

# SAFE WORK METHOD STATEMENT

## Solar Panel Installation (Roof Mount) — Safe Work Method Statement

■ SWMS required under WHS Regulation 2011, s.299 for high-risk construction work as defined in s.291

|                 |                      |           |                |
|-----------------|----------------------|-----------|----------------|
| Business Name:  | [Your Business Name] | ABN:      | [Your ABN]     |
| Contact Person: | [Contact Name]       | Phone:    | [Phone Number] |
| Site Address:   | [Site Address — ACT] | Date:     | 18 July 2026   |
| Document No:    | SWMS-SOLAR-ROOF-001  | Revision: | 1.0            |

■ Your business details are automatically pre-filled into every document at purchase

### 1. SCOPE OF WORK

Safe work procedures for the installation of roof-mounted photovoltaic solar panel systems including racking, panel mounting, DC wiring, and inverter connection on residential and commercial rooftops.

**High Risk Construction Work (s.291):** Work At Height, Electrical Work

Regulatory Reference: WHS Reg 2011, Reg 78 (falls) | WHS Reg 2011, Reg 147 (electrical work) | WHS Reg 2011, Reg 291 (SWMS for high risk)

■ Each SWMS identifies the specific high-risk construction work category under WHS Reg 2011 s.291 that triggers the legal requirement for this document

### 2. SITE-SPECIFIC CONSIDERATIONS

The PCBU must assess and document site-specific factors before commencing work. Considerations include but are not limited to:

- Site access and egress routes
- Underground services (gas, water, electrical, telecommunications)
- Overhead power lines and obstructions
- Adjacent activities and interface risks
- Weather conditions and environmental factors
- Emergency routes and assembly points

### 3. TASK STEPS, HAZARDS & CONTROL MEASURES

■ Control measures follow the Hierarchy of Controls per WHS Reg 2011, Reg 36: Elimination → Substitution → Engineering → Administrative → PPE. Risk ratings use a 5x5 matrix aligned with AS/NZS ISO 31000:2009

The full document contains task-by-task hazards, risk ratings, and prescribed control measures. To protect document IP, this sample shows the structural depth only. Summary of what the full document contains:

| Document Structure                        | Count                                         |
|-------------------------------------------|-----------------------------------------------|
| Task steps documented                     | 5                                             |
| Hazards identified across all steps       | 7                                             |
| Control measures specified                | 20                                            |
| Hierarchy-of-control levels covered       | Administrative, Elimination, Engineering, PPE |
| PPE items with AS/NZS standard references | 6                                             |
| Australian Standards referenced           | 6                                             |

■ Every hazard is mapped to its initial risk rating, control measures across the hierarchy, and a residual risk rating after controls are applied

## 4. PPE REQUIREMENTS

■ Every PPE item references the specific Australian Standard it must comply with — not just generic PPE categories

| PPE Item                                        | Australian Standard | Required |
|-------------------------------------------------|---------------------|----------|
| Full body harness with energy absorbing lanyard | AS/NZS 1891.1       | Yes      |
| Insulated gloves (1000 V DC rated)              | AS/NZS 2225         | Yes      |
| Hard hat                                        | AS/NZS 1801         | Yes      |
| Safety glasses                                  | AS/NZS 1337.1       | Yes      |
| Safety footwear (non-slip sole)                 | AS/NZS 2210.3       | Yes      |
| High-visibility vest                            | AS/NZS 4602.1       | Yes      |

## 5. REQUIRED LICENCES & COMPETENCIES

- Construction Induction Card (White Card) — required for all construction work under WHS Reg s.317; recognised in all states and territories
- Working at heights training — competency requirement (not a licence class)
- Electrician's licence issued by your state or territory regulator (restricted electrical licence where the work is limited in scope)
- ARC Refrigerant Handling Licence (ARCTick) for any work that risks refrigerant emission from refrigeration or air-conditioning equipment
- Verify current licence and competency requirements with your state or territory WHS regulator before commencing work.

## 6. TOOLS, EQUIPMENT & PLANT

- Panel hoist or conveyor
- Roof anchor points to AS/NZS 1891.4
- Insulated DC-rated tools
- Opaque panel covers
- Calibrated DC voltage tester
- Insulation resistance tester
- Torque wrench for rail clamps
- Lock-out/tag-out kit

All equipment must be inspected before use. Defective equipment must not be used.

## 7. LEGISLATIVE REFERENCES

■ This section auto-populates with your state's specific WHS/OHS legislation. ACT shown here — Victoria references OHS Act 2004 Reg 327, Western Australia references the WHS Act 2020. All 8 states and territories are supported.

**Work Health and Safety Act 2011 (ACT)**

**Work Health and Safety Regulation 2011 (ACT)**

SWMS required under: s.299

Regulator: WorkSafe ACT

- WHS Reg 2011, Reg 78 (falls)
- WHS Reg 2011, Reg 147 (electrical work)
- WHS Reg 2011, Reg 291 (SWMS for high risk)

**Applicable Australian Standards:**

- AS/NZS 5033 — Installation and safety requirements for photovoltaic (PV) arrays
- AS/NZS 3000 — Wiring Rules
- AS/NZS 3008 — Electrical installations – Selection of cables
- AS/NZS 1891.1 — Industrial fall-arrest systems and devices
- AS/NZS 1891.4 — Industrial fall-arrest systems and devices – Selection, use and maintenance
- AS/NZS 2225 — Insulating gloves for electrical purposes

## 8. EMERGENCY PROCEDURES

**Emergency Services:**

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|                           |                                   |
|---------------------------|-----------------------------------|
| <b>Site Supervisor:</b>   | [Enter name and phone]            |
| <b>First Aid Officer:</b> | [Enter name and phone]            |
| <b>Nearest Hospital:</b>  | [Enter hospital name and address] |

In the event of an emergency: Stop work immediately. Secure the area. Call 000 if required. Administer first aid. Notify site supervisor. Do not resume work until authorised.

## 9. WORKER SIGN-OFF

■ Satisfies WHS Reg 2011 s.299(c) — workers must be able to access the SWMS and confirm understanding before high-risk construction work commences

I have read, understood, and agree to comply with this Safe Work Method Statement. I understand the hazards and control measures and will follow the procedures outlined.

| Name (Print) | Signature | Date | Company |
|--------------|-----------|------|---------|
|              |           |      |         |
|              |           |      |         |
|              |           |      |         |
|              |           |      |         |

## 10. MONITORING & REVIEW PROCEDURES

Control measures outlined in this SWMS must be monitored to ensure they remain effective. The following monitoring arrangements apply:

|                                   |                                                                           |
|-----------------------------------|---------------------------------------------------------------------------|
| <b>Monitoring Responsibility:</b> | Site Supervisor / PCBU representative                                     |
| <b>Monitoring Frequency:</b>      | Before each shift, during work activities, at completion                  |
| <b>Review Triggers:</b>           | Incident, near-miss, change in conditions, new worker, change in scope    |
| <b>Worker Consultation:</b>       | Toolbox talk before commencing HRCW; workers to report issues immediately |

## 11. REVIEW LOG

| Review Date  | Reviewed By     | Changes Made  | Approved By     |
|--------------|-----------------|---------------|-----------------|
| 18 July 2026 | [Reviewer Name] | Initial issue | [Approver Name] |
|              |                 |               |                 |

■ Record-keeping obligation under WHS Regulation s.303 — SWMS must be retained until work is completed, or 2 years after a notifiable incident

**RECORD KEEPING:** Under WHS Regulation s.303, this SWMS must be kept until the work is completed. If a notifiable incident occurs, the SWMS must be retained for at least 2 years from the date of the incident.

**SAMPLE DOCUMENT — Get your own trade-specific, editable SWMS at [getsiteready.com.au](https://getsiteready.com.au)**