

Registered Electrical Contractor (REC)

As a Registered Electrical Contractor, you have regulatory responsibilities.

This guideline is aimed at providing an overview of responsibilities that are incumbent upon you under the Electricity Safety Act 1998 (the Act) and pursuant regulations.

As a REC, you must:

- » upon receipt, sign your REC card
- » notify ESV within 10 days of any change of name and/or address details
- » hold public liability insurance with a minimum cover of \$5 million when carrying out, or offering to carry out electrical contracting work
- » ensure all advertisements, notices and statements promoting your registered electrical contracting business include your REC number
- » only employ licensed electrical workers to carry out electrical installation work
 - Note: inclusive of any electrical apprentice who is deemed to be licensed when under effective supervision during a contract of training (four-year electrical apprenticeship), or within three months of completing their training contract.
- » keep a register of all licensed electrical workers who you employ, including apprentices, which must be available for inspection at all reasonable times by ESV
- » ensure the effective supervision of the electrical installation work carried out by the business i.e. not to direct or permit a person to carry out any electrical installation work that does not comply with the Act and pursuant regulations
 - Note: this may be carried out by an REC that holds an A grade electrician's licence, or a nominated technical supervisor that holds an A grade electrician's licence.
- » ensure all electrical circuits are correctly isolated from supply, or adequate precautions are taken to prevent shock or injury
 - » guidance on safe work on low voltage is detailed in AS/NZS 4836
- » ensure any apprentices you employ are supervised in accordance with 'ESV's Requirements for the effective supervision of apprentice electricians', as published on ESV's website
- » ensure the quality of the materials, fittings and apparatus used in connection with the electrical installation work, including the methods followed, are in accordance with all regulations and standards
- » ensure the appropriate Certificate of Electrical Safety (COES) is completed within the required times for the work undertaken:
 - » ensuring prescribed electrical installation work is inspected by a licensed electrical inspector prior to energisation of that work, and
 - » all copies of the COES are distributed as required
- » ensure you maintain a nominated person with the appropriate qualifications as:
 - » a business supervisor who is responsible for the management and administration of the business, and
 - » a technical supervisor to effectively supervise the electrical installation work carried out by the electrical contractor, and notify ESV within 10 business days to any change to the business or technical supervisor and/or their details
- » notify ESV on 1800 000 922 as soon as reasonably practicable of any serious electrical incidents relating to your work which causes, or has the potential to cause[#]:

- › the death of or injury to a person
- › significant damage to property
- › a serious risk to public safety

Additionally, and within 20 business days after the incident, submit an Electrical Incident Report Form (available on our website) to:

Energy Safe Victoria
Attn: Electrical Incidents
PO Box 262
Collins Street West VIC 8007

Email: info@energysafe.vic.gov.au

- › for any electric shock relating to your work or at the location you are working at, submit an Electrical Incident Report Form within 20 business days after becoming aware of the incident*. The written report must be sent to the aforementioned address.

As a REC, you should:

- › maintain the knowledge of the following documents (as amended from time to time):
 - › Electricity Safety Act 1998
 - › Electrical Safety (General) Regulations
 - › Electrical Safety (Registration and Licensing) Regulations
 - › AS/NZS 3000: Wiring Rules, other relevant standards including referenced sections of the Building Code of Australia (BCA)
- › the Victorian Electricity Distributors Service and Installation Rules
- › undertake regular education and training

- › have an understanding of your OH&S responsibilities
- › wear appropriate protective clothing and equipment (PPE).

As a REC, you must not:

- › carry out electrical contracting work unless your registration and insurance are current – it is your responsibility to know your registration expiry date
- › permit installation, alteration, maintenance or repair work to be carried out on energised electrical equipment unless you ensure compliance with Part 5, Division 4 of the Electricity Safety (General) Regulations.

As a REC, you should understand:

- › ESV may direct a person responsible for non-compliant electrical work to rectify that work at no cost to the customer
- › ESV may take disciplinary action if you fail to comply with the Act or pursuant regulations including suspension and/or cancellation of your registration, infringement notices and prosecution.

Notes:

The information presented in this guideline is intended for general use only. It should not be viewed as a definitive guide to the law, and should be read in conjunction with the Act and pursuant regulations.

The word 'must' indicates that legal requirements exist, which must be complied with. The word 'should' indicates a recommended course of action, while 'may' indicates an optional course of action.

*An REC is not required to notify / provide written reports to ESV if they have reported the incident to, and it is confirmed that the person in control of the workplace has notified ESV / provided the written reports to ESV, as required.