

# Supervised Electrical Worker

## As a Supervised Electrical Worker, 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 supervised worker, you must:

- » upon receipt, sign your Supervised Electrical Worker's licence card
- » notify ESV within 10 days of any change of name and/or address details
- » when carrying out electrical installation work and at the request of ESV, produce your Supervised Worker's Licence card or details of your licence
- » 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<sup>#</sup>:
  - › 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](mailto: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<sup>#</sup>. The written report must be sent to the aforementioned address.

### As a supervised worker, you must not:

- » carry out electrical installation work without effective supervision by a licensed electrician
- » carry out installation, alteration, maintenance or repair work on energised electrical equipment unless compliance with Part 5, Division 4 of the Electricity Safety (General) Regulations has been ensured.
- » carry out electrical installation work unless your supervised worker's licence is current – it is your responsibility to know your licence expiry date.

### As a supervised worker, you should:

- » know the expiry date of your licence
- » 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
- » ensure you have current copies of legislation, Australian Standards and Codes of Practice pertaining to electrical installation work
- » understand your OH&S responsibilities
- » wear appropriate protective clothing and equipment (PPE).

### As a supervised worker, you should understand:

- » ESV may take disciplinary action if you fail to comply with the Act or pursuant regulations including suspension and/or cancellation of your licence, 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 electrical worker is not required to notify / provide written reports to ESV if they have reported the incident to, and it is confirmed that the employer / person in control of the workplace or the relevant REC has notified ESV / provided the written reports to ESV, as required.