Plumbers,
Gasfitters and
Drainlayers Board

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Guide for Supervisees

This guide will provide you with important information about being supervised.

Supervision

Your supervisor is responsible for your work and your health and safety.

Your supervisor is legally required to provide you with sufficient direction and control of your work to make sure it is done:

- competently – Within your 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 (for gasfitting).

I am a new apprentice, what kind of supervision do I require?

For the first 12 months holding a limited certificate, you are legally required to always work in the presence of your supervisor. This means within eyesight or earshot of your supervisor. This is called direct supervision.

After the first 12 months, your supervisor is required to determine what level of supervision you require for each job you do.

I am working under an exemption, what kind of supervision do I require?

For the first 24 months working under an exemption, you are legally required to always work in the presence of you supervisor. This means within eyesight or earshot of your supervisor. This is called direct supervision.

If you have held an active exemption for more than 24 months your supervisor is required to determine what level of supervision you require for each job you do.

How does your supervisor determine what level of supervision you need?

If you are not required to work in the presence of your supervisor, you supervisor must determine what level of supervision you will need. To do this, they consider:

- your experience with doing the work
- the work involved
- any job-related factors.

Your supervisor will assess your experience

Your supervisor will consider:

- Have you done this work before?
- Have you had any problems when doing work of this kind before?
- Would you know how to deal with any problems if they arise?
- Would you call your supervisor if you did have a problem?

Your supervisor will assess the work you are doing

Your supervisor will consider:

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

Your supervisor will assess any job-related factors

Your supervisor will consider:

- Do you 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 your supervisor get to the site if they were needed?

Can someone else be nominated as my supervisor?

Your supervisor can appoint another currently licensed and registered plumber, gasfitter, or drainlayer (excluding restricted) to supervise you on their behalf. However, your supervisor remains responsible for your work and health and safety even when they have appointed another person to supervise you.

Things you cannot do if you are under supervision include:

- work if your supervisor has not approved their supervision of you
- test your work if you are working under an exemption
- test your work for the purposes of certification or verification
- work if your supervisor has notified the Board in writing that they are no longer supervising you
- work on live gas if you are working under an exemption.

What are my supervisors' responsibilities?

Your supervisor must:

- know what work you are doing at all times
- assess the level of supervision you require for each and every job you carry out
- regularly assess your skills and knowledge
- provide you with on-going guidance and training (both formal and informal).

You should have a written supervision agreement with your supervisor if they are not your employer. For more information please visit: www.pgdb.co.nz.