Instructions for Use:
SD02 Work Health & Safety File

Purpose of this form

The **Work Health and Safety (WHS) File (SD02)** assists the designer to meet their duties and provide information to others. The WHS File will contain records of how safe design has been applied to the design project through each stage from pre-design to construction documentation.

Note on Document File Type

The **Work Health and Safety (WHS) File (SD02)** has been created using a basic macro for the content entry fields – macro-enabled (*.docm) and resaved as a standard MS Word document (*.docx). You may be prompted to 'Enable Content' on opening. If this prompt appears, click 'Enable Content'. You can choose to save the document as a standard Word document (*.docx) when required.

Add your Company logo

To add your own Company logo, double click into the Header area at the top of the document page and click on the logo. Go to the Main Menu tool bar and choose Insert, click Pictures, find your logo file and then click Insert. Resize your logo to fit, then click out of the Header section. Your Company logo will now appear on each page of the document.

Additional Document Customisation

You may wish to update the colour palette of the document to fit with your Company's brand style guide. For example, you may want to change the background colours in the table header rows to match your Company's brand colours. To do this, click into the areas that you wish to change, go to the Design option on the Main Menu tool bar, select Shading, choose the brand colours, and colour the various sections as you need.

Completing your Documentation

Now you're ready to start filling in the Work Health & Safety (WHS) File, including the Project Details, and subsequent content requirements.

You can use the check boxes and free text areas to add as much information as is relevant to the particular project. By editing in MS Word, you can also add further fields and sections to this Document as needed.

To fill in the check boxes, double-click inside the box and a dialog box will appear. Choose 'Checked' and 'OK'. Do the same process to uncheck a box.

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 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
- Hotels and Motels
- Government Facilities
- Restaurants and Clubs
- Community Facilities
- Industrial and Commercial
- Residential Structures
- Utilities and Infrastructure
- Plant/Equipment

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**