

# Safe Design Process Review Form

## Stage 1. Introduction

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The review tool is used when conducting an evaluation of your safety in design process against the requirements of the Code of Practice – Safe Design of Structures and industry best practice.

This review may be used as a reference when conducting a self-assessment of a part of your overall WHS system or when preparing for an external audit.

This review can be used to:

- Clearly identify detailed gaps/areas that need attention, to target improvements
- Drill down into specific requirements that further support the need for further action
- Demonstrate detailed evidence by providing specific verification against set criteria
- Determine actual performance results
- Track and monitor review results over time.

## Stage 2. Developing your review plan

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For your review to be effective, you should:

- Identify the scope of the review (Breadth & Depth)
- Determine an appropriate review frequency (Annual review schedule)
- Select auditors
- Maintain review records (reports, checklists).

The purpose of this process is to identify areas of non-compliance/improvement opportunities. This will then provide a clear outline for management to identify and select suitable measures to bring that item into compliance. This may be to either the Code of Practice and/ or, company policies and procedures.

## Stage 3. Conducting the review

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- The criteria for review consideration are listed in column 1
- Column 2 suggests lists of evidence
- Columns 3 provide space to easily identify whether a criterion is Not Applicable
- Column 4 provides space to summarise the observation and allows the formation of a review report.

After the review has been conducted and information compiled, compile a report to provide findings and recommendations for management review as needed.

Results of the Safe Design Process review should be linked to the corrective and preventive action process, as described in the Company Non-Conformance procedure Monitor and review this Review Checklist as required and keep a record.

## Stage 4. Summary

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1. Try to have at least two people trained to conduct reviews if possible
2. Before you start a review, let people in the affected areas know the schedule, review scope and the criteria you will be using
3. Ensure your reviews focus on objective evidence of conformance. (Don't make value judgements)
4. Speak to employees about the criteria when conducting the review to verify findings
5. Keep to findings and facts when writing reports but identify trends where possible
6. Debrief reviews with team members to identify ways to improve the review process for the next review.

# Safe Design Process Review Form

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|----------------------|--|
| <b>Review Scope:</b> |  |
| <b>Location:</b>     |  |
| <b>Reviewer(s):</b>  |  |
| <b>Date:</b>         |  |
| <b>Process Date:</b> |  |

## Monitoring and Review - Person Responsible: To be completed

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To ensure the outcomes of reviews are implemented and monitored effectively:

- A post-review debriefing will be undertaken
- Relevant management personnel will participate in review processes and outcomes

Corrective measures will be monitored throughout nominated activities:

- Spot checks
- Participation and Engagement
- Scheduled formal and informal reviews
- Preventative and Corrective actions will be recorded promptly
- This Review checklist will be regularly reviewed and updated accordingly (in consultation with relevant persons).

This Review checklist will be reviewed:

- When changes to the workplace or work activity occur that create new/different practices or activities
- New standards are identified
- If, during a consultation with relevant persons they indicate a review is needed
- A Health and Safety representative requests a review.

## 1. Pre-Design Phase

| Safety Design Process   | Proposed Procedure and Records   | Y/N/<br>NA | Observation |
|---|--|------------|-------------|
| a. Has the project effectively determined the design context for the project, including the purpose of the structure and an understanding of the project's scope and complexity?  | <ul style="list-style-type: none"> <li>• Project methodology</li> <li>• Project documentation</li> </ul>   |            |             |
| b. Has the project established a safe design risk profile? Are high-level safe design implications identified, and do they align with the organisation's and client's risk tolerance based on the contract type and relationship? | <ul style="list-style-type: none"> <li>• Safe design procedure and/ or project methodology</li> <li>• Project documentation</li> <li>• Draft template safe design contract clauses for sub consultant contracts</li> <li>• Records of communication</li> </ul>                 |            |             |
| c. Have safe design legal requirements, codes of practice, standards and the breadth of workplace hazards been identified for the project?  | <ul style="list-style-type: none"> <li>• Safe design procedure and/ or project methodology</li> <li>• Project management plan</li> <li>• Project documentation</li> <li>• Project safety management plan</li> <li>• Project risk register</li> <li>• Legal register</li> </ul> |            |             |
| d. Have the necessary resources and capabilities for Safe Design been identified based on the risk profile including design disciplines, skills and competencies?   | <ul style="list-style-type: none"> <li>• Safe design procedure and/ or project methodology</li> <li>• Project documentation</li> <li>• Project safety management plan</li> <li>• Competency matrix/ training needs analysis</li> </ul>   |            |             |
| e. Have the roles and responsibilities of all relevant parties in relation to the project been clearly defined including clients and other stakeholders who influence the design outcome?   | <ul style="list-style-type: none"> <li>• Safe design procedure and/ or project methodology</li> <li>• Project communication plan</li> <li>• Project management plan</li> <li>• Project safety management plan</li> </ul>   |            |             |