

Instructions for Use: Company Safe Design Policy & Procedure Template

Purpose of this form

The **Company Safe Design Procedure Template** can be used by companies requiring documentation outlining their Company's Safe Design Procedure. The document provides a basis for the Company's Safe Design Policy, outlines the safe design duties of each party - designer, client, and principal contractor, outlines the risk management process and assessment matrix, maps the safe design process with guidance on procedures for each phase of the process, the safe design workshop process, and review.

The Company Safe Design Procedure Template also includes appendices outlining:

- State and Territory Legislative Requirements
- Hazard Checklist for Designers
- Return Brief to Client

Note on Document File Type

The **Company Safe Design Policy & Procedure Template** has been created a standard MS Word document (*.docx).

Add your Company logo

To add your own Company logo, double click into the Header area at the top of the document page and click on the logo. Go to the Main Menu tool bar and choose Insert, click Pictures, find your logo file and then click Insert. Resize your logo to fit, then click out of the Header section. Your Company logo will now appear on each page of the document. You can also update the logo section on the Page 1 of the document.

Additional Document Customisation

You may wish to update the colour palette of the document to fit with your Company's brand style guide. For example, you may want to change the background colours in the table header rows to match your Company's brand colours. To do this, click into the areas that you wish to change, go to the Design option on the Main Menu tool bar, select Shading, choose the brand colours, and colour the various sections as you need.

Completing your Documentation

Now you're ready to start filling in the Document. Look for the text areas highlighted in YELLOW to insert the relevant content for your Company. You can also edit and add to any sections as relevant to your specific organisation's needs.

Information in the Company Safe Design Policy & Procedure Template can be cross-referenced in other relevant document templates including the Design Information Form (SD01), Work Health and Safety (WHS) File (SD02), Safe Design Report and Risk Assessment (SD03), Safe Design Workshop Guide (SD04) and Safe Design Project Review Form (SD05).

Customisation for Project/Industry-Specific Requirements

You may need fully customised document templates to ensure you address industry or project-specific requirements where design/construction considerations may be unique to the purpose of that particular structure.

Safe Design Australia has extensive expertise across a broad range of industry sectors and projects, providing WHS and Safe Design consultation and advice for clients throughout the world on a wide range of design and construction projects.

We can provide you fully customised Safe Design documentation and templates specific to your project. We have access to a databank of design and construction considerations, including identification of potential hazards and risks as well as appropriate mitigation/elimination of potential hazards including customised Safe Design Documentation specific to:

- Childcare Facilities
- Educational Facilities
- Multi-story / High Rise Buildings (Residential or Commercial)
- Health and Medical Facilities
- Sports Facilities
- Hotels and Motels
- Government Facilities
- Restaurants and Clubs
- Community Facilities
- Industrial and Commercial
- Residential Structures
- Utilities and Infrastructure
- Plant/Equipment

We regularly facilitate Safety in Design Workshops for clients across a range of sectors and projects. Talk to us about how we can assist you with your project Workshop to ensure you're covered.

CONTACT US to find out more about how we can provide you with fully customised documentation specific to your industry/project sector.

Call **1300 732 732** or email info@safedesignaustralia.com.au