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# SOLroof Construction Safety Guideline

[www.solshare.com](http://www.solshare.com)



# Key Artifacts

1. Standard project plan with punchlist tracker
2. Punch List of pending items as process control tool
3. Checklists for each stage
4. Feedback tool to add checklist points
5. Training Slide Deck safety awareness, based on ILO
6. Construction safety guidelines, this deck



# Our Offering

1. Dependable, long-lifetime sourcing
2. Speed and quality of execution
3. Professionalism and experience
4. Exemplary safety record
5. “Your partner in compliance”
6. High reliability, German engineering
7. Top-notch after-sales services
8. Excellent customer experience

# Our Approach

1. Safety first
2. Come fully prepared
3. Radiate competence and professionalism
4. Claim authority and execute on it
5. Clear rules and delivery



# Standard Project Execution Plan

## 32 Stages in 5 Phases:

1. Project Preparation
2. Order Confirmation
3. Procurement
4. Installation
5. Hand-over

Project: Updated:	11/26/2022 22:53:51	(c) ME SOLshare Inc. Pre Ltd.	Link to completed checklist	Flags raised	Punchlist items completed added pending	Week Date (End of week)	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12	W13	W14	W15	W16	W17	W18
SL	Task List	Definition of done	First person responsible																					
<b>Project preparation</b>																								
1	Data acquisition from customer and assessment																							
2	Initial Site Visit	Confirm with client																						
3	PV Layout	Team draft done																						
4	System Design and Simulation	Vendor quote received																						
5	Mechanical Design	Vendor quote received																						
6	Electrical Design	Vendor quote received																						
<b>Project Design Desk Review</b>																								
<b>Order Confirmation</b>																								
8	Revised Proposal Submission	Softcopies in Gdrive																						
9	Customer sign off on implementation drawings	Softcopies in Gdrive																						
10	Work Order Confirmation	Client confirmed																						
<b>International Procurement</b>																								
11	Module order Placement and Bank Processing	Vendor confirmed																						
12	Module Shipment by third party (Sea)	Material on site																						
13	Inverter Placement and Bank Processing	Vendor confirmed																						
14	Inverter Shipment by third party (Air)	Material on site																						
<b>Local procurement</b>																								
15	Mechanical structure order placement	Vendor confirmed																						
16	Mechanical Fabrication (Jangle, Final, Galvanization)	Material on site																						
17	Other local material order placement	Vendor confirmed																						
18	Other material manufacturing Process	Material on site																						
<b>Installation &amp; Commissioning</b>																								
19	Customer preparations done	Site ready + safe																						
20	Civil structure and mechanical installation																							
21	Panel installation																							
<b>Construction Progress On Site Review</b>																								
22	Electrical Installation																							
23	Data Spine installation																							
24	Pre-commissioning Check																							
<b>Pre-Commissioning On Site Review</b>																								
25	Commissioning																							
<b>Handover</b>																								
26	Training and Evaluation																							
27	OSM training and Hand-over																							
28	Hand-over Acceptance Sign-off by Customer																							
29	Buffer																							

# Safety as our Duty

## 1. Legal obligations

- i. Minimum standards: Labour Act (2006) - Chapter 6 (Safety)
- ii. Binding: Bangladesh National Building Code Vol. 3, Part 7, Ch 1 - 4 PDF pp.1817
- iii. Vicarious liability: Generally responsible for undertakings of our staff and hired labor

## 2. International compliance, even if not ratified by BD:

- i. ILO Code of practice [Safety and health in construction \(Revised edition\) \(Nov 2022\)](#)
- ii. C167 - [Safety and Health in Construction Convention, 1988 \(No. 167\)](#)
- iii. P155 - [Protocol of 2002 to the Occupational Safety and Health Convention, 1981](#)

## 3. Our company values, especially: Accountability, Mutual Respect, and Integrity

# Safety - Roles and Responsibilities

Stakeholder	Roles	Areas of Responsibilities
<b>Client</b>	<ol style="list-style-type: none"> <li>1. Is the owner of the roof or acts as the liaison to the roof owner.</li> <li>2. Manages all matters related to access and utilities.</li> <li>3. Manages roof safety.</li> <li>4. Approves before execution begins</li> <li>5. Undertakes agreed procurement.</li> </ol>	<ol style="list-style-type: none"> <li>1. Access and exit to rooftop for construction and safety measures, incl. fire fighting and ambulances.</li> <li>2. Areas for material storage.</li> <li>3. Civil construction and project readiness of roof (including lightning protection).</li> <li>4. Utilities for labour (incl. lights, toilets, electricity access) and safety measures (inlc. evacuation, first aid , and fire fighting equipment).</li> <li>5. Any impact on or from adjoining sites.</li> </ol>
<b>SOLshare</b>	<ol style="list-style-type: none"> <li>1. Designs system</li> <li>2. Defines goods to be procured</li> <li>3. Inspects construction on site</li> <li>4. Manages construction site safety within perimeter of project.</li> <li>5. Commissions and monitors plant</li> </ol>	<ol style="list-style-type: none"> <li>1. Material selection</li> <li>2. Safety Training</li> <li>3. Execution and Workmanship</li> <li>4. Regular inspection on safety and quality</li> <li>5. Definition and executing of SOPs</li> </ol>
<b>Sub-contractors</b>	<ol style="list-style-type: none"> <li>1. Undertake construction work</li> <li>2. Manage labour</li> </ol>	<ol style="list-style-type: none"> <li>1. Material storage and handling</li> <li>2. Ensure Adequate yard lighting and lighting for night shifts.</li> <li>3. Qualification of Personnel</li> <li>4. Dedicated, regularly trained first-aider on site</li> <li>5. Execution of SOPs on daily basis</li> </ol>

# Safety Principles

1. SAFETY is our first priority; nobody should get harmed.
2. SAFETY is our joint responsibility.
3. We make a difference.
4. We lead by example.
5. We create a safe and professional work space.



# Construction Site Readiness

1. Contracts with all entities
2. Roof must be prepared before we engage
3. Perimeter clearly defined and labeled [\[Tool\]](#)
4. Safety gear on site
5. Worker registry and daily logs



# On-site Sign board [Front]

## This is a SOLshare construction site

1. Access is restricted. The restricted area is marked clearly.
2. All visitors must be accompanied and briefed before entry.
3. All workers must be trained for the job they are undertaking.
4. Every person entering must wear:
  - a. A hard hat.
  - b. Appropriate clothing including a high visibility vest.
  - c. Protective, closed footwear.
  - d. Identification badge listing qualification.

### Emergency Information

- a) Site owner emergency contact: \_\_\_\_\_
- b) SOLshare emergency contact: +880 1819-XXXX

**Danger**

Construction site

**No unauthorised  
access**

# On-site Sign board [Back]

## SOLshare construction site [2/2]

5. Daily on site briefings are conducted at 9 am
6. SOLshare maintains the following items:
  - a. clearly marks the restricted area
  - b. daily site logs
  - c. one first aid kit
  - d. at least one fire extinguisher (rated A,B,C for electric fires)
  - e. technical drawings are available on site.
7. Any incidents are reported to SOLshare's Dhaka office immediately (<1h).



**Feedback  
+  
Reports**

Technical  
Drawings

Daily Logs

First Aid kit  
missing

Fire  
extinguisher  
missing

# On-site Sign board [Front]



## এটি একটি SOLshare নির্মাণাধীন সাইট

1. প্রবেশাধিকার সীমাবদ্ধ। সীমাবদ্ধ এলাকাটি স্পষ্টভাবে চিহ্নিত করা হয়েছে।
2. প্রবেশের আগে সমস্ত দর্শকদের অবশ্যই প্রতিনিধির সাথে থাকতে হবে এবং ব্রিফ করতে হবে।
3. সমস্ত কর্মীদের অবশ্যই তারা যে কাজটি নিচ্ছে তার জন্য প্রশিক্ষিত হতে হবে।
4. প্রবেশকারী প্রত্যেক ব্যক্তিকে অবশ্যই পরতে হবে:
  - a. একটি শক্ত টুপি
  - b. একটি উচ্চ দৃশ্যমানতা ভেস্ট সহ উপযুক্ত পোশাক
  - c. প্রতিরক্ষামূলক, বন্ধ জুতা
  - d. শনাক্তকরণ ব্যাজ যোগ্যতা তালিকাসহ

### Emergency Information

- a) সাইটের প্রতিনিধি (জরুরী যোগাযোগ): \_\_\_\_\_
- b) SOLশেয়ার (জরুরী যোগাযোগ): +880 1819-XXXX



## Danger

Construction site



## No unauthorised access





# On-site Sign board [Back]



## SOLshare construction site [2/2]

5. প্রতিদিন সকাল ৯টায় সাইটে ব্রিফিং করা হবে
6. SOLshare নিম্নলিখিত আইটেমগুলি বজায় রাখবে:
7. স্পষ্টভাবে সীমাবদ্ধ এলাকা চিহ্নিতকরন
  - a. দৈনিক সাইট লগ
  - b. একটি প্রাথমিক চিকিৎসা কিট
  - c. কমপক্ষে একটি অগ্নি নির্বাপক যন্ত্র (বৈদ্যুতিক আগুনের জন্য A, B, C রেট দেওয়া হয়েছে)
  - d. সাইটের প্রযুক্তিগত ডিজাইন (অংকিত ম্যাপ)।
8. যেকোনো ঘটনা অবিলম্বে SOLshare-এর ঢাকা অফিসে রিপোর্ট করতে হবে (<1h)।



Feedback  
+  
Reports

Technical  
Drawings

Daily  
Logs

First Aid kit  
missing

Fire  
extinguisher  
missing



# Worker Sign up Form


## Google form, 48h in advance:

1. Name
2. Phone number
3. NID, upload picture
4. Emergency contact person
5. Hospital plan or preference
5. Blood group
6. Company working for
7. Company contact number
8. Aiding hand or in-charge
9. Type of work to be performed
10. Training or certification received, upload evidence
11. Batch ID number
12. First SOLshare site and date of joining

## Batch:

1. Printed by P&C SOLshare in waterproof print
2. Name, Photo, Emergency Number, blood group
3. Specialized types of work allowed to do:
  - a. Electric installation
  - b. Welding
  - c. Civil Structures
  - d. Working at heights

**Company  
Logo**





**Name:**


Designation:


Company Name:


Emergency Contact: +88 01819 xxx xxx











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Blood group:

Batch ID number:

Type of work to be performed:

**Signature:**

If found, please return to the site office.

Address:

Sample ID

# Visitor briefing

1. Stay with your “site buddy” at all time.
2. Be aware of your own safety and that of others.
3. Direct your questions to your site buddy.
4. Do NOT touch anything.
5. Do NOT disturb or distract anybody.



# Daily Logs

1. Weather
2. Workers
3. Visitors
4. Progress
5. Incidents
6. Responsible today
7. Responsible tomorrow
8. Upload picture via Google form



Title: Daily Logbook	
Site:	
Product: SOLroof	Effective Date:
Author :	Approver :
1. Weather	Temperature (C° / F°)
2. Workers	Number of worker

# Working training - general



[https://www.ilo.org/safework/info/publications/WCMS\\_383797](https://www.ilo.org/safework/info/publications/WCMS_383797)



# Safety Rules to Remember

1. Keep the workspace tidy and organized.
2. Define access-restricted perimeter clearly.
3. Wear personal protective equipment (PPE).
4. Only do the work you have been trained to do.
5. Work in well-illuminated areas.
6. Consult technical drawings before starting work.
7. Secure roof perimeter.
8. Be alert and mindful.
9. Clearly label and securely route cables.
10. Check tool and weather conditions before starting work.
11. Know your limits and request for help when needed
12. Immediately inform if you see an issue.





# Safety Rules to Remember

১. কর্মক্ষেত্র পরিপাটি এবং সংগঠিত রাখুন।
২. প্রবেশ-সীমাবদ্ধ পরিধি স্পষ্টভাবে সংজ্ঞায়িত করুন।
৩. ব্যক্তিগত সুরক্ষামূলক সরঞ্জাম (PPE) পরুন।
৪. শুধুমাত্র সেই কাজটি করুন যা করার জন্য আপনাকে প্রশিক্ষিত করা হয়েছে।
৫. ভাল-আলোকিত এলাকায় কাজ করুন।
৬. কাজ শুরু করার আগে প্রযুক্তিগত অঙ্কন সম্পর্কে জানুন।
৭. ছাদ নিরাপদ ভাবে ঘেরা থাকতে হবে।
৮. সতর্ক এবং মনযোগী হন।
৯. স্পষ্টভাবে লেবেল লাগান এবং নিরাপদে তারের স্থান নির্বাচন করুন।
১০. কাজ শুরু করার আগে প্রয়োজনীয় যন্ত্রপাতি এবং আবহাওয়ার অবস্থা পরীক্ষা করুন।
১১. কোনো সমস্যা দেখলে অবিলম্বে জানান।
১২. আপনার সীমাবদ্ধতা জানুন এবং প্রয়োজনে সাহায্য নিন।

# Troubleshooting and Feedback



1. Daily report to be uploaded?
2. Incident on site?
3. See something suspicious?
4. Feel that something is missing?
5. This document needs changes?

Let us know!

Scan QR - code or email:  
[solar@solshare.com](mailto:solar@solshare.com)



# More Material

Other resources:

<https://safetyculture.com/topics/construction-safety/10-construction-safety-rules/>

[https://www.ilo.org/global/topics/safety-and-health-at-work/resources-library/training/WCMS\\_110237/lang-en/index.htm](https://www.ilo.org/global/topics/safety-and-health-at-work/resources-library/training/WCMS_110237/lang-en/index.htm)

[Labour Act \(2006\)](#) - Chapter 6 (Safety)

[Bangladesh National Building Code](#) Vol. 3, Part 7, Ch 1 - 4 PDF pp.1817

ILO Code of practice [Safety and health in construction \(Revised edition\) \(Nov 2022\)](#)

ILO C167 - [Safety and Health in Construction Convention, 1988 \(No. 167\)](#)

ILO P155 - [Protocol of 2002 to the Occupational Safety and Health Convention, 1981](#)

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