

DESIGNER’S SAFETY REPORT – TEMPLATE

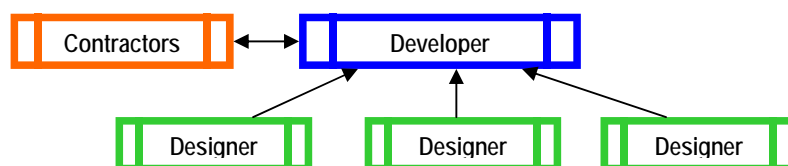
GENERAL OVERVIEW

This document has been produced by the Urban Development Institute of Australia (UDIA) (WA) as a guide to assist members in drafting a Designer’s Safety Report. The Designer’s Safety Report is a mandatory requirement of the National Standard of Construction Work Regulations administered by WorkSafe in Western Australia. It is not essential to adhere to the template provided in this document when completing a mandatory Designer’s Safety Report – but it provides a guide for acceptable practice.

Under the regulations designers must give a written occupational safety and health report to all clients commissioning design and/or construction work as part of a trade or business (referred to as 'commercial clients'). It is important to note that providing this information to your commercial client, does not in any way negate their obligations under the regulations. The commercial client is required by law to ensure, as far as practicable, that any information received about the hazards that have been identified and the risk control measures that have been considered and/or put in place, is passed on to the main contractor and to anyone who obtains the end product of the construction work from the client.

It is important to note that the level of detail in the Designer’s Safety Report must be appropriate for the client, the nature of the hazards and the degree of risk.

Safety reporting under the National Standard of Construction Work brings together all parties to share in the identification and management of safety risks. The developer has a key role in receiving the Safety Reports and ensuring that the civil and construction contractors on site are aware of the risks identified by the designers. The contractors will have a Safety Management Plan (SMP) for managing the onsite risks and will communicate that to the developer.



More information, including the *Code of Practice: Safe Design of Buildings and Structures* and the *National Standard for Construction Work: Guidance for Designers* can be found on the WorkSafe website: www.worksafe.wa.gov.au

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DESIGNER'S SAFETY REPORT

This template divides the Designer's Safety Report into three specific sections in order to clearly separate the critical site specific matters from those hazards that would commonly be found on a development/construction site. The three sections are:

1. Site specific hazards which may include, but should not be limited to:
 - o Cliffs, water bodies or other physical features unique to the site
 - o Services such as major power lines or gas distribution lines
 - o Public interface, ie an adjacent school
 - o Unexploded ordinances
 - o Specific site contamination.

2. Common Hazards. These hazards are those that a contractor would expect to manage on site and may include, but should not be limited to:
 - o Demolitions
 - o Working at heights
 - o Connection and working near existing services
 - o Moving plant and machinery
 - o Public interface
 - o Trenching
 - o Working in confined spaces
 - o Site contamination
 - o Water bodies

3. General Conditions which may include, but should not be limited to requirements for onsite safety inductions, preparation of safety management plans, adherence to design requirements (no substitution), handover procedures to avoid hazard creation (ie open trenches) and management of the design interface between various plans.

Please note that in some circumstances the template may not allow for the level of detail required for a specific site. If there is a highly complex hazard, this may require more information that the template is able to accommodate.

The Designer's Safety Report template requires details of the identified hazards, designer's assessment of level of risk of injury or harm (high/low) and risk reduction measures taken.

Reduction measures include:

- A requirement for a contractors' Safety Management Plan to manage the risk
- Design elements relevant to managing the risk. This is regarded as essential in risk management and those elements should not be adjusted on site without consultation with the designers.
- Adherence to relevant regulations and standards. Where these apply they should be identified in the Designers' Safety Report
- Other strategies – these may include appropriate signage, fencing etc.

The Designer's Safety Report must also identify any unresolved safety issues.

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- Provide an overview of the safety considerations that you have taken. Fill out the tables below referencing all of your site's specific hazards, the risk that you believe these hazards pose and the risk reduction measures (if any) that you have taken with detail appropriate for the client, the nature of the hazards and degree of risks.

SITE SPECIFIC HAZARDS TO WHICH YOU WANT TO DRAW PARTICULAR ATTENTION							
HAZARDS	DETAIL OF HAZARDS	RISK LEVEL	RISK REDUCTION MEASURES				
	Site specific hazards that need to be drawn to the attention of the client and the contractors should be detailed in this section. Including: <ul style="list-style-type: none"> • Design issues • End product • Onsite exposure 	Designer's Assessment Mark (H) high or (L) low	This section should detail how the hazard has been, mitigated or removed. The columns to the right should be ticked if a Safety Management Plan is required, if there are critical design elements that should not be changed or there is relevant regulations or standards that need to be taken into account. If the hazard remains unresolved the far right hand column should be ticked.	SMP	CRITICAL DESIGN ELEMENTS	RELEVANT REGS AND STANDARDS	OTHER
Tick relevant items							
<i>(examples only provided below – table should be completed relevant to the risks on site)</i>							
Unexploded ordinances			1. 2. 3.				
Working near school			1. 2.				
Close proximity to cliff			1. 2.				
Major power-lines			1. 2.				
Gas distribution lines			1. 2. 3.				

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	Site specific hazards that need to be drawn to the attention of the client and the contractors should be detailed in this section. Including: <ul style="list-style-type: none"> • Design issues • End product • Onsite exposure 	Designer's Assessment Mark (H) high or (L) Low	This section should detail how the hazard has been, mitigated or removed. The columns to the right should be ticked if a Safety Management Plan is required, if there are critical design elements that should not be changed or there is relevant regulations or standards that need to be taken into account. If the hazard remains unresolved the far right hand column should be ticked.	SMP	CRITICAL DESIGN ELEMENTS	RELEVANT REGS AND STANDARDS	OTHER

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COMMON HAZARDS THAT YOU WOULD NORMALLY ANTICIPATE WOULD BE ON A CONSTRUCTION SITE								
HAZARDS	DETAIL OF HAZARDS	RISK LEVEL	RISK REDUCTION MEASURES <i>(Tick appropriate boxes and provide description of risk reduction measures where appropriate)</i>					
	This table should detail hazards that would normally be expected on a development/construction site.	Designer's Assessment Mark H (high) or L (low)	This section should detail how the hazard has been mitigated or removed. The columns to the right should be ticked if a Safety Management Plan is required, if there are critical design elements that should not be changed or there is relevant regulations or standards that need to be taken into account. If the hazard remains unresolved the far right hand column should be ticked.				SMP	Critical Design Elements
							Relevant Regs and Standards	Unresolved
Tick relevant items								
<i>(examples only provided below – table should be completed relevant to the risks on site)</i>								
Demolition/ partial demolition including supporting walls			1.					
			2.					
			3.					
Working at heights			1.					
			2.					
Trenching			1.					
			2.					
Working in confined spaces			1.					
			2.					
Moving plant and machinery			1.					
			2.					
Public interface			1.					
			2.					
Site contamination			1.					
			2.					
Hazardous materials								

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	This table should detail hazards that would normally be expected on a development/construction site.	Designer's Assessment Mark H (high) or L	This section should detail how the hazard has been mitigated or removed. The columns to the right should be ticked if a Safety Management Plan is required, if there are critical design elements that should not be changed or there is relevant regulations or standards that need to be taken into account. If the hazard remains unresolved the far right hand column should be ticked.	SMP	Critical Design Elements	Relevant Regs and Standards	Unresolved
Connection and working near existing services							
Water bodies							

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GENERAL CONDITIONS	
Assumed conditions	Comment
<i>(table should be completed relevant to designer's expectations of onsite practices)</i>	
Onsite safety inductions	Onsite safety inductions, including hazards identified in this report, should be conducted for all staff
Preparation of safety management plans	Safety Management Plans should be prepared for the hazards identified in this report
Adherence to design requirements (no substitution)	There should be no variation on design requirements without consultation with the designers
Handover procedures to avoid hazard creation (ie open trenches)	Onsite management of contractors to ensure that hazards that arise through starting/completion of jobs does not occur
Design interface	This design may interface with other plans and account should be taken of any interface issues.

NB: The level of detail in the Designer's Safety Report must be appropriate for the client, the nature of the hazards and the degree of risk.