

# Pre-installation installer safety assessment (Insulation)

## Victorian Energy Upgrades

Completion of this form is mandatory prior to commencement of ceiling insulation installation work to comply with the requirements and conditions of the *Victorian Energy Efficiency Target Regulations 2018*.

This form does not replace the need to undertake a Safe Work Method Statements (SWMS) that outlines the hazards associated with high-risk construction work (HRCW) and the control measures that will be used to eliminate or minimize those risks.

Each ceiling insulation installation must be undertaken by an accredited person, or person contracted by an accredited person with consideration of the *Occupational Health and Safety Act 2004*, and *Occupational Health and Safety Regulations 2017* which require employers and self-employed persons to prepare a SWMS before starting HRCW.

The *pre-installation installer safety assessment* must be completed within 30 days of the *pre-installation electrical safety assessment* completion date.

### Job Reference ID:

#### PART 1 – PROPERTY DETAILS

Address including postcode:

Installation start date:

Predicted installation completion date:

Has the household/tenant been informed that the power will be turned off/isolated for the duration of the installation?	Yes	No
Is anyone at this property dependent on life support? <b>If yes</b> , has written consent or a medical plan been received prior to this assessment commencing? You will need to keep this record as an attachment to this assessment.	Yes	No Yes – received Consent Yes – received Medical Plan

**If anyone at this property relies on life support and you don't have a written consent or a medical plan, the installation CANNOT proceed.**

#### PART 2 - INSTALLATION DETAILS

Installation date:	
Accredited person name:	
Installer company name:	
Lead installer name:	EEC certification number:
Additional installer/s Name/s	EEC certification number:
Additional installer/s Name/s	EEC certification number:
Additional installer/s Name/s	EEC certification number:

PART 3 – SAFE SYSTEM OF WORK			
Has a Safe Work Method Statement (SWMS) for the insulation upgrade at the listed address been completed and all risks identified?	Yes	No	
Have all hazards listed in <b>Table 1: Common hazards when installing insulation</b> been considered, and control measures been implemented when developing the SWMS for this job?	Yes	No	
Has the main and/or alternate power supply been isolated, locked out, tagged and has the roof cavity been confirmed as electrically safe to enter?	Yes	No	
<b>If you've answered <u>NO</u> to any of the question in PART 3 – SAFE SYSTEM OF WORK, the installation <u>CANNOT</u> proceed.</b>			
PART 4 – SOLAR POWER, BATTERY AND/OR ALTERNATIVE SUPPLY			
Is there a Solar PV, Battery system and/or alternative supply, such as a fuel driven generator present?	Yes	No	
<b>If you have answered <u>NO</u>, go to PART 5 – PRE-INSTALLATION ELECTRICAL SAFETY ASSESSMENT</b>			
Are instructions provided on the safe shutdown/isolation, and re-energisation of the solar, battery or alternative supply system?	Yes	No	
Is the ground level system AC and/or DC (may be part of the inverter) isolator accessible, operational and can be isolated safely?	Yes	No	
<b>If you've answered <u>NO</u> to the second question in PART 4 - SOLAR, an electrician must be present at the start of the installation to isolate the mains/alternative power supply, lock out, tag and confirm the work area is electrically safe for anyone entering the roof cavity.</b>			
PART 5 – PRE-INSTALLATION ELECTRICAL SAFETY ASSESSMENT			
Has the <i>Pre-installation electrical safety assessment</i> been reviewed by the lead installer and has the site been confirmed as safe to commence works?	Yes	No	
If the <i>Pre-installation electrical safety assessment</i> recommends an electrician is present at the start of the installation to ensure the area is electrically safe, has this occurred?	Yes	No	N/A
Under the VEU program, eligible premises must only have IC and/or IC-4 light fittings in the ceiling area to be upgraded*. Any other lights (e.g. CA-class luminaires, non-IC luminaires, or 'do-not-cover' light fittings) need to be replaced with the required IC and/or IC-4 fittings that can be safely covered by insulation before the property can qualify for VEU incentives under the ceiling insulation activity. *Note: Downlight replacement does not need to occur in ceilings of rooms that have <b>another room or sole occupancy unit above the subject portion of the ceiling</b> , provided insulation is not being installed there. The VEU does not incentivise insulation being installed between floors.			
Are there recessed luminaires present in the ceiling?	Yes	No	If 'Yes', specify total number of luminaires:
Did the <i>pre-installation electrical safety assessment</i> confirm that all luminaires present in the ceiling have been upgraded to IC and/or IC-4 rated (i.e. classified and marked)? (See Section C of the completed <i>Pre-installation electrical safety assessment</i> )	Yes	No	
Are all recessed luminaires deemed safe to cover with insulation? (See Section C of the completed <i>Pre-installation electrical safety assessment</i> )	Yes	No	
Did the <i>pre-installation electrical safety assessment</i> confirm that all mains connected cables in the ceiling space <b>are appropriately protected by an RCD where required</b> ? (See Section C of the completed <i>Pre-installation electrical safety assessment</i> )	Yes	No	
Did the <i>pre-installation electrical safety assessment</i> confirm that all mains connected cables in the ceiling space <b>are thermoplastic insulated and sheathed (TPS) or an equivalent cable type</b> ? (See Section C of the completed <i>Pre-installation electrical safety assessment</i> )	Yes	No	
Did the <i>pre-installation electrical safety assessment</i> confirm that all mains connected cables in the ceiling space <b>meet Basic Protection Requirements</b> ? (See Section C of the completed <i>Pre-installation electrical safety assessment</i> )	Yes	No	

Has the owner/occupier confirmed that no one has accessed or carried out any works in the ceiling space since the completion of the <i>Pre-installation electrical safety assessment</i> ?	Yes	No
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**If you've answered NO to questions in PART 5 - PRE-INSTALLATION ELECTRICAL SAFETY ASSESSMENT (other than are there recessed luminaries present in the ceiling?), the activity CANNOT commence.**

### PART 6 – EXISTING INSULATION

Is there insulation present in the ceiling. <b>If <u>NO</u>, go to Part 7 – PRODUCT DETAILS</b>	Yes	No
What is the average height of the existing insulation? What is the R-Value of existing insulation (if known)?		mm RV
Will the existing ceiling insulation be removed completely or topped up? <b>Note: any foil backed or electrically conductive insulation cannot be topped up and must be removed prior to installation.</b>	Removed and/or Topped Up	
Is the existing insulation in a suitable condition for new insulation to be laid over?	Yes	No
If the existing insulation is not removed, what is the reason?	Provide details:	

### PART 7 – PRODUCT DETAILS

List the insulation product(s) brand, model and R-value being installed

## PART 8 – INSTALLER DECLARATION

As the lead EEC Certified installer responsible for this installation, I confirm that:

- a. I have received a completed copy of the *pre-installation electrical safety assessment* for the premises; and
- b. I have completed the current *pre-installation installer safety assessment*, as published on the department's Internet site within 30 days of the completion of the *pre-installation electrical safety assessment*; and
- c. the *pre-installation installer safety assessment* confirms
  - i. the worksite is safe and the installation or upgrade will proceed in accordance with any recommendations or conditions from the *pre-installation electrical safety assessment* including, if required, that a licensed electrician must be present during the insulation upgrade; and
  - ii. that safe work methods are in place as per *Occupational Health and Safety Regulations 2017* (Vic); and
- d. I will ensure that:
  - i. all applicable occupation health and safety laws and requirements are complied with; and
  - ii. the insulation will be installed in compliance with the effective version of AS 3999; and
  - iii. if the installation is carried out on multiple days, that I will check that all items remain compliant with this assessment form at the start of each day prior to undertaking the work; and
  - iv. the insulation product/s being installed are listed on the ESC Register of Products.

All information contained in and attached to this form is correct and not misleading by inclusion or omission

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### Privacy Collection Statement

The Department of Energy, Environment, and Climate Action (DEECA) is committed to protecting personal information provided by you in accordance with the privacy principles in the Privacy and Data Protection Act 2014 (Vic). The personal information in this assessment form may be collected by the Essential Services Commission (the commission) to administer, monitor and enforce compliance with the Victorian Energy Upgrades program.

The commission deals with personal information in accordance with the *Privacy and Data Protection Act 2014* (Vic) and other applicable legislation.

The commission may use and disclose your information as authorised or required by law, including for verification, audit, and program monitoring. This may include disclosure to external service providers, other regulators, law enforcement agencies, courts and other government bodies where relevant to the commission's functions.

Providing the requested information is voluntary. However, if you do not provide it, Victorian energy efficiency certificates may not be able to be created for insulation installation work undertaken.

You may request access to, or correction of, your information by contacting the commission at [privacy@esc.vic.gov.au](mailto:privacy@esc.vic.gov.au) or referring to its [Privacy Policy](#). For more information about how the commission handles personal information, refer to its [Privacy Policy](#).

You may lodge a privacy complaint with the Office of the Victorian Information Commissioner at [ovic.vic.gov.au](http://ovic.vic.gov.au).

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Signature:

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Installer full name:

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Date:

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## Table 1: Common hazards and guidance resources when installing insulation

Common hazards	Resources/Guidance Material <sup>1</sup>
<ul style="list-style-type: none"> <li>Working at height, in roofs, and in ceiling (enclosed) spaces</li> </ul>	<p><b>WorkSafe guidance:</b></p> <ul style="list-style-type: none"> <li>Compliance code: Prevention of falls in general construction</li> <li>Website page: Using portable ladders in the workplace</li> <li>Safety Alert: Multiple workers seriously injured from falls through plaster ceilings</li> </ul>
<ul style="list-style-type: none"> <li>High temperatures</li> <li>Hot weather</li> </ul>	<p><b>WorkSafe guidance:</b></p> <ul style="list-style-type: none"> <li>Website page: Prevention and protection from heat illness</li> <li>Guidance Material: Managing the risks of working in heat</li> </ul>
<ul style="list-style-type: none"> <li>Working Safely with Electricity</li> </ul>	<p><b>WorkSafe guidance:</b></p> <ul style="list-style-type: none"> <li>One Pager: Safe elements of electrical isolation</li> <li>Webpage: Preventing electric shocks when working in ceiling spaces</li> <li>Construction safety focus: Electrical safety</li> </ul>
<ul style="list-style-type: none"> <li>Hazardous noise, vibration levels</li> </ul>	<p><b>WorkSafe guidance:</b></p> <ul style="list-style-type: none"> <li>Compliance Code: Noise</li> </ul>
<ul style="list-style-type: none"> <li>Hazardous substances (Asbestos, chemicals, solvents, etc.)</li> </ul>	<p><b>WorkSafe guidance:</b></p> <ul style="list-style-type: none"> <li>Compliance code: Hazardous substances</li> <li>Compliance code: Managing asbestos in workplaces</li> </ul>
<ul style="list-style-type: none"> <li>Respiratory and biological hazards (dust, animal sources, fugitive particles and fibres, mould, bacteria etc.)</li> </ul>	<p><b>WorkSafe guidance:</b></p> <ul style="list-style-type: none"> <li>Compliance Code: Hazardous substances</li> </ul>
<ul style="list-style-type: none"> <li>Potential heat or ignition sources including;</li> <li>Flue(s) from gas or wood combustion heaters that penetrate the roof space</li> <li>Chimney(s) from fireplaces that penetrates the roof space</li> <li>Gas water heater(s) or gas space heater(s)</li> <li>High intensity heating lamps in bathrooms</li> <li>Exhaust fan(s) from the kitchens or bathrooms that vent into the roof space</li> <li>Downlights (recessed luminaires)</li> <li>Electrical cables that will be partially or fully surrounded by thermal insulation (lengths greater than 400mm)</li> </ul>	<p><b>Australian Standard:</b></p> <ul style="list-style-type: none"> <li>AS 3999:2015 Bulk thermal insulation—Installation</li> </ul>
<ul style="list-style-type: none"> <li>Working alone</li> </ul>	<p><b>WorkSafe Guidance:</b></p> <ul style="list-style-type: none"> <li>Information sheet: Working alone</li> </ul>

**Please note:** Guidance and information can change, please check the WorkSafe and DEECA internet sites for the latest updates.

1. as updated from time.

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