

SAFE DESIGN REPORT: Instructions

The following SID process steps are to be adopted by Project Design Lead/Project Managers for 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).

Set up a project file and populate this draft Safe Design Report (SD03).

Pre-Design
<p>Planning</p> <ul style="list-style-type: none"> • Confirm scope of project. Is there an element of design? Will a SID Report be required? Confirm SID capability requirements. Include SID in project budget and sub consultant agreements. Intended use, work process, site issues. • Discuss Safe Design strategy with client and include in the client brief considering issues such as site issues, materials selection, workflows for intended use, manual tasks and other work processes. • Confirm intended use of structure with client and obtain information to fully understand the systems of work and any hazards that may be involved that could be eliminated or minimised by design. Design Information (SD01). <p>Preliminary Hazard Analysis</p> <ul style="list-style-type: none"> • Consult with client to identify any pre-existing hazards/risks present at site - use Risk Register in Safe Design Report (SD03). Evaluate options for eliminating/minimising identified hazards/risks. Does the project include unique or unusual design elements? • Check that consultants have provided approximate cost of proposed risk mitigation options supported with the appropriate Legislation, Codes of Practice or Standards. • Review SafeWork authorities and/or any available incident and injury databases to assist in establishing level of risk. Gather information on injury/illness statistics (accident frequency is useful also) and research on current workplace and type of structure. • Where applicable, consult with workers or their WHS representative on WHS issues in relation to proposed changes or to the new workplace. • Set up a project file and follow Safe Design Integration Checklist (SD02) and populate draft Safe Design Report (SD03), record and save SID documentation/records for future reference and communication.
<p>Concept Design and Design Development</p> <ul style="list-style-type: none"> • Use a systematic approach to identify hazards and risks for workers and persons throughout the structure's lifecycle. • Brainstorm with other team members and stakeholders to identify additional potential hazards. • Design to eliminate and minimise risks to health and safety so far as is reasonably practicable. • Identify hazards that cannot be adequately addressed by recognised standards. Apply a risk management process for all other hazards. Apply the hierarchy of risk controls to determine effectiveness of design controls. • Conduct Safe Design Workshops (SD04) with stakeholders to incorporate input from all parties into the risk management process. • Consult with other duties as required. • Concept design presented to client with WHS issues identified to be discussed. This could include assessment of high consequence hazards, systems or work, environment and incident mitigation. • For applicable projects, conduct Safe Design Workshop (SD04) with stakeholders including designers, engineers, consultants, workers or workers WHS representative, or consult with stakeholders on Safe Design. • Update draft Risk Assessment in the Safe Design Report (SD03) systematically evaluating each hazard category. Note any risks and risk levels. • Include work health and safety information on a Safe Design plan or in the plan set and in designer's specification. • Complete Design Information (SD01). Store applicable documentation in the project folder and continue to follow Safe Design Integration Checklist (SD02) for these stages.
<p>Construction Documentation and Design Completion Stage</p> <ul style="list-style-type: none"> • Recommend structural or engineering solutions to any hazards identified in the preliminary Risk Assessment that were not eliminated in the concept or design development stage. Use the hierarchy of risk control. • Check the effectiveness of control measures including testing of proposed design solutions or materials to ensure that they do not pose a risk to health and safety. • Review consultant's drawings and WHS information (including their Safe Design reports) in Safe Design Integration Checklist (SD02). • For applicable projects, conduct Safe Design Workshop (SD04) or consult with other persons including other designers, consultants, engineers, client, operator, workers or workers' safety representative and other relevant stakeholders. • Update the risk register in Safe Design Report (SD03), making sure all items have been actioned, looking at solutions for any outstanding risks and detailing any residual risks to be provided to the client, principal contractor or any maintenance or demolition personnel. • Update the Risk Register in Safe Design Report (SD03), making sure all items have been actioned, looking at solutions for any outstanding risks and detailing any residual risks to be provided to the client, principal contractor or any maintenance or demolition personnel. • Finalise the Safe Design Report (SD03) including the final Risk Assessment. This should be issued to the client, principal contractor, certifier or council and anyone who is issued with a copy of the design.

SAFE DESIGN REPORT

PROJECT DETAILS	
Project Name	
Project Reference No.	
Assessed by	
Assessment date	
Approved by	

PURPOSE & SCOPE	
Intended Use of Structure	
Scope of Designer's Responsibilities and Input e.g. Design, Engineering, etc.; Concepts only; End-to-end Project.	

KEY DESIGN ASSUMPTIONS	
The following general assumptions have been made during the Safety in Design (SID) assessment. e.g. *Client has provided the design team with all relevant information about the site and their operations. *Qualified and competent contractor is engaged to undertake the works. *Contract documents that require compliance with Regulations, Industry Guidelines, applicable Australian Standards or design specifications will be followed in construction.	

PROJECT TEAM (insert name, phone, email)	
Architect	
Client	
Contractor	
Engineer	
Workplace Representative	
Other	
Other	

DRAWINGS & ATTACHMENTS
(Insert details of any drawing reference numbers & other attachments - consider including consultant reports, technical standards, BCA

