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OHS/RM/92

MEMORANDUM TO: Heads of departments/sections
Staff seeking electrical certification

SUBJECT: Summary of meeting 5/11/92

A meeting of staff wishing to acquire either level 1 or level 2 electrical certification in order to comply with the Electricity and the Workplace Health & Safety Acts was held on 5/11/92. The meeting was run by the OH&S Office. Information which was disseminated at the meeting, and which has since come to light following further discussion is as follows:

Legal requirements

1. The Electricity and the Workplace Health & Safety Acts require all electrical work to be done by an 'electrical worker'. The definition of electrical worker includes electrical tradespersons (i.e. electricians), electrical engineers and those who are holders of restricted certificates.
2. Staff without one of the above qualifications are not permitted to carry out any electrical work in Queensland.

Restricted certificates

3. Restricted certificates are issued by the Electrical Workers & Contractors Board (EWCB). They are intended for non-electrical tradespeople or equivalent whose work requires them to carry out electrical work incidental to their principal tasks.
4. There are only 2 types of restricted certificates issued. These are:

cc Section managers

Level 1 certificate allows the holder to perform any electrical work on electrical appliances supplied by means of a flexible cord and plug up to 250 volts.

Level 2 certificate (which includes level 1) permits the disconnection and reconnection of articles from fixed wiring and the performance of work on them.

5. Persons issued with restricted certificates are NOT permitted to perform electrical installation work.

Training

6. Upon receipt of an application, the EWCB may grant a certificate, but in most cases it is likely to require applicants to first complete a TAFE training course. For level 1 this is a 100-hour course. For level 2 certification applicants must first complete a level 1 certificate, and will then be required to complete an additional 50 hour TAFE course.
7. To date, twenty-seven people have indicated a need to acquire level 1 certificates and 8 people have expressed interest in stage 2 certification.

Application for a restricted certificate

8. The EWCB has stated that it will not approve individual applications to undertake TAFE training to acquire a restricted certificate until the University demonstrates the following:
 - a) Overall commitment to train applicants
 - b) An ability to provide 'on-the job' training for the applicants
 - c) Supervision by a qualified electrician. It is understood this is not necessarily 'looking-over-the-shoulder' type supervision, but regular checks of work which has been performed. The supervisor would need to sign a log book.
 - d) Manuals for each work area setting out details of the electrical work to be performed, and demonstrating compliance with established codes such as 'Competency standards: National System of Restricted Electrical Licences', 'AS 3760 - 1990: Inservice safety Inspection and testing of electrical equipment', and with maintenance and instruction manuals for specific pieces of equipment.

Proposal to achieve 8a - d

9. The Director OH&S (Barry Pratt) intends to submit a formal proposal seeking University support and funds for:
- a) the development of training manuals and supervisor logbooks by a central person or body (e.g: a Personnel officer or The Tertiary education Development Institute). It is proposed that a proforma (standard layout) manual and logbook be developed which could then be modified as required to suit each work area. Development of both manuals and logbooks would involve liaison with the electrical workers for whom they are being written.
 - b) The appointment of an electrician to act as supervisor.
 - c) A 2-week block TAFE training course for level 1 applicants to be conducted on campus. Departments would be expected to contribute to the cost of this course.

(NOTE: Not all of the 6 individuals who expressed a 'need' to complete level 2 may be approved by the EWCB. In view of this it is unlikely that the level 2 course will be conducted in block style on campus. It is more likely that staff who are approved to complete stage 2 will be required to complete it at a TAFE College (1 night per week). In all cases where level 2 work is being performed, departments should review the 'need'. It may be that qualified electricians could feasibly be called in for these jobs).

Action required once proposal is accepted

10. Once the above proposal has been accepted and the structures required are in place, the Director OH&S proposes one block submission of applications, with a covering letter, to the EWCB. The EWCB supports this approach.

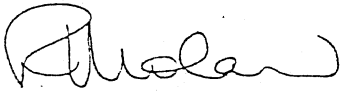
At this time, individuals will be asked to fill out the green 'Application for certificate of competency' forms available from The EWCB or the OH&S Unit, to enclose a \$25 application fee, and to provide 'documentary evidence' of their trade training and experience.

'Documentary evidence' is deemed to include Indentures of Apprenticeship (if applicable), any certificates of technical trade training, and references from previous employers detailing the

type of work the individual has carried out. Those individuals who do not have formal trade certificates or who have not completed an apprenticeship in a trade will be required to provide a summary of their trade training and experience.

11. Applicants who are not considered by the EWCB to have a suitable background to hold a restricted certificate, may not be authorised to undergo the 2-week training programme, and will hence not be eligible for a restricted certificate. To maximise their chances of being successful, applicants should make sure their applications are as comprehensive as possible.

Further information will be disseminated as it becomes available.



Robyn Molan
OHS Adviser

19/11/92