

Safe Design Workshop Guide

The Safe Design Workshop Guide is designed to help you navigate your Safety in Design Workshop. The objective of the Safety in Design Workshop is to identify potential hazards and opportunities to design out these hazards, or minimise risks during the lifecycle of the structure.

PROJECT & SAFE DESIGN WORKSHOP DETAILS	
Client name	Enter Client name.
Project address	Enter project address.
Project name	Enter project name.
Name of Workshop Facilitator	Enter the name of the Facilitator.
Safe Design Workshop Date	Date workshop held.
Intended use of Structure	Enter - what is the intended use of this Structure? E.g. residential building, school, child care centre, commercial building, public swimming pool, etc.
Project involves (select all that apply)	<input type="checkbox"/> New Structure <input type="checkbox"/> Renovation and Existing Structure <input type="checkbox"/> Demolition of Existing Structure
Parties consulted/in attendance at the Safe Design Workshop	<input type="checkbox"/> Designer <input type="checkbox"/> Workers <input type="checkbox"/> Contractor <input type="checkbox"/> Consultants <input type="checkbox"/> Client <input type="checkbox"/> Other
	Click here to provide details.



1. AIM & SCOPE

The aim of the Safe Design Workshop is to identify opportunities to design out hazards during the lifecycle of the structure. The Workshop will consider the proposed design of the structure's key elements and systematically evaluate potential hazards when the structure is a workplace, including:

- Demolition of existing structures,
- Construction of structure,
- Use for the purpose for which the structure is designed,
- Maintenance, cleaning and repair, and
- Demolition at end of life.

2. WORKSHOP SET UP REQUIREMENTS

It is important to select the right venue to undertake the Safe Design Workshop. Considerations include:

- Adequate seating for the expected number of participants, including the Workshop presenters. Ideally the seating should be set up in a U-shape, though this configuration isn't practical, participants should be comfortably spaced with adequate surface to review documentation, take notes, or use laptops (which is recommended).
- A large projector screen should be available to display the designs, plans and drawings to be presented on-screen and visible to all participants.
- A suitable power source, extension leads and multiple power boards (for multiple connections).
- Flip charts, markers and other Workshop aids.

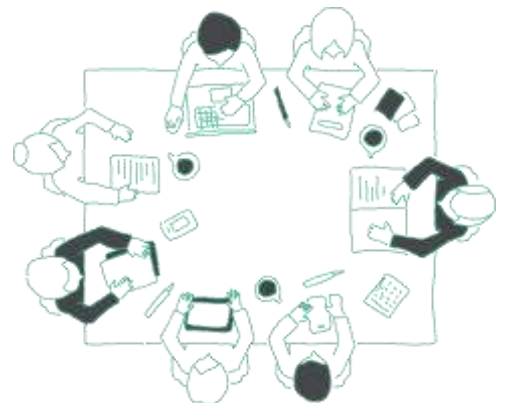
Workshop attendees should bring:

- Pens, notebook and/or laptop
- Any information available (previously provided to Workshop Facilitator) on current and likely hazards, and any design solutions proposed or used to date.

3. WORKSHOP STAKEHOLDERS

Stakeholders invited to attend this meeting should include:

- the client,
- designer,
- building contractor,
- project management,
- maintenance managers,
- contractor/equipment supplier representatives (if known),
- worker/end-user representative/s, and
- any other designers (e.g. electrical, structural, civil, landscape and interior) deemed necessary.



4. THE SAFE DESIGN WORKSHOP

4.1. WORKSHOP PRE-WORK

You may choose to engage an external Safe Design Consultant to facilitate the Safe Design Workshop. If so, the Safe Design Consultant/s will review the proposed design drawings and information provided by the client and/or designer. Alternatively, the Designer may conduct the Safe Design Workshop and prepare the documentation.

The Safe Design Workshop stakeholders will be provided with a pre-reading package which will include:

- An overview of the Safe Design Workshop process and session objectives,
- Current draft of the Safe Design Report and Risk Register (SD03) – where available, and any applicable WHS data (where available), and
- A basic set of drawings to orient participants to the project.

4.2. THE SAFE DESIGN WORKSHOP

The Safe Design Workshop Facilitator will facilitate a structured Risk Workshop using a design risk assessment process, known as the CHAIR process, with key stakeholders to identify potential hazards and brainstorm potential solutions/actions.

CHAIR is an acronym for Construction Hazard Assessment and Implications Review and is a tool that has been developed to help identify and eliminate, or minimise, different risks in a structured and systematic way. The CHAIR process will work through the key elements of the structure (i.e. structural elements, floor layout, access, cladding, services etc.), or in the case of plant, the process workflow.

The Safe Design Workshop attendees are asked to consider/investigate/consolidate outputs of the Workshop and record feedback. The activities may be undertaken as part of the Workshop, or as a follow up action following the Workshop. The Safe Design external consultant (if engaged), or the Safe Design Workshop Facilitator, will follow up to check in and update attendees on findings and opportunities to make design changes and agree next steps and actions required.

4.3. DESIGNER TO PROVIDE

The Designer (who in some cases is also the Safe Design Workshop Facilitator) should provide:

- Design drawings with sufficient detail to allow stakeholders to see detail (soft copy that can be accessed, manipulated and viewed on screen)
- Where available, any relevant information on design objectives/ assumptions/ constraints, research undertaken, proposed materials selected and proposed construction methods to be adopted.
- WHS incident data- notable incident trends and root causes, and typical issues resulting in significant events/injury (e.g. traffic/pedestrian, falling person/objects, slips and trips, manual handling, maintenance/repairs, personal security etc.)
- WHS risk profile/matrix for similar projects or a generic assessment for typical designs.
- WHS audit findings for similar projects.
- Any information on retrofits or redesign of recent similar projects after completion of build
- Recommendations from recent security /CPTED review, and
- Also any Information on any unusual or non-typical construction techniques proposed.
- A nominated scribe to capture areas requiring further investigation and or proposed designs solutions.

It would be expected the stakeholders attending the workshop will include the relevant content experts and persons with construction and maintenance work expertise.



Workshop Action Plan

Project Name _____ Design Element _____ Date _____
Drawing(s), Reference(s) _____ Revision _____

ITEM NO.	GUIDEWORD	HAZARD / RISK ISSUE(S)	CAUSES	CONSEQUENCES	DESIGN CONTROLS / SAFEGUARDS	ACTION(S) (To be considered by designer)	BY WHO (Person responsible)	BY WHEN
1 <i>[For example only]</i>	<i>Civil footing</i>	<i>Trip hazard</i>	<i>Subsidence, change of levels. Incorrect alignment for art works in steps and concrete paths creating change of levels</i>	<i>Potential issues associated with installation & maintenance of works in grassed areas. E.g. people die back at edge</i>	<i>Installation of structural elements and soil compaction requirements to be as specified as part of civil works.</i>	<i>Maintenance team to adopt and adhere to existing maintenances safe work procedures</i>	<i>Civil Contractor Maintenance Team</i>	<i>As per project plan</i>

