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# Safe Design Manual

## Version Control

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# 1. Safe Design Policy

<COMPANY NAME>

- activities include the provision of <enter nature of services> services.

<COMPANY NAME>:

- is committed to providing a safe and healthy workplace for all their employees, contractors and visitors.
- provides support for our staff in safely performing work activities within and out of the office.
- understands our duties as designers and PCBUs under the WHS Act, Regulations and other requirements and the value of addressing safety as upstream duty holders.
- has a commitment to ensure that the buildings and structures which it designs that will be used as a workplace, so far as is reasonably practicable, are safe and without risks to the health and safety of persons who construct those structures, who use them for the purpose for which they are designed, who maintain the structures and who demolish the structures at end of life.
- processes, policies and procedures for Safe Design are addressed in our "Safe Design Manual".
- is committed to addressing health and safety in the design of buildings and structures with a commitment to a systematic approach for hazard identification and elimination and control.
- is committed to an effective design consultation process, which is informed by the client's briefing information, budget, expertise and understanding and consultation with the building's users and workers where possible.
- will review and revise this manual as necessary and at annual intervals.
- continually enhances our WHS knowledge and capability through a commitment to professional development and training.
- has a process of continuous improvement to continually enhance our work health and safety and Safe Design knowledge. This includes sharing knowledge between staff, working collaboratively to identify and eliminate hazards and in the implementation of design controls. Solutions to hazards are documented, shared and reviewed to improve the safety of designs.

<COMPANY NAME>:

- achieves our goals by:
  - Promoting best practice in Safe Design.
  - Educating their designers on Safe Design.
  - Keeping up to date with injury and illness data.
  - Ensuring a commitment to a systematic approach.
  - Implementing a process of continuous improvement and review.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Date: \_\_\_\_\_