
Instructions for Use: OHSMS Documents for Victorian Government Procurement Pack

Purpose of these documents

These documents provide architects with practical templates and supporting resources to assist in meeting the requirements of the **Occupational Health and Safety Management System – Template for Supplier of Construction Services – Without Third-Party Certification (November 2019)**, as specified by Victorian Government Procurement.

The aim is to support architect practices in developing and submitting the documentation, evidence and records required to demonstrate compliance.

The templates, procedures and forms are designed to help your practice:

- Demonstrate compliance to OHS through structured and consistent processes.
- Implement OHS management practices aligned with industry best practice.
- Confidently prepare the evidence required to meet Victorian Government Procurement requirements and support government tender submissions.

Note on Document File Type

The **OHSMS Documents for Victorian Government Procurement** has been created a standard MS Word document (*.docx).

How to use the resources?

To ensure successful compliance and effective implementation of your OHS Management System, follow these four critical steps:

Step 1: Understand the Framework

Begin by reviewing the overall structure of this document and the accompanying templates. This will help you understand how each document and section aligns with, and addresses, specific criteria set out in the **Occupational Health and Safety Management System – Template for Supplier of Construction Services** (the *Requirements*).



Government Procurement Requirements	
Criterion 1: OHS duties of suppliers being suppliers of Construction Services as designers of buildings and structures	Criterion 1a. OHS in Design Corporate Position Criterion 1b. Project OHS in Design Brief Criterion 1c. Health and Safety Risk in Design procedure Criterion 1d. Designer OHS Training Evidence Criterion 1e. OHS in Design Register Criterion 1e. OHS in Design Review Criterion 1e. OHS Management Review and Improvement
Criterion 2: OHS Policy	Criterion 2. OHS Policy
Criterion 3: Officers' governance of OHS	Criterion 3. OHS Governance Criterion 3. Organisation Chart and OHS info to Officers
Criterion 4: OHS Advisors	Criterion 4. OHS Advisors' qualifications
Criterion 5: Consultation and issue resolution	Criterion 5a, 5c, 5e Consultation and Issue resolution Criterion 5a. Management Representation Training Certification Criterion 5b. 5d Statement of No Request for Designated Work Groups and the Election of HSRs Criterion 5b. HSR Training Certificate Criterion 5d. Health and Safety Committee Charter Criterion 5e. Consultation Records
Criterion 6: Currency of awareness of OHS	Criterion 6. Currency of Awareness of OHS Evidence
Criterion 7: Induction and training	Criterion 7. Training and Competency procedure Criterion 7. Training Needs Analysis and Training Register
Criterion 8: Hazard identification and risk control	Criterion 8a. Completed risk assessment (Travel Assessment) Criterion 8a. OHS Hazard and Risk Management Procedure Criterion 8b. Completed SWMS
Criterion 9: Emergency response	Criterion 9a, 9b. Emergency Response Criterion 9a. First aid training records Criterion 9b. Evacuation drill records and reports
Criterion 10: Incident notification, investigation and response	Criterion 10a, 10b, 10c Incident Reporting and Investigation Criterion 10c. Incident and Investigation Report
Criterion 11: Enforcement activity	Criterion 11. Enforcement Activity
Criterion 12: Workers Compensation Insurance	Criterion 12. Workers Compensation Insurance

Step 2: Customise and Refine

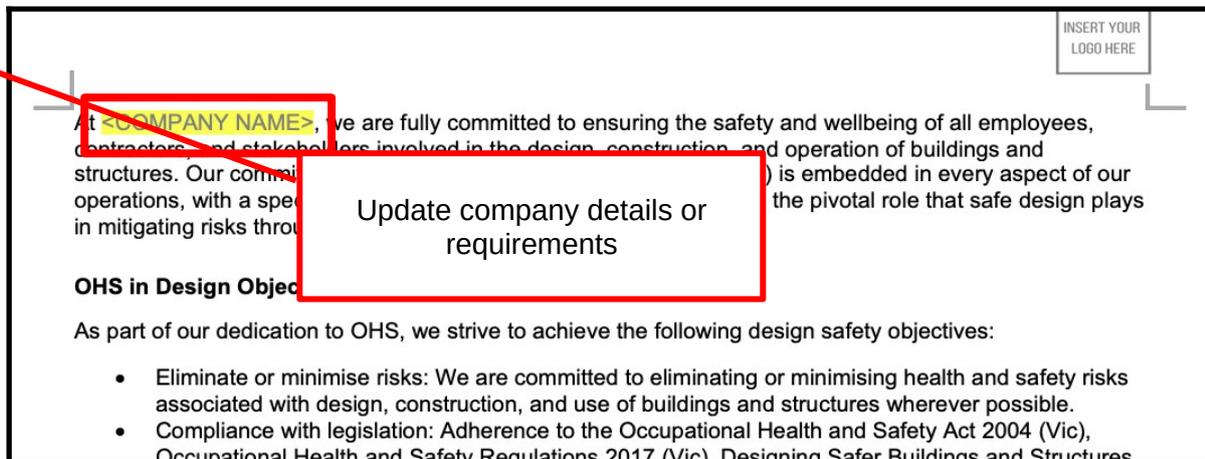
Read and review all documents and templates in full. Text highlighted within the documents indicates where organisation-specific information must be inserted.

Ensure that all documented practices, roles and procedures accurately reflect your firm's:

- Business structure



- Scope of services
- Current operational and WHS practices
- Applicable legislative requirements
- Templates may be edited or expanded as required, provided alignment with the Requirements is maintained.



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Step 3. Consult with Relevant Stakeholders

Share the documented OHS procedures with all relevant personnel, including employees, managers, and Health and Safety Representatives (if any). Ensure the information is communicated in a clear and accessible manner appropriate to the size and structure of the team.

Actively encourage feedback and participation by providing opportunities for workers to review the documentation, raise concerns, and suggest improvements. Feedback may be obtained through meetings, workshops, toolbox talks, emails, or informal discussions, and should be considered as part of ongoing system refinement.

Where required, conduct briefings, inductions, or targeted training sessions to confirm that personnel understand:

- Their health and safety roles and responsibilities
- Applicable procedures and controls
- How to report hazards and incidents

Records of consultation, communication, and training should be retained as evidence of implementation and employees' participation.



Step 3: Gather and Organise Evidence

Collect all supporting records and evidence required to demonstrate compliance with the Requirements.

Evidence should be uploaded and stored in the relevant folders and must be:

- Clearly identifiable
- Accurately labelled
- Appropriately linked to the corresponding OHS criterion

This may include completed templates, registers, training records, consultation records, risk assessments and other supporting documentation.

Step 4: Prepare for Submission

Compile the full suite of completed documents, templates and supporting evidence into a single, structured submission package.

Submit this package to **Victorian Government Procurement** as evidence of your firm's compliance with the Requirements of the Occupational Health and Safety Management System.



Customisation for Project/Industry-Specific Requirements

You may need fully customised document templates to ensure you address industry or project-specific requirements where design/construction considerations may be unique to the purpose of that particular structure.

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 throughout 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 project. We have access to a databank of design and construction considerations, including identification of potential hazards and risks as well as appropriate mitigation/elimination of potential hazards including customised Safe Design Documentation specific to:

- Childcare Facilities
- Educational Facilities
- Multi-story / High Rise Buildings (Residential or Commercial)
- Health and Medical Facilities
- Sports Facilities
- Public Spaces
- Hotels and Motels
- Government Facilities
- Restaurants and Clubs
- Community Facilities
- Industrial and Commercial
- Residential Structures
- Utilities and Infrastructure

We regularly facilitate Safety in Design Workshops for clients across a range of sectors and projects. Talk to us about how we can assist you with your project Workshop to ensure you're covered.

CONTACT US to find out more about how we can provide you with fully customised documentation specific to your industry/project sector.

Call **1300 732 732** or email info@safedesignaustralia.com.au

