

Instructions for Use: Safe Design Manual Template

Purpose of this form

The **Safe Design Manual 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 and outlines the Safe Design duties. It also outlines the risk management process, maps the safe design process with guidance on procedures for each phase, and covers safe design workshops and review processes.

The Safe Design Manual Template also includes appendices outlining:

- Framework for Preliminary Hazard Analysis
- Return Brief to Client

Note on Document File Type

The **Safe Design Manual Template** has been created as 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 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 Safe Design Manual Template can be cross-referenced in other relevant document templates including the Design Information Form (SD01), Safe Design Integration Checklist (SD02), Safe Design Report (SD03), Safe Design Workshop Guide (SD04), Safe Design Project Review Form (SD05), and Safe Design Process Review Form (SD06).

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.