

Solar retailers' safety toolkit

Know your solar installers

Your responsibility as a solar retailer is to know what jobs your solar installers have the safety capability, systems and equipment to do. This includes checking their workers compensation status, worker training and licensing, safety planning and safety equipment.

Undertaking these checks will help you to fulfill your duties under work health and safety laws and avoid fines and/or prosecution. We recommend you review solar installer safety at regular intervals.

Instructions:

- Section 1: Gather safety information about your solar installers to ensure they are ready to work safely.
- Section 2: Find out what equipment the solar installer has available for use.
- Section 3: Allocate the job safely to the solar installer with the information/evidence to indicate they have the capability, systems and equipment to work safely.

Solar retailer details

Retailer name

Section 1: Solar installer safety information

1.1 Solar installer details

Installer name	Installer ABN		
Installer business name (if applicable)			
Installer contact numbers M	B		
Installer contact email			
Installer solar accreditation number (if applicable)			
Installer business address			
Workers' compensation policy			
Notes:	Yes	No	N/A

See <http://www.icare.nsw.gov.au/employers/who-needs-workers-insurance/who-needs-a-policy#ref> to determine if your installer needs a workers compensation policy

Comments:

1.2 Worker training and licences

Check the solar installer has provided evidence that workers have been provided adequate information, instruction and training to work safely, and hold the appropriate licence(s). This may include a recognised qualification, licence or in-house training. Include date of completion of training and/or last refresher, to determine experience and competency.

You can check licences are current at <https://verify.licence.nsw.gov.au/>

Worker name	Mandatory for all workers	Unit of competency and/or occupational licence required for specialist work		General information, instruction and training	
	General Construction Induction Training Card (White Card) number	Electrical contractor licence number	Asbestos awareness training and/or licence number	Work at heights	Other training, licences or comments:

Comments on training and/or licensing

Identification of site supervisor details and experience

Note on electrical licences: PCBUs must ensure electrical work is conducted by someone holding an electrical contractor licence, or an electrical qualified supervisor certificate, or under the supervision of a person who holds an electrical qualified supervisor certificate issued by NSW Fair Trading.

Section 2: Safety planning

WHS laws require consultation with workers regarding how to work safely, as well as documented safety planning for some activities.

	Yes	No	N/A
<p>Evidence of pre-work consultation:</p> <p>The solar installer has provided evidence that site activities are pre-empted by hazard assessment/review (eg toolbox talk, discussion about site specific conditions, risk assessments and controls).</p>			
<p>High-risk construction work:</p> <p>The solar installer has provided an example of a safe work method statement (SWMS) that demonstrates they have an understanding of how to adequately plan for safety.</p> <p><i>Note: The SWMS needs to be site specific and prepared prior to the commencement of the high risk construction work and must be available to workers and for inspection or penalties may apply.</i></p>			

	Yes	No	N/A
Use of harnesses: If the solar installer intends to use harnesses (e.g. if temporary edge protection is not reasonably practicable), the solar installer has provided:			
• an example of emergency procedures, including a rescue procedure, specific to the use of a fall arrest system that have been tested for effectiveness			
• example of an appropriate anchor plan. <i>Note: see section 8.5 of the Guide to Safe Solar Panel Installation for an example anchor plan.</i>			

Comments on safety planning:

2.1 Safety equipment

Find out what equipment the solar installer has available for use.

Solar installers must ensure that any equipment is used as per manufacturer's instructions, and by workers who are trained and/or competent in the safe use and/or installation.

Use this information to assist you in identifying which solar installers have equipment to safely undertake your specific jobs.

Other types of safety equipment or systems:

Equipment type	Own	Can hire	Comments e.g. type, length any additional costs related to equipment
Fall prevention			
Scaffold (modular/mobile) <i>Note: a HRWL is required when a person or object could fall more than 4m.</i> Appropriate for: single storey double storey			
Temporary edge protection <i>Note: provide total length in lineal metres and maximum roof height limitations. Use the fall assessment template.</i> Appropriate for: single storey double storey			
Skylight covers and/or crawl boards (to cover fragile roof materials) <i>How many and width/length.</i>			
Harness based restraint system <i>Note: this system must only be used if neither scaffold nor temporary edge protection can be used.</i>			
Harness based fall arrest system <i>Note 1: fall arrest cannot be used on a single storey dwelling.</i> <i>Note 2: this system must only be used if neither scaffold nor temporary edge protection can be used.</i>			
<i>Note on harness use: Harnesses must only be used if scaffold or temporary edge protection cannot be used. If harnesses are used, the solar installer must have an adequate rescue plan, adequate anchor point plan, and workers must be trained in harness use and rescue/emergency procedures.</i>			

Equipment type	Own	Can hire	Comments e.g. type, length any additional costs related to equipment
Fall prevention			
Boom-type EWP <i>Note: HRWL is required if the boom length is 11m or more.</i>			
Appropriate for:	single storey	double storey	
Scissor lift			
Appropriate for:	single storey	double storey	

Other types of safety equipment or systems:

Equipment type	Own	Can hire	Comments e.g. type, length any additional costs related to equipment
Roof access and egress			
Scaffold (Modular/Mobile) <i>Note: a HRWL is required when a person or object could fall more than 4m.</i>			
Appropriate for:	single storey	double storey	
Extension ladder <i>Note: rated for 120kg. Secured top and bottom.</i>			
Appropriate for:	single storey	double storey	

Other types of safety equipment

Equipment type	Own	Can hire	Comments e.g. type, length any additional costs related to equipment
Hazardous manual task			
Material/panel lifter			
Scissor lifts <i>Note: provide a stable elevated platform, enabling solar installers to work at heights with reduced strain on their bodies.</i>			
Winches and davit arms <i>Note: attached to scaffolds, these tools assist in controlled lifting and placement of solar panels.</i>			

Equipment type	Own	Can hire	Comments e.g. type, length any additional costs related to equipment
Hazardous manual task			
Ergonomic hand tools <i>Note: grippers, handles, and other tools designed with ergonomic features to reduce stress on the hands and wrists.</i>			

Section 3: Allocating jobs

Solar retailer use only

Solar retailers have a responsibility to ensure higher order controls are used in the first instance, such as using temporary edge protection and/or scaffold, rather than a harness system, as far as reasonably practicable.

The solar retailer confirms that:

- The solar installer has provided appropriate information/evidence to indicate they have the capability, systems and equipment to work safely
- Based on the information provided above, the solar installer is approved to work on dwellings with:

House/risk type	Date checked	Date checked	Date checked
Single storey dwelling			
Double storey dwelling			
Three plus storey dwelling			
Other			
Authorised person name:			