



Work Health & Safety File

The Work Health and Safety (WHS) File 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.

PROJECT DETAILS	
Client name	Enter Client name.
Project address	Enter project address.
Project name	Enter project name.
File maintained by	Enter the name of person managing this file.
File completion date	Enter date this document is being completed.
Intended use of Structure	Enter - what is the intended use of this Structure? E.g. residential building, school, aged care centre, commercial building, public swimming pool,

SAMPLE



CONSULTATION		STATUS
<p>Who has been consulted with for this Project? <i>Required by legislation</i></p>	<input type="checkbox"/> Designer <input type="checkbox"/> Workers <input type="checkbox"/> Contractor <input type="checkbox"/> Consultants <input type="checkbox"/> Client <input type="checkbox"/> Other	<input type="checkbox"/> Complete <input type="checkbox"/> To do <input type="checkbox"/> N/A
<p>Click here to provide details.</p>		
<p>Consultation with the Client regarding their duties and about any potential hazards on the site (for new constructions and renovations) and in any existing structures (for renovations). <i>e.g. Asbestos register details</i></p>	<p>Click here to provide details.</p>	<input type="checkbox"/> Complete <input type="checkbox"/> To do <input type="checkbox"/> N/A
<p>Consultation with other designers and duty holders. <i>Request a copy of the risk assessments for their components of the structure.</i></p>	<input type="checkbox"/> Civil Engineer <input type="checkbox"/> Structural Engineer <input type="checkbox"/> Hydraulic Engineer <input type="checkbox"/> Architect <input type="checkbox"/> Mechanical Engineer <input type="checkbox"/> Other	<input type="checkbox"/> Complete <input type="checkbox"/> To do <input type="checkbox"/> N/A
<p>Click here to provide details.</p>		
<p>Consultation with the workers or their WHS representative who will be using the structure. <i>e.g. Employee injury statistics, consultation with workers in the current workplace on WHS issues, gather information from workers on how work could be safer through design.</i></p>	<p>Click here to provide details.</p>	<input type="checkbox"/> Complete <input type="checkbox"/> To do <input type="checkbox"/> N/A

PRE-DESIGN STAGE		STATUS
<p>Confirm scope of project. Confirm SID capability requirements.</p> <p><i>Include SID in project budget, and sub consultant agreements</i></p>	<p>Click here to provide details.</p>	<p><input type="checkbox"/> Complete</p> <p><input type="checkbox"/> To do</p> <p><input type="checkbox"/> N/A</p>
<p>Incorporate safe design into design brief and return brief sent.</p>	<p>Click here to provide details.</p>	<p><input type="checkbox"/> Complete</p> <p><input type="checkbox"/> To do</p> <p><input type="checkbox"/> N/A</p>
<p>Review employee injury data base or employers (PCBU) data for the workplace being designed.</p>	<p>Click here to provide details.</p>	<p><input type="checkbox"/> Complete</p> <p><input type="checkbox"/> To do</p> <p><input type="checkbox"/> N/A</p>
<p>Conduct preliminary hazard/risk assessment analysis.</p>	<p>Click here to provide details.</p>	<p><input type="checkbox"/> Complete</p> <p><input type="checkbox"/> To do</p> <p><input type="checkbox"/> N/A</p>
<p>Set up Work Health and Safety File (SD02) – this document, and populate draft Safe Design Report (SD03).</p>	<p>Click here to provide details.</p>	<p><input type="checkbox"/> Complete</p> <p><input type="checkbox"/> To do</p> <p><input type="checkbox"/> N/A</p>