Instructions for Use:
SD03 Safe Design Report & Risk Assessment

Purpose of this document

The **Safe Design Report & Risk Assessment (SD03)** is also known as the **Safe Design Report.** It is designed to help you navigate you undertake your Reporting and Risk Assessment process. The safety in design process steps outlined in the report are to be adopted by Project Design Lead/Project Managers for a majority of projects. The initial scoping assesses the level of detail and resources to be implemented (refer to the Safe Design Policy & Procedure manual for further details).

Note on Document File Type

The **Safe Design Report & Risk Assessment (SD03)** has been created in Excel Workbook(.xlsx). You can amend the set up and recreate with macros if desired.

Add your Company details

To add your Company Name in the Header section of the document, you'll need to repeat the following steps for each Tab of content. Go to the Page Layout tab and click Print Titles. Select the Header/Footer tab and Custom Header or Custom Footer. You can enter your Company Name in this section. You can also use the 'Add Picture' function to add your logo. If you choose to do this, you'll need to resize the logo making sure you don't affect the page content and layout.

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, highlight the cells or fonts you wish to change, and use the shading tools to update with your brand colours.

Completing your Documentation

Now you're ready to start filling in the Safe Design Report & Risk Assessment, including the Project Overview. The Risk Assessment section can be completed during your Safe Design Workshops and document all required actions. You can use the Guidewords provided in the Safe Design Workshop Guide (SD04) to assist you through the process.

You can update the Reference Data tab with the relevant Guidewords and categories specific to your particular project. You may also need to add additional fields where relevant to the document to cater for your business needs.

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**