

Job description:**Supervision assessment:**

Is the person a Trainee in their first year? Yes/No	If yes then they require direct supervision
Is the person an exemption under supervision in their first two years? Yes/No	If yes then they require direct supervision
Is the person a Provisional licence holder with a term and condition requiring direct supervision? Yes/No	If yes then they require direct supervision
What is the level of competence of the person performing the work? High, Medium or Low	Low= direct supervision Medium=General supervision High=Broad Supervision
Have they had problems with this type of work in the past? Yes/No	Yes=direct supervision No=General or Broad supervisions
How complex is the work? Are there any particular issues with the work? If so, does the person have the experience to deal with those issues/ that complexity Yes/NO	Yes=Direct supervision No= General or Broad supervision
What is the geographic location of the work? Nearby/remote.	Remote=generally only suitable for Broad supervision Nearby= Direct or General supervision
Health and safety risk to person performing work. High/Medium/Low	High-Direct or General supervision with less experienced staff. Broad for experienced staff. Medium: General supervision generally ok unless other factors indicate Direct supervision required. Low: Any form of supervision probably appropriate.
What is your assessment of overall risk to public health and safety and the environment? High/Medium/Low	High-Direct or General supervision with less experienced staff. Broad for experienced staff. Medium: General supervision generally ok unless other factors indicate Direct supervision required. Low: Any form of supervision probably appropriate.

Name of employee assigned work and method of supervision of each employee:

Note:

Direct supervision: Supervisor constantly monitors the Supervisee reviewing their work practices and standards of work. This includes dedicated oversight of all activities performed and requires the Supervisor to be in the presence of the Supervisee at all times. This means visual contact and/or earshot (audible range.)

General supervision: Supervisor is not constantly reviewing the Supervisee but remains in face-to-face contact on a recurrent (periodic) basis. The Supervisor continues to provide instruction and direction for tasks to be performed and must test the Supervisees work prior to commissioning. Although not necessarily in close proximity, the Supervisor must be contactable for assistance or instruction as required.

Broad supervision: Only suitable for Supervisees who have demonstrated an ability to conduct the intended work autonomously. The Supervisor need only make occasional face-to-face contact but should continue to provide instruction and direction for tasks to be performed and the Supervisor must inspect and test the Supervisee's work prior to commissioning. Although not necessarily in close proximity, the Supervisor must be contactable for assistance or instruction as required.