SAMPLE ONLY

Method statement - Rooftop Solar Installation - Block A

Project	Rooftop Solar Installation - Block A	**Document no.**	HD-SAMPLE-MS-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.

Resources

Provide approved materials, inspected tools and plant, trained workers, a competent supervisor, required permits, drawings, access equipment, barriers and emergency equipment.

Sequence of work

1. Receive the work area and verify drawings. 2. Brief the team and complete permits. 3. Establish access, protection and exclusion zones. 4. Execute Roof work, Work at height, Lifting, Electrical, Manual handling in the agreed sequence. 5. Inspect quality and safety hold points. 6. Clear the area and obtain handover acceptance.

Quality and safety hold points

Do not proceed beyond a hold point until the responsible engineer or client representative has accepted the preceding stage. Stop for unsafe conditions, conflicting drawings, damaged equipment, unplanned services or changed scope.

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

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assumptions recorded here.

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 signaler; 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: _____