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 the rile.
File completion date	Enter date this designed since
Intended use of Structure	Enter - when the included use of this Structure? E.g. residential building, sch. a care centre, commercial building, public swimming pool,



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CONSULTATION STATUS Who has been consulted with for this Project? Designer Workers Complete Required by legislation Contractor Consultants To do Consultation with the Client regarding their duties and about any potential hazards on the site (for new constructions) and in any existing structures (for renovations). Click here to provide details. Complete <i>Consultation with other</i> designers and duty holders. Click here to provide details. Complete <i>Request a copy of the risk</i> assessments for their components of the rule Click here to provide details. Complete <i>Consultation with the</i> workers or their WHS representative who will be using the structure. Click here to provide details. Complete <i>Consultation with the</i> workers or their WHS representative who will be using the structure. Click here to provide details. Image: Complete <i>Consultation with the</i> workers or their WHS Click here to provide details. Image: Complete <i>Consultation with the</i> workers or their WHS Click here to provide details. Image: Complete <i>Consultation with the</i> workers or their WHS Click here to provide details. Image: Complete <i>Consultation with the</i> workers or their WHS Click here to provide details. Image: Complete <i>Consultation with the</i> work				
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PRE-DESIGN STAGE		STATUS
Confirm scope of project. Confirm SID capability requirements.	Click here to provide details.	Complete
Include SID in project budget, and sub consultant agreements		□ N/A
Incorporate safe design into design brief and return brief sent.	Click here to provide details.	Complete To do N/A
Review employee injury data base or employers (PCBU) data for the workplace being designed.	Click here to provide de.	Complete To do N/A
Conduct preliminary hazard/risk assessment analysis.	Clic, ere de details.	Complete To do N/A
Set up Work Health and Safety File (SD02) – this document, and populate draft Safe Design Report (SD03).	Click here to provide details.	Complete To do N/A

