

Electrical and Solar WHS Management Plan

SAMPLE

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Purpose and Scope

This Electrical and Solar WHS Management Plan sets out how [Company Name] will manage work health and safety risks associated with electrical and solar installation, maintenance, testing, commissioning, repair and decommissioning activities.

It is designed to:

- Establish a systematic approach to identifying and controlling electrical and solar-related hazards.
- Clarify WHS responsibilities and accountabilities across all levels of [Company Name].
- Demonstrate due diligence and WHS compliance with applicable Australian work health and safety legislation, regulations, Codes of Practice and Australian Standards.
- Provide clear procedures and guidance for workers, contractors and visitors engaged in electrical and solar work.

This Plan applies to:

- All workers (including employees, apprentices, labour hire workers, subcontractors and trainees) engaged by [Company Name].
- All workplaces controlled or influenced by [Company Name], including offices, workshops, depots, warehouses, rooftops, construction sites, solar farms, and client premises.
- All electrical and solar tasks, including design, installation, testing, commissioning, maintenance, fault-finding, upgrades, and decommissioning of low voltage (LV), extra-low voltage (ELV) and high voltage (HV) systems where applicable.

WHS Policy Statement

[Company Name] is committed to providing and maintaining, so far as is reasonably practicable, a work environment that is safe and without risks to health for workers, contractors, visitors and other persons who may be affected by our electrical and solar operations.

[Company Name] will:

- Comply with all relevant WHS legislation, regulations, Codes of Practice and Australian Standards relating to electrical safety and solar installations.
- Eliminate risks to health and safety so far as is reasonably practicable, and where elimination is not reasonably practicable, minimise risks using the hierarchy of control.
- Consult with workers and their health and safety representatives on WHS matters, including changes to plant, substances, procedures and work organisation.
- Provide and maintain safe systems of work, safe plant and structures, and safe use, handling and storage of plant, substances and equipment.

- Ensure workers are provided with information, instruction, training and supervision necessary to work safely.
- Encourage early reporting of hazards, near misses and incidents, and respond promptly with effective corrective actions.
- Continually improve our WHS management system through regular monitoring, review and audit.

All workers are required to:

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of others.
- Follow reasonable instructions and comply with [Company Name] policies, procedures and safe work method statements (SWMS).
- Use provided personal protective equipment (PPE) correctly and report any defects.

WHS Roles and Responsibilities

Clearly defined WHS responsibilities ensure that electrical and solar risks are effectively managed throughout [Company Name].

Officers (Directors, Senior Managers)

Officers must exercise due diligence to ensure [Company Name] complies with its WHS duties by:

- Acquiring and keeping up to date knowledge of work health and safety matters relevant to electrical and solar work.
- Gaining an understanding of the hazards and risks associated with [Company Name] operations (e.g. live electrical work, working at heights on roofs, solar PV DC hazards, battery energy storage systems).
- Ensuring appropriate resources and processes are provided to eliminate or minimise WHS risks.
- Ensuring processes are in place for receiving, considering and responding to information regarding incidents, hazards and risks.
- Verifying that WHS processes are implemented and effective through inspections, audits and performance reporting.

Person Conducting a Business or Undertaking (PCBU) – [Company Name]

As a PCBU, [Company Name] has the primary duty of care to ensure, so far as is reasonably practicable, the health and safety of workers and other persons. This includes:

- Providing and maintaining safe work environments for electrical and solar activities.

- Ensuring safe systems of work for installation, testing, commissioning and maintenance.
- Providing suitable plant and equipment (e.g. insulated tools, test instruments, access equipment, fall protection systems) and maintaining them in safe condition.
- Ensuring safe use, handling and storage of electrical equipment, solar modules, inverters, batteries and hazardous chemicals.
- Providing adequate facilities for the welfare of workers (e.g. amenities, drinking water, shade at solar farms).

Managers and Supervisors

Managers and supervisors are responsible for implementing this WHS Management Plan in their areas of control. Responsibilities include:

- Ensuring workers and contractors are competent, licensed and authorised for electrical and solar work.
- Planning work to eliminate or minimise risk (e.g. scheduling roof work in suitable weather, isolating circuits before work, using EWP instead of ladders where practicable).
- Ensuring SWMS are prepared, reviewed and followed for high risk construction work (HRCW), including work on or near energised electrical installations and working at heights.
- Conducting regular site inspections, pre-start checks and toolbox talks.
- Investigating incidents, near misses and non-conformances and implementing corrective actions.

Workers (Including Apprentices and Subcontractors)

Workers must:

- Follow all site policies, procedures, SWMS and site rules.
- Only perform electrical work for which they are licensed, authorised and competent.
- Conduct pre-start checks on tools, test equipment, ladders, harnesses and other equipment.
- Stop work and report immediately if they identify unsafe conditions, defective equipment or unclear instructions.
- Participate in WHS training, inductions, toolbox talks and consultation processes.

Health and Safety Representatives (HSRs)

Where HSRs are elected, [Company Name] will support them to:

- Represent workers in health and safety matters.
- Monitor measures taken by [Company Name] to comply with WHS legislation.