

# Instructions for Use: SD03 Safe Design Report

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## Purpose of this document

The **Safe Design Report (SD03)** is designed to help you navigate your reporting and risk assessment process. The safety in design process steps outlined in the report are to be adopted by Project Design Lead and Project Managers for the majority of projects. The initial scoping assesses the level of detail and resources to be implemented (refer to the Safe Design Manual for further details).

## Note on Document File Type

The **Safe Design Report (SD03)** has been created in Excel Workbook(.xlsx). You can amend the setup 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 completing the Safe Design Report, including the Project Overview. The Risk Register section can be completed during your Safe Design Workshops and used to document all required actions. You can use 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 specific 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 and construction considerations are unique to the purpose of a particular structure.

Safe Design Australia has developed and maintains a database of design and construction considerations, including the identification of specific hazards and risks, and appropriate elimination or mitigation strategies. Our expertise supports the development of safe design documentation across a wide range of projects and industry types including:

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

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 around the world on a wide range of design and construction projects.

We can provide you **with fully customised Safe Design documentation and templates** specific to your needs. Anif you would like support navigating any part of the Safe Design process – whether through tailored documentation, **Safe Design Workshop** facilitation, or **guidance on applying the templates** in this package to your project – we're available and happy to help.

**Contact us on** 1300 732 732 or **email** [info@safedesignaustralia.com.au](mailto:info@safedesignaustralia.com.au).