SAMPLE ONLY

Toolbox talk - Rooftop Solar Installation - Block A

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

Today's work

Discuss the planned sequence for Roof work, Work at height, Lifting, Electrical, Manual handling, the work area, interfaces, weather, equipment condition and any changes since the previous shift.

Roof work and fragile surfaces

Identify edges, openings and fragile areas before access. Provide protected walkways and edge protection. Secure materials against wind and movement. Stop in unsafe wind, rain or poor visibility.

Working at height

Avoid height work where practicable. Prefer guardrails and platforms to personal fall arrest. Inspect access and anchors before use. Barricade below and confirm the rescue plan.

Lifting operations

Use an approved lift plan and competent team. Confirm load weight, radius and ground conditions. Inspect and identify lifting accessories. Keep people out of the exclusion zone and never under a suspended load.

Electrical safety

De-energise wherever practicable. Use authorised competent persons. Inspect leads, tools, earthing and RCD protection. Barricade exposed electrical hazards and report damage immediately.

Ask the crew

Which parts of this roof cannot support a person? How are tools and panels secured? What prevents a fall at this workface? How will we rescue someone without delay? Who is controlling this lift? What changes would require the lift plan to be reviewed? What could still be energised? How has protection been tested?

Record

Write the issues raised, actions, responsible person and close-out time. Record attendee names and signatures before starting.

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Attendance record

No.	Name	Employer / trade	Signature	Date / time
1				
2				
3				
4				
5				
6				
7				
8				

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

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: _____

SAMPLE ONLY - Rooftop Solar Installation - Block A | HD-SAMPLE-TBT-EN...