

Safety checklist

Solar Rooftop Installation Retailers



This checklist can be used by solar rooftop installation retailers to ensure their sub-contractor installers have the correct control measures in place to safely undertake the installation of rooftop photovoltaic solar systems.

The primary risks associated with rooftop solar panel installation are falls from heights and contact with electricity. Workers or members of the public are also at high risk of being hit by objects (e.g., tools, solar panels) falling from the roof, exposure to asbestos and musculoskeletal injuries.

Solar retailers who advertise and sell solar photovoltaic (PV) systems may allocate installation work 'in-house' or sub-contract the work to installers engaged as sub-contractors.

Retailers and others have responsibility under work health and safety laws to ensure the health and safety of workers including ensuring a safe work environment, plant, structures and systems of work. They are also required to ensure appropriate instruction, training, information and supervision.

If the sale of solar panels includes installation, retailers must have systems in place to ensure the salesperson has sufficient knowledge to identify the safety controls required for that installation, in order for safety measures to be costed into the quotation and incorporated into the installer's safe work method statement (SWMS). For example, the service main may need to be protected or disconnected or a large amount of roof edge protection required.

In turn, installation contractors must have sufficient knowledge, qualifications, equipment, skills and safe work procedures to ensure their workers remain safe when installing solar.

This checklist is designed to assist retailers to ensure their installations are done safely. It is not exhaustive and should be used in conjunction with the SafeWork NSW Guide to Safe Solar Panel Installation, relevant codes of practice and the SafeWork NSW solar installer videos.

Solar retailers and the installer can face on-the-spot fines of up to \$720 for individuals and \$3,600 for businesses for not protecting workers from falls from heights and electrical risks. SafeWork NSW may prosecute those placing workers lives at risk.

Retailers should complete this checklist for each solar installation.

Retailer business name:	Date:
Person completing this form:	
Installer name:	
Installation site address:	
Installation site specifics:	

Licences, training and workers compensation	Y	N
Installer has provided evidence that workers hold a construction induction card (white card). SafeWork NSW licences can be verified at https://verify.licence.nsw.gov.au/ .		
Installer has provided evidence that workers have been adequately trained e.g., for safe work at heights, applying safe work method statements (SWMS), emergency response procedures, and other skills as required.		
Installer has provided evidence of the electrician's electrical licence or electrical supervisors licence e.g. they hold the correct Fair Trading licence. Note: trade licences can be verified at https://verify.licence.nsw.gov.au/ .		
Installer has a current workers compensation policy. Note: see https://www.icare.nsw.gov.au/employers/who-needs-workers-insurance/who-needs-a-policy#gref to determine if your installer needs a workers compensation policy.		

Planning for safety	Y	N
A competent person has conducted an inspection of the installation site to identify the site-specific safety hazards and safety equipment required, prior to work commencing.		
Retailer has provided the installer with the site-specific safety controls that are required for the job, prior to the installer attending the site.		
A site-specific safe work method statement (SWMS) has been prepared by the installer and provided to the retailer for high-risk construction work e.g. addressing falls, electrical and asbestos risks.		
Have you assessed and controlled the risks of working near overhead and or incoming power lines. (where safe approach distance cannot be maintained consult with electrical supply authority).		
If using harnesses, a site-specific emergency plan has been prepared and tested by the installer and provided to the retailer.		

Falls from heights risks
<i>When determining the fall prevention equipment that will be used, the installer must take into consideration the roof design (e.g., pitch, slope, configuration) and roof surface type (e.g., skylights, clear plastic sheeting, asbestos, slippery etc) and select the appropriate falls protection equipment, as per the hierarchy of control.</i>
<i>The hierarchy of control requires that a fall prevention device such as roof rails is used for roof edges and physical barriers/covers are used for fragile or brittle roofing. Harnesses must only be used as a last resort, when physical edge protection cannot be installed.</i>
The installer has arranged for the following fall prevention device for:
1. roof edges: _____
2. fragile/brittle roof surfaces/skylights: _____
If the installer has chosen to use harnesses, ask them why they could not install roof rails, scaffold or protective guards and covers.

Falls from heights risks	Y	N
<p>If the installer is using harnesses, the installer has a system of work in place to implement a compliant harness-based system eg:</p> <ul style="list-style-type: none"> • There is a site-specific anchor plan • There are sufficient anchors to access the entire work area • There is an equipment register • The equipment is checked before use to ensure it is serviceable • There is a safe operating procedure • Workers are adequately trained and supervised in the use of harnesses. 		
<p>The installer has arranged for adequate access/egress to the roof e.g., using a ladder that is one metre past the landing and fixed at the top.</p>		

Electrical work	Y	N
<p>The installer has a lock out/tag out system to isolate power during solar installation.</p>		
<p>The work is outside the safe approach distance to overhead electrical lines.</p>		
<p>The electrical work is being conducted or appropriately supervised by a licenced electrician? i.e. holds the correct Fair-Trading licence.</p>		

Falling objects and unauthorised access risks	Y	N
<p>Installer has a system in place to limit unauthorised persons from accessing the work area e.g. exclusion zone with bollards, fencing, barrier in place etc. Consideration has been given to inclement weather conditions e.g high wind, wet weather</p>		

Musculoskeletal risks	Y	N
<p>Installer has a safe system of work in place to transport panels on to the roof e.g., using a panel lifter, pulleys or conveyor system.</p>		

Safety assurance	Y	N
<p>The retailer has evidence that the safety control measures are put in place as per the SWMS e.g., photographs & SWMS submitted prior to the commencement for each job so a desktop audit can be conducted, random site inspections.</p> <p>Refer to solar installer’s checklist which can be used for site inspection program https://www.safework.nsw.gov.au/resource-library/solar-installers-safety-checklist.</p>		

More information

Safety information

[Solar panel photovoltaic \(PV\) installations - SafeWork NSW web page](#)

[SafeWork NSW Guide to Safe Solar Panel Installation](#)

[Safe Work Method Statement \(SWMS\) template](#)

Codes of practice

[Managing the risk of falls in housing construction](#)

[Managing the risk of falls at workplaces](#)

[Managing electrical risks in the workplace](#)

[Work near overhead powerlines](#)

[Hazardous Manual Tasks](#)

For further information about how to work safely when installing solar panels, see www.safework.nsw.gov.au or call 13 10 50.

Disclaimer

This publication may contain information about the regulation and enforcement of work health and safety in NSW. It may include some of your obligations under some of the legislation that SafeWork NSW administers. To ensure you comply with your legal obligations you must refer to the appropriate legislation.

Information on the latest laws can be checked by visiting the NSW legislation website

www.legislation.nsw.gov.au

This publication does not represent a comprehensive statement of the law as it applies to particular problems or to individuals or as a substitute for legal advice. You should seek independent legal advice if you need assistance on the application of the law to your situation.

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Catalogue No. SWNSW_33584_22
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