INSERT YOUR LOGO HERE

Safe Design Workshop Guide

1. Purpose of This Guide

This guide explains how to plan, facilitate, document, and follow up a Safe Design Workshop.

The focus is on supporting designers to achieve practical, meaningful, and timely Safe Design outcomes.

2. Workshop Objectives & Scope

A Safe Design Workshop is a structured, collaborative review where stakeholders identify hazards, test design assumptions, and propose practical control measures across the structure's lifecycle. Workshops may occur at several design stages, typically Concept, Design Development, and Pre-Construction.

The Workshop will consider hazards and opportunities to eliminate or minimise risks during:

- Demolition of existing structures
- Construction
- Commissioning and handover
- Use and operation
- Maintenance, cleaning & repair
- Modification
- End-of-life decommissioning or demolition

The scope should be **clearly defined and achievable**. The Workshop should focus on key elements, unusual features, and priority risk areas, across all lifecycle stages. A Workshop may consider the entire structure, or it may be a **targeted workshop**.

A targeted workshop addresses specific aspects such as unique structures, services, facades, or maintenance access.

3. Preparation Requirements

Effective Safe Design Workshops depend on preparation.

3.1 Define the Purpose and Scope

Clarify:

- What elements or systems will be reviewed
- What will not be covered (to avoid scope creep)
- Expected Workshop outputs

3.2 Invite the Right Stakeholders

Workshops are only effective when they include people who know **how the structure will be built, used, maintained, and operated**. Invite:

- Client representatives
- Architect and relevant engineers (structural, mechanical, electrical, hydraulic, civil)
- Contractors or builders (if appointed)
- Facility operators, maintainers, cleaning representatives
- WHS and safety advisors
- Specialist designers (fire, façade, vertical transport, landscape)
- User or operator representatives where appropriate

3.3 Provide Pre-Reading

Provide all of your participants with:

- Current design drawings, models or renderings
- Relevant design reports or assumptions
- Current Safe Design Report and Risk Register
- Specialist inputs (geotech, hazards, services, environmental conditions)
- Known constraints or staging requirements
- Any incident learnings or risk themes relevant to the project

Participants should be provided with enough time to review this material before the session.

3.4 Venue & Technology Setup

A productive Safe Design Workshop needs a comfortable, well-organised space that supports discussion and clear viewing of design information.

For online Safe Design Workshops, preparation and clarity are even more important. Keeping cameras turned on where possible helps maintain engagement and replicates the collaborative feel of an in-person workshop. A dedicated scribe should capture actions in real time. Alternatively, recording the meeting or using an AI notetaker can assist. Ensure you obtain the permission of participants.

Avoid hybrid workshops. Instead encourage all participants to join online, or all attend in person.

3.5 Facilitator Briefing

You may choose to engage an external Safe Design Consultant or an independent internal person to facilitate the Safe Design Workshop.

The facilitator should be briefed on the design, and in particular any areas of concern or significance.

4. The Safe Design Workshop

The facilitator leads a structured conversation that follows this process:

5.1 Opening the Session

- Welcome & introductions
- Purpose of Safe Design and Safe Design Workshop objectives
- Ground rules:
    - All voices valued
    - Challenge ideas, not people
    - Focus on safety & lifecycle impact
    - Phones and emails minimised
- Outline the agenda and deliverables

5.2 Structured Design Review

The participants should brainstorm the design by element to identify:

- unique and unusual hazards,
- risks not effectively controlled through standard controls
- conflicting standards

Every design and structure is different. An example of design elements to consider may include:

- The location and environment
- Structures requiring emissions
- The structure by floor level
- The roof
- The façade
- Structural elements
- Services
- Landscaping

In a targeted workshop, you may brainstorm only one element (e.g. façade) and consider the entire lifecycle.

The workshop uses:

- **Guidewords** (Generic, Overview, and Stage-Based)
- **Lifecycle categories**
- **CHAIR-style prompts**

  These help participants systematically explore hazards.

  Examples:

"How will this element be maintained?"
"Could someone fall, be struck, or be exposed to hazardous energy?"
"Is there a safer access path?"
"What happens at 3am in the rain?"