



Plumbers & Drainers Licensing Board Policy

Policy Number: PL 013
Subject: SUPERVISION
Effective Date: 7 February 2017

BACKGROUND

Section 43 of the *Plumber and Drainers Licensing Act* (the Act) states:

For work carried out under this Act, an advanced tradesman must not:

- a) *Fail to exercise any;* or
- b) *Exercise insufficient,*

Direction over a journeyman, apprentice or other worker employed by him or under his control

Maximum penalty: 15 penalty units.

The Act further defines:

Advanced tradesman means a tradesman engaged in the trade of plumbing or of draining or both of those trades who is entitled under the provisions of this Act:

- a) *To carry out work on his own account in either or both of those trades; and*
- b) *To direct and supervise the work of apprentices, journeymen and unqualified or unskilled workers.*

Journeyman means a tradesman engaged in the trade of plumbing or of draining or both of those trades who is working, as an operative, under the direction of an advanced tradesman, and who is eligible to exercise direction or supervision over apprentices or unqualified workers.

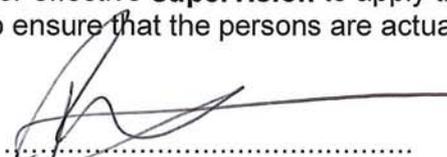
Further, in relation to the supervision of apprentices, the *Training and Skills development Act* states in relation to "Approval of employers" in section 38:

- b) *is subject to the employer providing each apprentice or trainee with premises, equipment, method of training and supervision suitable for the approved apprenticeship or approved traineeship.*

DEFINITIONS

The dictionary defines supervision as "the action or process of watching and directing what someone does or how something is done" or "the act of watching a person or activity and making certain that everything is done correctly, safely, etc."

For effective **supervision** to apply there must be someone overseeing the performance of the work to ensure that the persons are actually working and that the work is being done correctly to the


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Chairman



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required standard. Supervision can also involve aiding or assisting someone to develop their skills and knowledge.

Effective **direction** involves someone making another person do their work in a certain way, generally by providing instructions, guidance and advice as to how the work is to be done. Someone providing direction will often coordinate how the work is done as it is being undertaken.

POLICY

To place the Northern Territory legislative requirement in context of the definition of supervision, the Board has adopted the following policy:

All trade employees of a plumbing business, who are not licensed tradespersons, must be supervised by an advanced tradesperson .

In other words,

- all journeymen plumbers and drainers,
- all apprentice plumbers and drainers,
- all unskilled/unqualified workers

must be supervised by a licensed advanced tradesperson.

To effectively supervise, the Advanced Tradesman must be located within reasonable proximity to the persons being supervised. The advanced tradesman is responsible for training on the worksite in the day to day working environment. He should be available to answer any questions relating to plumbing.

The supervisor of an apprentice doing plumbing work must directly supervise the apprentice while the apprentice is doing the work, unless the supervisor has established:

- (a) that the apprentices competency makes direct supervision unnecessary, and
- (b) that a lesser degree of supervision would not endanger the health or safety of the apprentice or any other person.

A supervisor designated to supervise an apprentice by the apprentice's employer:

- (a) must ensure that the apprentice keeps and maintains a record of training, and
- (b) must check the record on each date on which the scheduled work is done by the apprentice, and:
 - (i) if satisfied that the record is correct in respect of that date, must sign the record on that date, or
 - (ii) if not so satisfied, must make and sign on that date a note to that effect on the record.



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Chairman