Solar Panel Installation

Business Name:	ABN:	
Business Address:		
Contact Person:	Phone:	Email:

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU OF THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.

Full Name:		
Signature:	Title:	Date:

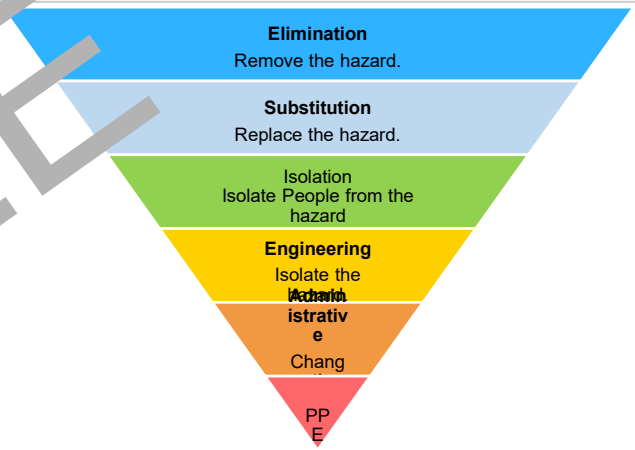
CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date Risk Assessment supplied to Project Manager:	

RISK MATRIX

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Rev before work
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACU	2M MO RATE	Ensure control measures in place.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 H	1L LOW	Monitor and keep records.

HIERARCHY OF CONTROLS



Risk Rating & Required Action:

4A	Stop work. The risk is intolerable. E inate the hazar redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or hi er-level authorisati is required.
3H	Review and approve additional c rols b ask arts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in ace and effe ive. Proceed with caution; monitor conditions.
1L	Proceed, following standard operating procedures Monitor and keep records.

Consequence Scale:

Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
Catastrophic	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
Major	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
Moderate	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
Minor	First-aid only, no lost time	negligible delay	Isolated non-conformance
Insignificant	No injury	no schedule impact	Deviation caught and corrected on site

Notes on Hierarchy of Controls:
Remember to apply controls in the preferred order shown by the coloured pyramid:

1. **Eliminate**
2. Substitute
3. Isolate
4. Engineering
5. Administrative
6. PPE

Always document **why** a lower-order control is accepted if elimination or substitution is not reasonably practicable.

aligned with Safe Work Australia's Managing the risk of fatigue at work *(2023) and ISO 45001:2018 clauses 6–8.*

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Governance, Legal Compliance and WHS Duties	• Lack of clear WHS governance structure for solar operations across rooftop, pool heating and ground-based solar farm projects • Failure to identify and comply with relevant WHS legislation, Codes of Practice, Australian Standards and network provider requirements for solar and inverter systems • Inadequate integration of WHS Act 2011 due diligence duties into executive and senior management decision-making for solar projects • Poor definition of roles, responsibilities and authority for WHS across solar design, installation, inspection, repair and upkeep activities • Insufficient consultation with workers and health and safety representatives when introducing new technologies such as sun tracking systems or integrated renewable energy systems • No formal governance for managing concurrent operations where nearby solar farm works or other contractors are present on site • Lack of documented WHS objectives and performance indicators specific to solar installations (rooftop, ground-based, pool heating, solar farms) • Inadequate arrangements for reviewing and updating WHS management system elements when work methods change (e.g. new clamping systems, new inverter technologies, new solar tracking systems)	High	• Establish and document a WHS management system that explicitly references and aligns with the WHS Act 2011 and relevant regulations for electrical and construction work, working at heights and plant operation • Define and document WHS responsibilities, accountabilities and authorities for officers, managers, supervisors, designers and installers involved in solar panel installation, inverter systems, pool heating, sun tracking and ongoing upkeep • Implement a formal WHS governance framework, including a WHS committee or similar forum, with scheduled meetings, documented actions and escalation pathways for solar-specific risks • Develop and maintain a legal and standards register covering WHS legislation, electrical safety requirements, network connection rules, relevant Australian Standards (e.g. AS/NZS solar PV and inverter requirements) and applicable Codes of Practice • Ensure officers demonstrate due diligence through regular review of WHS performance in solar projects, allocation of sufficient resources, and verification of implementation of critical controls for rooftop and ground-based installations • Implement a structured consultation process (toolbox talks, design reviews, pre-start meetings) to involve workers and HSRs when changing work methods, such as new clamping systems, new tilt adjustment mechanisms or integrated renewable energy solutions • Develop and maintain WHS policies and procedures specific to solar works, including rooftop solar installation, ground-based solar farm construction, pool solar heating, solar site inspection, inverter installation and repair, and solar farm upkeep • Introduce a programmed management review of the WHS management system at least annually to verify effectiveness and drive continual improvement in solar-related risk controls	Medium
2. Design, Engineering and System Integration	• Poor system design leading to unsafe roof loading, inadequate structural assessment for panel clamping and securing to structures	High	• Implement formal engineering design review and verification processes for all solar projects, including rooftop, ground-based solar farms and pool heating, with sign-off by competent persons (e.g. structural and electrical engineers)	Medium

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	• Insufficient engineering review of roof assessment for solar placement on ageing or complex roof structures • Inadequate consideration of wind loads, uplift forces and dynamic loads for ground-based solar farm installation and sun tracking system setup • Improper layout of arrays leading to difficult access for maintenance, unsafe access paths and increased fall risks on rooftops and solar farms • Lack of electrical design coordination for inverter placement, cable routing, earthing and isolation points, creating arc flash, electric shock and fire hazards • Failure to integrate other renewable energy sources (e.g. battery storage, wind, pool heating systems) safely into the electrical design, causing overloads or unsafe fault conditions • Designs that do not account for safe adjustment of tilt for optimum sunlight exposure during the life of the system (e.g. no safe access pr…, no engineered tilt mech…isms) • Insufficient segre…tion in de… between energised …nts, pu… access areas and nearby solar farm works • Inadequate design for s… replacement of faulty solar components and inverter systems repair, leading to ad hoc methods and increased risk • Failure to incorporate provisions for environmental conditions (heat, UV, corrosion, storms, bushfire exposure) into design of solar panel mounting, clamping and cabling		• Develop and enforce design standards for roof assessment for solar placement, including structural adequacy criteria, condition assessment protocols and limits for additional loads from solar panels and racking • Adopt engineered mounting and clamping syst…s that comply with relevant Australian Standards and manufacturer specifications, including docu…ted calculations for wind loads, uplift and structural anchoring • Ensure system design includes safe access, …l…ys, fall protection anchor points and maintenance clearances for adjusting tilt, aligning solar arrays …d securing p…els to structures • Standardise electrical design …actices for inverter…stall…on, including correct selection and location of inverters, isolators, ea…hing, sur… protection, cable …ng and fault protection in line with Australian Standards • Integrate o… renewable …ergy s…ces (…g. battery storage, pool solar heating, hybrid systems) through docu…ted engi…ering asse…nts and single line diagrams to manage load, protection settin…nd iso…on p…ts • Incor…o… maint…ability into design, ensuring that replacement of faulty solar components, inverter system …rep… and s… farm upkeep can be conducted from safe positions or with engineered fall preven…n ar…plant is…tion controls • …quire …esign …ocumentation to include a solar site plan showing arrays, inverters, cable routes, isola…n d…vices, emergency shutdown procedures and interfaces with nearby solar farm works or other …nfrastru…e • …nduct formal design risk assessments at concept and detailed design stages to identify and control WH…S risks associated with ground-based solar farm installation, sun tracking system setup and roof-…based systems • Maintain controlled design documentation and change management procedures so any design modifications (e.g. new array alignment or tracking algorithms) are reviewed for WHS implications before implementation	
3. Procurement, Contractor Management and Supply Chain	• Procurement of substandard or non-compliant solar panels, inverters, clamps, racking, sun tracking systems or pool solar heating components	High	• Establish procurement procedures that require verification of compliance documentation (e.g. certifications, test reports, Australian Standard markings) for solar panels, inverters, clamping systems, racking and sun tracking systems	Medium

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	• Engagement of contractors without adequate competency, licences or WHS systems for rooftop solar installation, inverter installation, solar farm works and repairs • Insufficient verification of supplier and contractor compliance with WHS requirements, including safe systems for unloading and loading of solar panels • Inadequate specification in contracts of WHS obligations, incident reporting, supervision and coordination duties on solar farms and rooftops • Poor management of multiple contractors on shared sites, leading to uncontrolled interactions with nearby solar farm works and other construction activities • Lack of traceability for critical components (e.g. inverters, mounting hardware, sun tracking actuators) whi may lead to difficulty in managing reca or rectifying systemic faults • Failure to consider m ndling and transport hazar n procurement decisions for large rmat panels tracking compone and i s • Inadequate procurement planning f spare parts and replacement components, resulting in ad hoc sourcing of non-approved items during repairs		• Pre-qualify contractors based on evidence of appropriate licences, training, insurances and WHS management systems relevant to solar installation, inverter systems repair, pool solar heating and solar farm upkeep • Include clear WHS performance requirements in contracts, including adherence to principal contractor systems, safe work method statements, incident reporting and participation in site safety meetings • Implement a contractor induction and onboarding process that covers site-specific solar hazards, such as working near live arrays, sun tracking mech sms, and unloading and loading of solar panels • Develop and apply a supplier evaluation proces at addresses product quality, compliance history, recall history and support capabilities, including for n tracking and integrated renewable energy equipment • Specify materials handling and packaging requirements for panels, mounting rails, inverters and tracking components to minimise manual handling risks and damage during transport and site unloading • Maintain an asset and component register with serial numbers, batch details and installation locations for solar panels, inverters and critical hardware, to enable targeted recall and defect management • Establish procurement standards that require compatible, approved replacement parts and prohibit substitution of non-specified components during replacement of faulty solar components and repairs • Coordinate scheduling and access arrangements with all contractors working on or near solar farms to manage interface risks, traffic movements and shared plant usage	
4. Competency, Training and Supervision	• Inadequate competency of workers and supervisors in solar-specific hazards, including energised arrays, inverters and sun tracking systems • Insufficient training in safe rooftop solar installation practices, including roof assessment, access, working at heights and securing panels to structures • Lack of training on ground-based solar farm risks, including large-scale array	High	[redacted]	Medium

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
	alignment, plant movement, remote locations and environmental exposure • Poor understanding of electrical risks associated with inverter systems installation, inverter systems repair and integrating other renewable energy sources • Limited competency in emergency procedures such as isolating arrays, shutting down inverters and managing fire or electric shock incidents • Inadequate instruction and supervision of workers undertaking unloading and loading of solar panels and large components on sites and depots • Failure to train workers and supervisors in recognising and escalating defects in mounting systems, clamping quality, tilt mechanisms and sun tracking system performance • Lack of refresher training and verification of competence when equipment, procedures or technologies change		[redacted]	
5. Planning, Site Management and Coordination of Works	• Inadequate upfro planning for rooftop solar installation, r ulting in uncontrolled interac other tr es and building occupants • Poor site layout planning on gr d-based solar farm installa s, leading to congestion, plant–people interaction and restricted access for emergency services • Insufficient planning for staging and sequencing of works when aligning solar arrays, adjusting tilt or securing solar panels to structures • Lack of coordination between solar installation works, nearby solar farm works and other civil or electrical projects in the same area • No formal process to plan and control solar site inspection activities, resulting	High	[redacted]	Medium

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	in unplanned access to hazardous areas or energised equipment • Inadequate journey and remote work planning for distributed solar farm upkeep and inverter systems repair at remote locations • Insufficient planning for weather-related risks (wind, heat, storms) during ground-based and rooftop works • Poor planning of crane, forklift or other plant use during unloading and loading of solar panels and heavy inverters		[redacted]	
6. Plant, Equipment and Technology Management	• Use of unsuitable or poorly maintained plant and equipment for installing and securing solar panels and inverters • Failure of lifting equipment or handling aids during unloading and loading of solar panels, leading to dropped loads and crush injuries • Malfunction or poor configuration of sun tracking system setup, causing unexpected movement of arrays and creating pinch, crush or [redacted] hazards • Inadequate inspection and maintenance of access equipment used for rooftop solar installation, such as ladders, scaffolds and elevated work platforms • Improper calibration or maintenance of electrical testing equipment, leading to failure to detect live circuits during inverter installation or repair • Insufficient cybersecurity and control measures for remotely monitored inverter and tracking systems, potentially leading to unsafe operating states • Use of non-approved tools or improvised equipment for clamping solar panels, adjusting tilt or aligning solar arrays • Poor management of temporary power supplies, generators and battery	High	[redacted]	Medium

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
	systems used during solar farm installation and repair activities			
7. Safe Systems for Working at Heights and Structural Integrity	• Inadequate systems for managing fall risks during rooftop solar installation, roof assessment and securing panels to structures • Failure to systematically assess structural capacity of roofs and supporting structures before installation of solar panels, racking and sun tracking mechanisms • Lack of integrated procedures for working at heights during adjustment of tilt for optimum sunlight exposure and alignment of rooftop arrays over time • Poor management of fragile or degraded roof surfaces identified during roof assessment for solar placement • Inadequate planning for rescue and recovery of workers in the event of a f when working on rooftops or elevated structures • No standardised proce verifying the integrity of moun g points, clamps and fixings that se e solar panels to structures • Failure to monitor a manage structural impacts over time from wi loading, thermal movement and corrosion in rooftop and e d installations	High	[redacted]	Medium
8. Electrical Safety, Isolation and Energisation Management	• Inadequate systems for controlling electrical risks during installation and operation of inverters, arrays and associated circuitry • Failure to properly manage the inherent generation of DC power from arrays during installation, array alignment and replacement of faulty solar components • Poorly defined isolation procedures for inverter systems repair, solar farm	High	[redacted]	Medium

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	upkeep and integration of other renewable energy sources • Insufficient labelling, signage and documentation for isolation points, emergency shutdown devices and energised components across rooftop and ground-based systems • Risk of electric shock or arc flash due to incorrect testing, fault finding or bypassing of protective devices during commissioning and maintenance • Uncontrolled re-energisation of circuits during works due to lack of lockout/tagout systems and inadequate communication between workers and contractors • Inadequate earthing and bonding of solar arrays, racking and inverters, increasing the risk of electric shock and fire		[redacted]	
9. Traffic, Logistics and Materials Handling Systems	• Poorly controlled vehicle and plant movements during ground-based solar farm installation and upkeep • Inadequate system[redacted] safe unloading and loading of sola[redacted]panels, racking components and h[redacted]vy invert[redacted] depots and worksit[redacted] • Lack of traffic management plannin[redacted] for delivery vehicles, mobile plant[redacted]d pedestrian routes on sola[redacted]sites • Insufficient control of manual handling risks associated with large, heavy or awkward panels, sun tracking components and pool solar heating assemblies • Unsecured loads during transport of solar components between warehouses, rooftops and remote solar farm locations • Congestion and conflict between construction traffic, maintenance vehicles and nearby solar farm works	High	[redacted]	Medium

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10. Environmental, Weather and Site Condition Management	• Extreme heat, UV exposure and glare affecting workers during rooftop and ground-based solar installation and upkeep • High winds impacting panel alignment, clamping integrity and safe handling of panels, particularly at height and in open solar farms • Storms, lightning and heavy rain creating slip, trip, fall and electrocution risks during outdoor solar works • Inadequate management of vegetation and ground conditions around ground-based solar farms, affecting access, fire risk and stability of equipment • Poor control of dust, mud and uneven surfaces, increasing the risk of slips, trips, falls and plant instability • Failure to manage environmental impacts such as waste from packaging, faulty components and replaced inverters	Medium	[redacted]	Low
11. Maintenance, Inspection, Repairs and Life-Cycle Management	• Lack of structured maintenance programs for rooftop pool heating and ground-based solar systems, leading to degradation of safety-critical components • Inadequate inspection regimes for clamping systems, racking, sun tracking systems and inverter enclosures • Ad hoc approaches to inverter systems repair and replacement of faulty solar components without documented procedures or isolation controls • No formal defect reporting and rectification process for hazards identified during solar site inspection and solar farm upkeep activities • Failure to monitor performance and condition of sun tracking systems, leading to unexpected movement or misalignment posing safety risks	High	[redacted]	Medium

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	• Insufficient life-cycle planning for major component replacement and end-of-life decommissioning of arrays and inverters		[redacted]	
12. Health, Wellbeing and Psychosocial Risk Management	• Heat stress, fatigue and dehydration among workers performing rooftop and ground-based solar farm installation and upkeep in hot conditions • Psychological stress associated with working at heights, remote locations and time pressure on installation deadlines • Poor management of fatigue for workers travelling long distances to solar farms and remote inverter repair sites • Insufficient systems for reporting and managing bullying, harassment or conflict within solar installation teams or between contractors • Lack of support for workers exposed to traumatic events such as serious incidents, falls or electrical shocks on solar projects	Medium	[redacted]	Low
13. Incident Management, Emergency Response and Continuous Improvement	• Lack of a coordinated incident reporting and investigation system specific to solar panel installation, inverter failures and solar farm operations • Inadequate emergency response planning for fires, electric shocks, falls from height or severe weather events during solar works • Poor communication and coordination with emergency services regarding layout of solar farms, rooftop arrays and inverter locations • Failure to systematically analyse incidents, near misses and defects to identify underlying system weaknesses and implement corrective actions • Limited feedback loops between design, installation, maintenance and management teams, leading to repeated issues such as clamping failures or inverter isolation problems	High	[redacted]	Medium

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
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EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES FOR ANY STATE THAT ARE NOT APPLICABLE

Queensland & Australian Capital Territory
Work Health and Safety Act 2011
Work Health and Safety Regulations 2011
Legislation QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws
Codes of Practice QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice
Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations
Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice

New South Wales
Work Health and Safety Act 2011
Work Health and Safety Regulations 2025
Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislation
Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-codes-of-practice

Northern Territory
Work Health and Safety (National Uniform Legislation) Act 2011
Work Health and Safety (National Uniform Legislation) Regulations 2011
Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws
Codes of Practice NT: https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice

South Australia
Work Health and Safety Act 2012 (SA)
Work Health and Safety Regulations 2012 (SA)
Legislation for SA: https://www.safework.sa.gov.au/resources/legislation
Codes of Practice for SA: https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs

Tasmania
Work Health and Safety Act 2012
Work Health and Safety (Transitional and Consequential Provisions) Act 2012
Work Health and Safety Regulations 2012
Work Health and Safety (Transitional) Regulations 2012
Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations
Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.

Victoria
Occupational Health and Safety Act 2004
Occupational Health and Safety Regulations 2017
Legislation VIC: https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations
Codes of Practice VIC: https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice

Western Australia
Work Health and Safety Act 2020
Work Health and Safety Regulations 2022
Legislation Western Australia: https://www.commerce.wa.gov.au/worksafe/legislation
Codes of Practice WA: https://www.commerce.wa.gov.au/worksafe/codes-practice

Safe Work Australia Links
Law and Regulation (All States): https://www.safeworkaustralia.gov.au/law-and-regulation
Model Codes of Practice: https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice

Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work