SAMPLE ONLY

# HIRA / HIRAC - Rooftop Solar Installation - Block A

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| **Project** | Rooftop Solar Installation - Block A | **Document no.** | HD-SAMPLE-HIRA-EN-001 |
| **Client** | Example Commercial Properties Pvt Ltd | **Revision** | 01 - Sample |
| **Location** | Pune, Maharashtra | **Status** | SAMPLE - NOT FOR SITE USE |
| **Project country** | IN - India | **Document language** | English |

## Purpose and use

Demonstration draft for the named sample job. It shows the structure and detail produced by HazardDocs . It is not approved for site use and must not be reused as a generic safety document.

## Assessment method

Identify each activity and hazard, score the credible initial consequence and likelihood, define controls using the hierarchy of controls, assign an owner, then reassess residual risk. High or extreme residual risk requires further action before work starts.

## Scope

This assessment covers Roof work, Work at height, Lifting, Electrical, Manual handling for Rooftop Solar Installation - Block A. It must be reviewed with the workforce and coordinated with client and contractor requirements.

## People and responsibilities

The project manager coordinates the work. The site engineer confirms technical requirements. The safety officer monitors implementation. Supervisors brief the workforce and stop work when controls are absent or conditions change. Every worker must follow the briefing and report hazards, defects and near misses.

## Competence and communication

Only trained, authorised and medically fit personnel may carry out specialist or high-risk work. Complete site induction, task briefing and toolbox talk before starting. Record attendance and communicate changes at the daily pre-start meeting.

## PPE and welfare

Minimum PPE is safety helmet, protective footwear and high-visibility clothing, supplemented by eye, hearing, hand, respiratory or fall protection according to the assessment. Maintain drinking water, sanitation, washing, shade/rest areas and first-aid provision.

## Monitoring and change control

The supervisor checks controls before each shift and after weather, design, equipment, personnel or sequencing changes. Stop work and revise this document when actual conditions differ from the assumptions recorded here.

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# Risk and control register

| Activity | Hazard | Initial | Controls | Residual | Owner |
|---|---|---|---|---|---|
| Work at height | Fall of a person or materials from an open edge or access route | High | Use engineered edge protection where practicable; inspect access equipment; provide certified anchors, full-body harnesses and suitable lifelines; barricade the drop zone; brief a site-specific rescue plan; stop work in unsafe weather. | Medium | Site engineer / safety officer |
| Lifting | Dropped or swinging load, equipment failure and people entering the lifting zone | High | Use an approved lift plan, certified equipment and trained operator/rigger; verify load weight and ground conditions; establish an exclusion zone; use tag lines and one designated signaller; stop if visibility or weather is unsafe. | Medium | Lifting supervisor |
| Electrical | Electric shock, arc flash, damaged temporary supply or unexpected energisation | High | Isolate and lock out the supply; test before touch; use inspected tools and protected temporary distribution; maintain earthing and RCD protection; restrict work to authorised competent persons. | Low | Electrical supervisor |
| Manual handling | Strains, crush injuries, sharp edges or loss of control of materials | Medium | Plan the lift; reduce unit weights; use mechanical aids or team lifts; keep routes clear; train workers in handling technique; wear grip gloves and safety footwear suitable for the material. | Low | Work supervisor |
| Mobile plant | Collision, reversing, overturning or trapping people between plant and structures | High | Separate pedestrians and plant; use a traffic plan, trained operators and banksmen; maintain alarms, lights and cameras; inspect plant before use; control speed; define loading and parking areas. | Medium | Plant coordinator |
| Roof work | Fall of a person or materials from an open edge or access route | High | Use engineered edge protection where practicable; inspect access equipment; provide certified anchors, full-body harnesses and suitable lifelines; barricade the drop zone; brief a site-specific rescue plan; stop work in unsafe weather. | Medium | Site engineer / safety officer |

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## Issue checklist

- Scope and work area confirmed
- Competent supervisor appointed
- Workers briefed and attendance recorded
- Tools, plant and PPE inspected
- Emergency arrangements confirmed
- Changes trigger stop and review

## Competent-person review

SAMPLE ONLY. A competent person must replace assumptions with verified site information, name the duty holders, confirm permits and isolations, check equipment certification and rescue arrangements, and validate every control against the actual workface, applicable law and client requirements.

Prepared by: _____ Reviewed by: _____ Date: _____