 ELECTRICAL GROUP TRAINING	Volt Stick Policy and Guidelines for Apprentices	Reviewed: November 2022	Page 1 of 2
	Document Reference:	Volt Stick Policy and Guidelines for Apprentices_GME_Rev 01_112022	

Purpose

To provide an additional means of personal protection against incorrect or incomplete electrical isolation of circuits, equipment or installations, for all Electrical Group Training (EGT) apprentices.

All EGT Apprentices are issued with a volt stick - a non-contact type test instrument.

The purpose is to provide Apprentices with an additional means to conduct a personal safety check so they are not accidentally exposed to LIVE conductors or equipment.

Scope

This instrument is given to all EGT Apprentices and they are expected to use it to confirm they are not working on any LIVE cables or equipment.

All apprentices are expected to take care of their volt stick as they would any other tool. This includes checking that the batteries are functioning sufficiently by checking on a known LIVE (insulated) source.

Requirement

It is expected that all circuits and equipment will be isolated and tested to confirm the isolation by a licenced electrical worker prior to the apprentice working on the circuits or equipment. The apprentice is expected to conduct an additional personal safety test “for dead” (to confirm de-energised) using a volt stick prior to working on the circuit or equipment.


Issue of the Volt Stick

It is compulsory that all EGT Apprentices purchase a volt stick from EGT at their induction. All apprentices are expected to take care of their volt stick and protect it from physical damage in line with the manufacture’s guidelines. This includes checking that the batteries are functional and testing the tool on a known LIVE (insulated) source before each test.

Volt Stick Policy

When EGT issues an apprentice with a new volt stick, EGT provides the following training on this test instrument:

- checking the volt stick on a known LIVE (insulated) source before using;
- shown the correct methods of checking different types of cables and conductors;
- shown the correct methods of handling & storage of the volt stick so that it is not subject to mechanical damage; and
- all apprentices are made aware that the volt stick is a personal safety check for themselves and **is not part of the recognised isolation procedure.**

 ELECTRICAL GROUP TRAINING	Volt Stick Policy and Guidelines for Apprentices	Reviewed: November 2022	Page 2 of 2
	Document Reference:	Volt Stick Policy and Guidelines for Apprentices_GME_Rev 01_112022	

Volt Stick Guidelines for Apprentices

- When EGT issues an Apprentice with a new volt stick, EGT provides the following training on this test instrument:
 - ensuring that the volt stick is in working order;
 - checking the volt stick on a known LIVE (insulated) source before using;
 - shown the correct methods of checking different types of cables and conductors; and
 - shown the correct methods of handling & storage of the volt stick so that it is not subject to mechanical damage.
- All Apprentices are made aware that the volt stick is a personal safety check for themselves and is not meant to be used as part of any formal isolation procedure.
- Testing cables and equipment will be conducted with the intention of proving cables and equipment are not LIVE and are able to be worked on safely.
- Apprentices are required to use the volt stick and they are advised on how it is to be used properly as an additional safe guard to Identify, Isolate, Tag & Test (IITT) procedures. This is also discussed at Apprentice Field Visits.

Reference Documents

- Hand Skills Practical Volt Stick Exercise