

ELECTRICAL COMPLIANCE

CAN YOU AFFORD FOR SOMETHING TO GO WRONG?

With the introduction of the new Health and Safety at Work Act 2015 it is more important than ever to ensure your business is operating within relevant regulatory requirements in regards to the safety, training and supervision of your staff.

Detailed in this document are three options that can assist you with ensuring electrical disconnects and reconnects undertaken by you or your staff are done within regulation. There are no overnight fixes, each of these options involve investment, action and commitment – but can you afford not to do anything?

If you have an apprentice studying towards the NZ Certificate in Dairy Systems (Engineering) qualification via Competenz, you will need to have a suitably qualified person on staff to supervise the electrical components of their learning. These options offer you a means to achieving this as well as getting other staff such as pump, machine or refrigeration technicians registered to legally do disconnect and reconnect of electric motors and pumps.

You are urged to give these options your consideration in order to safeguard yourself and your business and to ensure you and your staff are compliant and working under legislation.

TERMINOLOGY:

EAS	Electrical Appliance Serviceperson (single phase)
EST	Electrical Service Technician (three phase)
EWRB	Electrical Worker's Registration Board
TLC	Trainee Limited Certificate
15851	The safe working practices unit standard: Demonstrate knowledge of electrical safety and safe working practices for electrical workers
15852	The safe working practices unit standard: Isolate and test low-voltage electrical sub-circuits

LICENCING / REGISTRATION OPTIONS:

1. EMPLOYER'S LICENCE

An Employer's Licence allows nominated employees of a company to legally undertake specific limited electrical work such as disconnecting and reconnecting of electric motors and pumps. The number of employee's that a company can have working under an Employer's Licence is unlimited – provided they are suitably trained, supervised and the other parameters around the Employer's Licence are adhered to. Trainees operating under an Employer's Licence would satisfy the supervision requirements under an electrical Trainee Limited Certificate (TLC), Electrical Appliance Serviceperson (EAS) and /or Electrical Service Technician (EST) such as an apprentice or pump, machine or refrigeration technicians working towards becoming a registered EST.

MPTA has developed an Employer's Licence Manual template which includes a series of safe operating procedures which is available for Members to purchase. Our first Member company has recently been approved by the Electrical Worker's Registration Board (EWRB) with an Employer's Licence using our Manual template, so we know this option is achievable.

EMPLOYER'S LICENCE PROCESS:

- a. Get the staff you wish to nominate under the Employer's Licence trained in safe electrical working practices, basic first aid and CPR. The safe working practices unit standards 15851 and 15852 can be completed online via Competenz for \$399 + GST. Source a local provider like Red Cross or St John to do the First Aid & CPR training for approx. \$150 - \$200. (This training is required to be renewed every two years by completing a half-day Safety Refresher training course)
- b. Complete the Employer's Licence Manual template (can be purchased from MPTA for \$500 + GST) and ensure all of the procedures that are detailed within the manual are operational within your business i.e. staff training records kept, accident/incident reporting etc
- c. Engage an EWRB approved Auditor to audit your Employer's Licence Manual and business practices in relation to the Employer's Licence. MPTA can recommend an Auditor for you. (Cost approx. \$2,100 + GST and to be renewed annually)
- d. Arrange site visit with Auditor. Once they are satisfied with your business operations they will issue you a Certificate to submit with your application to the EWRB
- e. Make application to EWRB for Employer's License (\$2,148 + GST - to be renewed approx. every 18 months)

Read more about Employer's Licences on the EWRB website www.ewrb.govt.nz

LICENCING / REGISTRATION OPTIONS:

2. YOU'VE BEEN DOING IT FOR YEARS

An employer or employee who has many years experience in disconnecting and reconnecting electric motors and pumps can have the requirement of 18 months supervised experience waived by doing the following:

- a. Undertake instruction in basic first aid and CPR. You can source a local provider like Red Cross or St John to do this training for approx. \$150 - \$200. (This training is required to be renewed every two years).
- b. Enrol at your local Polytech to complete a block course in EAS and EST. This may be offered by night classes or two, one-week, block courses followed by the respective EWRB theory exams. Practical tests are completed during class time to assess your skills and will count towards your final result. The EAS content is often incorporated within the curriculum for the EST training. Some providers may also offer the First Aid & CPR training as part of the EAS / EST training curriculum - check with them if this is an option.
- c. Sit and pass the EWRB theory exams for EAS and EST and receive the evidence of passing.
- d. Prepare a reference stating your (or your employees) past experience in the industry and on what type of equipment (MPTA can provide a template for this). If you are the business owner, the reference could be in the form of a Statutory Declaration.
- e. Make application to EWRB for your EST Registration by completing the Application Form, provide the evidence of your EAS and EST exam passes and completion of First Aid & CPR training, provide the reference stating your work experience and pay the required fee.

Once approved with EST Registration status the approved person can then supervise other staff wishing to get the EAS or EST registration such as apprentices and technicians doing disconnect & reconnect of electric motors and pumps under a Trainee Limited Certificate.

LICENCING / REGISTRATION OPTIONS:

3. ALREADY HAD SOME ELECTRICAL TRAINING?

If you, or your employee, have already completed EAS or EST training and exams in the past (previously called EST A and EST B), but have not ever gained registration with EWRB because of the requirements for 18 months supervision by a registered electrician, then the supervision requirement may be able to be waived by doing the following:

- a. Complete a Competence Programme in Safety Training. This is assessment based refresher training on electrical safety (including testing), First Aid and CPR and is required to be completed every two years. View providers in your region on the EWRB website.
- b. Prepare a reference stating your (or your employees) past experience in the industry and on what type of equipment (MPTA can provide a template for this). If you are the business owner, the reference could be in the form of a Statutory Declaration.
- c. Make application to EWRB for your EAS or EST Registration by doing the following:
 - i) complete the Application Form.
 - ii) provide evidence of your passes in the initial training.
 - iii) provide evidence of completing the Safety Refresher training within the past two years.
 - iv) provide an Employer Reference or Statutory Declaration.
 - v) pay the required fee.

Once approved with the relative Registration status the approved person can then supervise other staff wishing to get the EAS or EST registration such as apprentices and technicians doing disconnect & reconnect of electric motors and pumps under a Trainee Limited Certificate.

WANT MORE INFORMATION?

Please contact MPTA if you would like to explore any of these options or to order the Employer's Licence Manual template. We are happy to work with you to get you on the path to becoming compliant.

NOTE: MPTA does not advocate that its Members undertake any electrical work, including disconnecting and / or reconnecting of electric motors or pumps, without the appropriate level of Registration or Licencing issued by the EWRB.