**Solar Electric Technician Training**

**Module 2: Occupational health and safety**

**Workplace safety inspection checklist (V3)**

This checklist can be used by solar electric technicians in Nepal to ensure that all safety measures are inspected and maintained regularly, creating a safer workplace.

| **SN** | **Item to be inspected** | **Yes** | **No** | **Remarks** |
| --- | --- | --- | --- | --- |
| **A** | **Personal protective equipment (PPE)** |  |  |  |
| 1 | Insulated gloves that are in good condition |  |  |  |
| 2 | Safety goggles or face shields available and used |  |  |  |
| 3 | Hard hats worn on site |  |  |  |
| 4 | Safety harnesses and lanyards that are inspected before use |  |  |  |
| 5 | Proper non-slip footwear worn |  |  |  |
| 6 | Hearing protection used in high noise areas |  |  |  |
| **B** | **Tools and equipment** | | | |
| 7 | Hand tools that are in good condition and well-maintained |  |  |  |
| 8 | Power tools checked for damage (cords, plugs, etc.) |  |  |  |
| 9 | Tools stored securely when not in use |  |  |  |
| 10 | Power tools equipped with guards and safety switches |  |  |  |
| 11 | Ladders stable and undamaged |  |  |  |
| 12 | Voltage testers and functional electrical testing tools |  |  |  |
| **C** | **Personal protective equipment (PPE)** | | | |
| 13 | Lockout/tagout procedures followed |  |  |  |
| 14 | Electrical panels and components properly labelled |  |  |  |
| 15 | Circuit breakers and fuses functioning correctly |  |  |  |
| 16 | Cables and wiring that are insulated and protected |  |  |  |
| 17 | Grounding and earthing systems checked |  |  |  |
| 18 | No exposed live wires or connections |  |  |  |
| **D** | **Fire safety** | | | |
| 19 | Fire extinguishers accessible and charged |  |  |  |
| 20 | Correct fire extinguishers for electrical fires (Class C) |  |  |  |
| 21 | Emergency exits clearly marked and unobstructed |  |  |  |
| 22 | Flammable materials stored safely |  |  |  |
| 23 | No smoking in hazardous areas, clear signage posted |  |  |  |
| **E** | **Work area organization** | | | |
| 24 | Work areas clean and free from clutter |  |  |  |
| 25 | Pathways and walkways clear of obstructions |  |  |  |
| 26 | Tools and materials not left in walkways or work surfaces |  |  |  |
| 27 | Scaffolding, platforms, and workstations stable and secure |  |  |  |
| 28 | Adequate lighting in all work areas |  |  |  |
| **F** | **Fall protection** |  |  |  |
| 29 | Fall protection systems in place where required |  |  |  |
| 30 | Safety harnesses used and securely fastened when at heights |  |  |  |
| 31 | Ladders placed on stable, level surfaces |  |  |  |
| 32 | Roof access points secure and protected from falls |  |  |  |
| G | **Chemical safety** |  |  |  |
| 33 | Hazardous chemicals properly labelled and stored |  |  |  |
| 34 | Safety Data Sheets (SDS) available for all chemicals |  |  |  |
| 35 | Proper ventilation when working with chemicals |  |  |  |
| 36 | Spill kits available and accessible |  |  |  |
| H | **Emergency preparedness** |  |  |  |
| 37 | First aid kits stocked and accessible |  |  |  |
| 38 | Emergency contact numbers posted and up to date |  |  |  |
| 39 | Technicians trained in first aid and CPR |  |  |  |
| 40 | Evacuation routes clearly marked and free of obstructions |  |  |  |
| 41 | Regular emergency drills conducted |  |  |  |
| **I** | **Weather and environmental conditions** |  |  |  |
| 42 | Work suspended during severe weather (e.g., thunderstorms) |  |  |  |
| 43 | Sun protection used (e.g., hats, sunscreen) for outdoors |  |  |  |
| 44 | Adequate hydration maintained in hot weather |  |  |  |
| **J** | **Documentation and reporting** |  |  |  |
| 45 | Safety inspections documented with findings and actions |  |  |  |
| 46 | Hazards reported immediately with corrective actions taken |  |  |  |
| 47 | Safety training records for all personnel up to date |  |  |  |
| 48 | Incident reports completed for any accidents or near misses |  |  |  |