

Guide for Supervisors

This guide will provide you with important information about supervising.

What must you do as a supervisor?

As a supervisor, you must determine what level of direction and control to use for your supervisee on every job.

You must assess the job, the health and safety risks and your supervisee's skills and experience and determine what level of supervision they need.

Supervising a trainee or exempt person

If you are supervising a trainee in their first 12 months or a person working under an exemption in the first 24 months, they must only work in your presence or in the presence of another currently licensed and registered plumber, gasfitter or drainlayer (excluding restricted) you have appointed to supervise them. This is classed as direct supervision.

Supervising others

If your supervisee does not require direct supervision, you must exercise sufficient direction and control over your supervisee to make sure all the work they do is done:

- competently – within their capabilities
- safely – in accordance with all applicable health and safety requirements
- compliantly – in accordance with the Building Code or Gas (Safety and Measurement) Regulations 2010).

If your supervisee is doing something wrong or something happens to them while they are working under your supervision, you are responsible.

How to determine the level of supervision needed

This will vary depending on:

- the experience of the person doing the work
- the work involved
- any job-related factors.

About the person

You should consider:

- Have they done the work before?
- Have they had any problems doing work of this kind before?

- Would they know how to deal with any problems if they arise?
- Am I confident they will contact me if they have a problem?

About the work

You should consider:

- If the job complicated or tricky in some way?
- If the scope of the job clear?
- Could the scope of the job change unexpectedly?
- Are there any particular risks associated with the job?

About the job-related factors

The kinds of things you should think about are:

- Do they understand the health and safety requirements of the job?
- Are there any unusual or significant health and safety risks with the work or the site?
- Are there any other things which could make the job more difficult?
- How quickly could I get to the site if needed?

What are my legal responsibilities as a supervisor?

You are legally responsible for:

- approving your status as the supervisor for apprentices, exempt people, restricted people, and plumbers, gasfitters and drainlayers
- testing the work of an exempt person
- testing your supervisee's work for the purposes of certification or verification
- notifying the Board in writing if you stop supervising any person
- making sure your supervisee can produce their authorisation card if requested
- making sure an exempt person doing gasfitting work does not work on live gas
- knowing what work your supervisee is doing at all times
- monitoring your supervisees skills and knowledge and providing them with on-going guidance and training.

Can I appoint another person to supervise my supervisee on my behalf?

You can appoint another registered plumber, gasfitter or drainlayer (excluding restricted) to supervise your supervisee on your behalf. They must:

- hold a current practising licence
- be registered in the same trade as your supervisee
- be willing to supervise your supervisee.

Can I supervise remotely?

While not prohibited, the Board does not encourage or support supervision arrangements where the supervisor and supervisee are in different locations. Even with the best systems in place, things can

go wrong, and it is important that you can easily meet with your supervisee in person to deal with any problems.

Do I need to have a supervision management processes in place?

You will need to be able to show you are supervising your supervisee properly. The kinds of things that will show this include:

- a written supervision agreement (if your supervisee is not an employee)
- records of the work done by your supervisee
- records of how you decided what level of supervision was appropriate for each job (these may be part of the records of the work)
- records of assessments you carried out of your supervisee's abilities (formal and informal)
- records of the training you have provided to your supervisee.

For more information please visit: www.pgdb.co.nz.