

# SOLAR SYSTEM INSTALLATION SAFETY CHECKLIST

<b>Work Site:</b>		<b>Inspected By:</b>			<b>Date:</b>	
Checklist		Compliance			Actions Required / Comments	
General Planning and Inspections						
1.	Have all workers been consulted regarding the risks and hazards of the work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A		
2.	Have all workers received adequate information and training to perform their tasks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A		
3.	Do all workers have the required qualifications and competencies for their tasks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A		
4.	Is all electrical work being undertaken by a licenced electrician?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A		
5.	Are emergency evacuation and first aid procedures available, and are workers trained in these procedures?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A		
6.	Has a safe work method statement been developed for any high-risk construction work (work at heights, risks, electrical, asbestos, etc.)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A		
7.	Has a safe work method statement been developed for any high-risk construction work (work at heights, risks, electrical, asbestos, etc.)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A		
8.	Are all workers kept clear of any unsaturated areas?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A		
9.	Is the personal protection equipment (PPE) available and being used correctly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A		

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10.	Are lighting and ventilation levels appropriate for work tasks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
11.	Is housekeeping maintained to a high standard?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
12.	Are working surfaces suitable for the task (e.g. not slippery or at excessively steep angles)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
13.	If persons are working alone or remotely, are the risks controlled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
14.	Are adequate controls in place to prevent a fall through any fragile roof materials (e.g. skylights, covers, roof mesh, physical barrier, etc.)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
15.	Are the controls in place to eliminate/minimise the risk of falling objects?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
16.	Are there provisions for lanyards, restraints and portable equipment being used at heights?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
17.	Are adverse work conditions adequately planned for?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
18.	Have all working surfaces been checked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
19.	Are all access points free from obstructions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
20.	Are the work platforms and work areas fit for the intended use?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
21.	Are temporary platforms suitably stable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			

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22.	Are the work areas designed to enable safe access and movement with solar panels, materials, tools and other work items?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
23.	Have manual handling risks been considered when determining the suitability of access and egress points?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
<b>Edge Protection</b>							
24.	Do all scaffolds, landings, stairs and work areas have suitable edge protection, toe boards and handrails?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
25.	Do all gates and other access points provide suitable protection to prevent a person falling?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
26.	Do gate systems close after one has passed through?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
27.	Are all guard rails at least 900 to 1100mm high?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
28.	Are all edges suitably loaded with appropriate signage in place?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
29.	If edge loading or unloading is required, are the edges suitably protected and are they able to support the load?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
<b>Fall Prevention and Anchorage</b>							
30.	Does the fall arrest equipment comply with the requirements of AS 1891?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
31.	Have workers been assessed as competent with fall prevention/protection systems and anchorage points?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			

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32.	Is the selected fall prevention/protection system appropriate for the task?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
33.	Have fall restraint and/or fall-arrest equipment been inspected by a competent person?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
34.	Is the fall restraint and/or the fall-arrest equipment tagged (or are inspections otherwise recorded)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
35.	Have anchor points been installed in accordance with the manufacturer's instructions, including the number and type of fixings?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
36.	Have improvised anchor points (e.g. rafters, beams etc.) been assessed by a competent person to ensure that they are clearly strong and adequate (i.e. 3 tonne for one person or 6 tonne for two persons)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
37.	Does the fall arrest system designed for one person connect onto the system before stepping onto the access point?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
38.	Are personnel using fall restraint or fall arrest equipment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
39.	Is the fall arrest system designed for one person?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
40.	Does the fall arrest system allow a free fall to 2 metres?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
41.	Have any falls may occur been suitably protected?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
<b>Scaffolding</b>							
42.	Is the competency of scaffolders appropriate for the type of scaffold being erected?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			

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43.	Has a plan for the erection of scaffolding been developed by a competent person?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
44.	Does the erection sequence comply with standards to ensure that the risk of falling from heights is as low as reasonably practicable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
45.	Do scaffolds in service have a scaff-tag system or equivalent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
46.	Is the scaffold within the inspection period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
47.	Is the scaffold fit for purpose? (Check if a handover certificate has been provided).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
48.	Are the foundations of the scaffold sound and stable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
49.	Does the scaffold have suitable toe boards and edge protection, and does it have suitable access and egress?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
50.	Have any incomplete scaffolding or suitably identified on-site signage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
51.	Has the scaffold been erected in accordance with the manufacturer's instructions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
52.	Has the scaffold been inspected for standing or structural integrity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
53.	Is the scaffold being managed to prevent damaged or defective components?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
54.	Has any relevant documentation been completed for the erection, alteration and dismantling of the scaffold?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			

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55.	Have scaffolds been suitably cleaned/cleared before dismantling and removal?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
<b>Fixed and Portable Ladders</b>							
56.	Do portable ladders comply with AS 1892.5 - Portable Ladders - Selection, Safe Use and Care?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
57.	Is the ladder manufactured for industrial use and load-rated to at least 120 kilograms?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
58.	Are the ladders selected for use appropriate for the type of work (e.g. non-conductive for electrical work)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
59.	Are ladders adequately supported and secured at the base?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
60.	Are portable ladders secured to prevent unplanned movement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
61.	Do portable ladders extend at least 1m above the access point?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
62.	Are ladders more than 9m high used for work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
63.	Are ladders used while standing on the ladder?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
64.	Have overhead powerlines been controlled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
65.	Are electrical leads and electrically-powered tools tested and tagged?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			



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66.	Have all electrical isolation hazards been identified before isolating the power (e.g. loss of lighting, life support systems, electrical pumps, etc.)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
67.	Has the electrical meter box been turned off before workers enter a ceiling space or drill/cut into walls?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
68.	Has a lock been placed on the main switch or the meter box, as per the lock-out/tag-out procedure?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
69.	Have licensed electrical workers tested for dead to ensure that the power is isolated, before undertaking any electrical work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
70.	Have any damaged or aged wiring or appliances been replaced (e.g. identified, isolated, where possible and reported to the owner)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
71.	Have solar panel isolators been installed before panel installation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
72.	Has the electrical safety of a space been issued by the owner after completion?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			

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Summary

Refer to:  
 Work Health and Safety Act  
 Work Health and Safety Regulation  
 Electrical Safety Act  
 Electrical Safety Regulation

## Codes of Practices and Guides

Guide to Safe Solar Panel Installation

How to Manage Work Health and Safety Risks Code of Practice

Managing the Risk of Falls at Workplaces Code of Practice

How to Manage and Control Asbestos in the Workplace Code of Practice

How to Safely Remove Asbestos Code of Practice

Electrical Safety Code of Practice - Managing Electrical Risks in the Workplace

Electrical Safety Code of Practice - Working Near Overhead and Underground Electricity

Electrical Safety Code of Practice - Works

Scaffolding Code of Practice

## Australian Standards

AS 1170 - Structural Design Actions

AS 1576.1 - Scaffolding - General Requirements

AS 1875 - Selection, Use and Maintenance of Temporary Protective Structures

AS 1891.4 - Industrial Fall-Arrest Systems and Devices-Selection and Use

AS 1892.5 - Portable Ladders - Selection and Use

AS 3000 - Electrical Wiring Rules

AS 4187 - Electrical Safety

AS 4806 - Asbestos Removal Systems

AS 4807 - Asbestos Encapsulation

AS 4808 - Asbestos Identification of Asbestos in Bulk Samples

AS 4910 - Asbestos Removal

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