

## SAFE DESIGN REPORT: Instructions.

The following SID process steps are to be adopted by Project Design Lead/Project Managers for majority of projects. The initial scoping assesses the level of detail and resources to be implemented (refer to the Safe Design Manual for further details).

**Set up Work Health and Safety (WHS) File (SD02) and populate this draft Safe Design Report (SD03).**

PRE-DESIGN
Confirm scope of project. Collect information - design accountability, Intended use, work process, site issues
Confirm SID resources requirements. Identify and communicate accountabilities. Confirm SID report is required.
Conduct research, analysis and testing.
Conduct primary hazard analysis (use the SID risk register to document findings).
Set up Work Health and Safety (WHS) File (SD02) and populate this draft Safe Design Report (SD03).
Communicate draft Safe Design Report (SD03) to stakeholders.
CONCEPT DESIGN & DESIGN DEVELOPMENT STAGE
Use systematic approach to record/identify hazards throughout the structure's lifecycle.
Design to eliminate, and if not, then minimise risk so far as is reasonably practicable.
Identify hazards that can be adequately addressed by recognised standards. Apply a risk management process for all other hazards. Apply the 'hierarchy of controls'.
Consult with client and others on possible options to eliminate/minimise identified risks to WHS.
Conduct Safe Design Workshops with stakeholders, incorporate input from all parties into the risk management process.
Update draft Safe Design Report (SD03) with risk workshop outputs. Communicate updated design and Safe Design Report to stakeholders, monitor design changes and update Report as required.
CONSTRUCTION DOCUMENTATION & DESIGN COMPLETION STAGE
Review and update draft Safe Design Report (SD03) as design progresses. Reassess hazards as more detail and specialist input is provided.
Check effectiveness of control measures including testing of proposed design solutions or materials.
Review consultant's drawings and WHS information (including their Safe Design Reports). Store in WHS File (SD02).
Include work health and safety information on plans and in designer's specification.
For applicable projects, conduct a Safe Design Workshop or consult with other persons.
Update the risk register in the Safe Design Report (SD03), making sure all items have been actioned. Identify solutions and any outstanding risks and communicate any residual risks to the downstream stakeholders.
Finalise the Safe Design Report (SD03) including the final risk assessment. This should be issued to the client, principal contractor, certifier or council and anyone who is issued with a copy of the design.
Maintain SID records for future use. Store applicable documentation in the WHS File (SD02).

## SAFE DESIGN REPORT

PROJECT DETAILS	
Project Name	
Project Reference No.	
Assessed by	
Assessment date	
PURPOSE & SCOPE	
Intended use of Structure	
Scope of Designer's Responsibilities and Input  <i>e.g. Design, Engineering, etc.; Concepts only; End-to-end Project.</i>	
KEY DESIGN ASSUMPTIONS	
The following general assumptions have been made during the Safety in Design (SID) assessment.  <i>E.g. *Client has provided the Design team with all relevant information about the site and their operations. *A suitably qualified and competent contractor is engaged to undertake the works. *Contract documents that require compliance with regulatory Industry Guidelines, applicable Australian Standards or design specifications will be followed in all construction activities.</i>	
PROJECT TEAM (include name, phone, email).	
Architect	
Client	
Contractor	
Engineer	
Workplace Representative	
Other	
Other	

