# SOLAR SYSTEM INSTALLATION SAFETY CHECKLIST

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| --- | --- | --- | --- | --- | --- |
| Work Site: ­­­­ |  | Inspected By: |  | Date: |  |

| Checklist | Compliance | Actions Required / Comments | Actions Required By | Date Required |
| --- | --- | --- | --- | --- |
| General Planning and Inspections |  |
|  | Have all workers been consulted regarding the risks and hazards of the work? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Have all workers received adequate information and training to perform their tasks? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Do all workers have the required qualifications and competencies for their tasks? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Is all electrical work being undertaken by a licenced electrician? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Are emergency evacuation and rescue procedures available, and are workers trained in these procedures? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Has a safe work method statement been prepared for any high-risk construction work (e.g. work at height risks, electrical risks, asbestos risks, etc.)?  | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Has an exclusion zone been established around the work area to prevent unauthorised persons from entering the work area? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Are all workers and the public kept clear of any unsafe or uncontrolled areas? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Is the mandatory personal protection equipment (PPE) available and is it being used correctly? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Are lighting and ventilation levels appropriate for work tasks? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Is housekeeping maintained to a high standard? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Are working surfaces suitable for the task (e.g. not slippery or at excessively steep angles)? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | If persons are working alone or remotely, are the risks controlled? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Are adequate controls in place to prevent a fall through any fragile roof materials (e.g. skylight covers, roof mesh, physical barrier, etc.)? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Are there risk controls in place to eliminate or minimise the risk of falling objects? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Are there provisions for lanyards to be attached to portable equipment being used at height? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Are adverse weather conditions adequately planned for? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
| Working at Height |  |
|  | Have workers been trained in working at heights? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Are all points of access and egress free from obstructions and hazards? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Are the weight ratings of platforms and work areas fit for the intended purpose? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Are temporary platforms suitably stable? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Are the work areas designed to enable safe access and movement with solar panels, materials, tools and other work items? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Have manual handling risks been considered when determining the suitability of access and egress points? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
| Edge Protection |  |
|  | Do all scaffolds, landings, stairs and work areas have suitable edge protection, toe boards and handrails? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Do all gates and other access points provide suitable protection to prevent a person falling? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Do gate systems self-close after someone has passed through? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Are all guard rails at least 900 to 1100mm high? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Are all edges suitably barricaded with appropriate signage in place? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | If edge protection (e.g. scaffolding or roof rails) has not been installed, have the reasons why it is not practicable to do so been recorded and are they able to be produced upon request? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
| Fall Prevention/Protection Systems and Anchorage |  |
|  | Does the fall restraint or fall-arrest equipment comply with the requirements of AS 1891? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Have workers been assessed as competent with fall prevention/protection systems and anchorage points? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Is the selected fall prevention/protection system appropriate for the task? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Have fall restraint and/or fall-arrest equipment been inspected by a competent person? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Is the fall restraint and/or the fall-arrest equipment tagged (or are inspections otherwise recorded)? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Have anchor points been installed in accordance with the manufacturer’s instructions, including the number and type of fixings? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Have improvised anchor points (e.g. rafters, beams, etc.) been assessed by a competent person to ensure that they are clearly structurally adequate (i.e. 15kN for a single person or 21kN for two persons)? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Does the fall arrest system design allow the worker to connect onto the system before stepping off the access point? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Are personnel wearing their fall restraint or fall-arrest equipment correctly? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Is the worker’s lanyard suitably attached to the anchor point? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Does the fall-arrest system limit a free fall to 2 metres? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Have any sharp edges where falls may occur been suitably protected? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
| Scaffolding |  |
|  | Is the competency of scaffolders appropriate for the type of scaffold being erected? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Has a plan for the erection of scaffolding been developed by a competent person? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Does the erection sequence comply with standards to ensure that the risk of falling from heights is as low as reasonably practicable? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Do scaffolds in service have a scaff-tag system or equivalent? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Is the scaffold within the inspection period? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Is the scaffold fit for purpose? (Check if a handover certificate has been provided). | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Are the footings of the scaffold secure and stable? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Does the scaffold have suitable toe boards and edge protection, and does it provide workers with safe access and egress? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Has any incomplete scaffolding been suitably identified on scaff-tags and signage? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Has the scaffolding been erected, altered or modified by authorised personnel only? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Has the scaffolding been secured to a building or structure where required? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Is there a process in place for managing damaged or defective scaffolding and scaffold components? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Has any required documentation been completed for the erection, alteration and dismantling of the scaffold? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Have scaffolds been suitably cleaned/cleared before dismantling and removal? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
| Fixed and Portable Ladders |  |
|  | Do portable ladders comply with AS 1892.5 - Portable Ladders - Selection, Safe Use and Care? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Is the ladder manufactured for industrial use and load-rated to at least 120 kilograms? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Are the ladders selected for use appropriate for the type of work (e.g. non-conductive for electrical work)? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Are ladders adequately supported/secured at the base? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Are portable ladders securely tied off/secured to prevent unplanned movement? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Do portable ladders extend at least one metre past the access point? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Are extension ladders not more than 9.2 metres for electrical or 7.5 metres for other work? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Are three points of contact being maintained while workers ascend and descend the ladder? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
| Electrical Work |  |
|  | Have the risks related to overhead powerlines been controlled? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Are electrical leads and electrically-powered tools tested and tagged?  | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Have all electrical isolation hazards been identified before isolating the power (e.g. loss of lighting, life support systems, electrical pumps, etc.)? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Has the electrical meter box been turned off before workers enter a ceiling space or drill/cut into walls? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Has a lock been placed on the main switch or the meter box, as per the lock-out/tag-out procedure? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Have licensed electrical workers tested for dead to ensure that the power is isolated, before undertaking any electrical work? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Have any damaged or aged wiring and appliances been controlled (e.g. identified, isolated where possible and reported to the owner)? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Have solar panel isolators been terminated before panel installation? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |
|  | Has the electrical certificate of compliance been issued by the electrical installer after completion? | [ ]  Yes | [ ]  No | [ ]  N/A |  |  |  |

| Summary/Additional Comments |
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References

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 Electric Lines

Electrical Safety Code of Practice - Works

Scaffolding Code of Practice

Australian Standards

AS 1170 - Structural Design Actions

AS 1576.1 - Scaffolding - General Requirements

AS 1715 – Selection, Use and Maintenance of Respiratory Protective Equipment

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

AS 1892.5 - Portable Ladders - Selection, Safe Use and Care

AS 3000 - Electrical Installations

AS 4389 - Roof Safety Mesh

AS 4488 - Industrial Rope Access Systems

AS 4576 - Guidelines for Scaffolding

AS 4964 - Method for the Qualitative Identification of Asbestos in Bulk Samples

AS 4994 - Temporary Edge Protection