	No
Can Trainees perform Traffic Control?	Yes	Yes	Yes
Can Trainees set up the worksite Traffic Control signage?	Yes	Yes	Yes
Can Trainees conduct a Safe to Approach SWER test?	No	No	Yes
Can Trainees sign on an Electrical Access Permit?	No	No	Yes
Can Trainees be a Recipient in Charge of an Electrical Access Permit? ²	No	No	Yes

¹ Refer to Safety Observer requirements on page 5

² Refer to Access Authority requirements on page 5