Instructions for Use:
SD05 Safe Design Project Review Form

Purpose of this form

The **Safe Design Project Review Form (SD05)** can be used as a guide to undertaking safe design reviews of design projects. The aim of the review is to better understand how project teams integrate and manage Safety in Design (SiD), obtain feedback on design issues and opportunities across teams and projects, and make process improvements.

Note on Document File Type

The **Safe Design Project Review Form (SD05)** has been created using a basic macro for the content entry fields – macro-enabled (*.docm) and resaved as a standard MS Word document (*.docx). You may be prompted to 'Enable Content' on opening. If this prompt appears, click 'Enable Content'. You can choose to save the document as a standard Word document (*.docx) when required.

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.

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 Safe Design Project Review Form, including the Project Overview, and subsequent content requirements. You will be guided through the process of undertaking your project review with the prompts and subject areas covered in the form.

You can use the check boxes and free text areas to add as much information as is relevant to the particular project. By editing in MS Word, you can also add further fields and sections to this document as needed.

To fill in the check boxes, double-click inside the box and a dialog box will appear. Choose 'Checked' and 'OK'. Do the same process to uncheck a box.

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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.

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