Title Page showing:

2 The Planning Stage
The model client: Promoting safe construction

# APPENDIX: Supporting documents

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# Document A1.1 OHS team effectiveness checklist

## Model client commitment to the OHS team

The following checklist enables Australian Government agencies to assess whether the project conditions will be supportive of the OHS team. Twelve project conditions are classified into the following categories: authority (A), resources (R) and credibility (C). Assessment of project conditions against this checklist will provide an indication of issues which might need to be addressed to ensure the effective functioning of the project OHS team.

|  |  |  |
| --- | --- | --- |
| **Do these conditions exist?** | **Category** | **Yes/No** |
| The project OHS team is led by a senior manager in the agency (or appropriate stakeholder). | A | Yes  No |
| The project OHS team has requisite authority to make decisions when necessary. | A | Yes  No |
| The project OHS team has input into formulation of OHS policy, plans and procedures on the project. | A | Yes  No |
| The project OHS team actively monitors the implementation of OHS policy, plans and procedures. | A | Yes  No |
| Adequate time and resources (including financial resources, equipment, meeting room etc) have been allocated to support the project OHS team and its activities. | R | Yes  No |
| The project OHS team members have received appropriate OHS training. | R | Yes  No |
| When necessary, the project OHS team can access specialist OHS advice. | R | Yes  No |
| The project OHS team is respected by project staff and its work is valued. | C | Yes  No |
| When the project OHS team makes a recommendation, the project management team is supportive. | C | Yes  No |
| People engaged on the project (whether site workers, designers, construction contractors, subcontractors or suppliers) feel they can approach the project OHS team with concerns or suggestions about OHS. | C | Yes  No |
| The project OHS team comprises a ‘vertical slice’ of project personnel, with all relevant stakeholders represented. | C | Yes  No |
| The project OHS team has procedures and rules of operation, which cover:   * development of a project OHS vision setting out the commitment of the client to the creation of a strong OHS culture * a general policy statement setting out goals and attitudes * composition of the OHS team * determination of core practices which will support the desired OHS culture * responsibilities of team members * delegations of authority * reporting protocols * communications plans and strategies * meeting frequency * meeting procedures * management of records * arrangements for establishing other workplace safety committees required by legislation (which will report to the project OHS team) * arrangements for expanding the team when other stakeholders such as designers and construction contractors become involved in the project. | C | Yes  No |

# Document A1.2 Desired behaviours of OHS team members

## Desired behaviours of the OHS team members

The statements listed below identify the desired behaviours of people appointed to the OHS team. Training and development of team members should focus on the development of these behaviours.

| **OHS team members should…** | **Tick if yes** |
| --- | --- |
| Demonstrate personal commitment to OHS |  |
| Communicate OHS information clearly to others |  |
| Participate in inspections and routine hazard-spotting exercises |  |
| Provide positive feedback and recognition for working safely |  |
| Influence others’ attitudes in support of OHS |  |
| Delegate OHS activities as appropriate |  |
| Provide advice and guidance on OHS, as appropriate |  |
| Participate in team decision making about OHS |  |
| Take responsibility for OHS |  |
| Challenge higher level management when appropriate |  |
| Strive to learn more about construction OHS |  |
| Anticipate OHS risks and raise issues with the project management team |  |
| Make practical suggestions for improving OHS |  |
| Ask others for suggestions about how to improve OHS |  |
| Be open to new ideas about OHS improvement |  |
| Encourage team problem solving |  |
| Avoid ‘talking down’ to others |  |
| Motivate others to work safely |  |
| Provide corrective feedback when observing others working unsafely |  |
| Evaluate project OHS performance openly and honestly |  |
| Learn from OHS incidents |  |
| Explain the rationale for OHS policies and procedures |  |

# Document A1.3 Training requirements/competencies for OHS team members

## OHS team training requirements

The project OHS team should include a mix of people from different functional areas. Ideally, the team should include people with specialist OHS knowledge, agency staff with contract management experience and, where appropriate, representatives of design consultants and construction contractors.

Agencies should ensure that project OHS team members have the necessary OHS competencies to ensure the effective functioning of the team. A training needs analysis should be conducted to identify gaps in team members’ OHS knowledge, skills and abilities. Where gaps exist, appropriate training should be provided. The following list suggests some OHS knowledge, skills and abilities that should be developed in project OHS team members. The level of knowledge and experience of project OHS team members should be commensurate with the OHS risk involved in the project.

| **Desirable OHS knowledge, skills and abilities** | **Tick if training required** |
| --- | --- |
| OHS legislation   * To understand the operation of OHS legislation in the relevant state/territory, including the main duties specified in the OHS Act and the operation of subsidiary Regulations dealing with OHS. * To understand the status of and relationship between statutory OHS responsibilities, codes of practice, guidance materials and Australian Standards. |  |
| OHS hazard/risk management   * To understand the process of OHS hazard/risk management, including the steps of hazard identification, risk assessment and the appropriate selection of OHS risk controls, according to the hierarchy of control. * To know about OHS hazards commonly experienced in construction work and be able to identify these hazards in hazard spotting exercises, safety walks or site inspections. * To understand and be able to apply simple methods/tools for risk assessment, such as the use of risk matrices. |  |
| Contract management   * To understand the contractual allocation of responsibility for OHS in standard contracts for design services and construction services, for different forms of project delivery, for example design-bid-build, design and construct etc. |  |
| Contractor management   * To understand processes for the management of contractors OHS, for example consideration of contractors OHS competence in prequalification/selection decisions, induction of contractors to the project, active monitoring of contractors’ OHS performance and processes for issue resolution. |  |
| Occupational health and safety management systems   * To understand the basic components of an OHS management system — that is, policy, planning, resourcing and implementing, monitoring and reviewing — and be able to apply these to the overall management of the project. * To be able to actively participate in project OHS management processes, such as toolbox talks, safety walks, OHS audits, etc as appropriate. |  |
| Data analysis   * To understand the strengths, weaknesses and limitations of different methods of OHS performance measurement. * To be able to use project OHS performance data to identify trends, diagnose problems and inform suggestions for improvement through the lifecycle of the construction project. |  |
| Effective communication   * To understand the importance of communicating about OHS in the agency and to other project stakeholders. * To be able to communicate the importance of OHS in routine correspondence and interaction with project stakeholders. |  |
| Project roles and responsibilities   * To have a full understanding of project roles and responsibilities, including the potential OHS impact of decisions made by the client, designers and construction contractors during the project lifecycle. |  |
| Design interpretation (ability to read plans)   * To be able to interpret design (that is, read construction plans) and participate actively in design OHS reviews. |  |
| Team building and leadership skills   * To understand and consistently adopt and reinforce project OHS requirements. * To understand the importance of acting as ‘role models’ in the adoption of safe behaviour on the project. |  |
| End of project evaluations   * To have the analytical skills to review project OHS performance and identify strengths, weaknesses and opportunities for improvement on future construction projects. |  |

# Document A2.1 Example project charter document

A project OHS charter should contain the following information:

* a statement of the agency’s commitment to OHS on the project
* some details about the project, that is, title/scope and, where applicable, reference to unique or extreme OHS risks
* a mission statement
* a statement of the agency’s OHS objectives for the project
* a statement of broad OHS roles/responsibilities of stakeholders in the project.

The project OHS charter should be signed by a senior agency manager.

It is recommended that agencies develop their own OHS charters on a project-by-project basis. However, an example project OHS charter is provided below.

[insert project name]

## Project occupational health and safety charter

In accordance with our commitment to occupational health and safety (OHS), we are deeply committed to working cooperatively with designers, contractors and other industry stakeholders to build and sustain a culture of safety in all of our building and construction projects. We recognise that the health, safety and wellbeing of all people is critical to the success of our building and construction projects, and also to the business of [agency name] and the community as a whole.

We commit to striving for excellent OHS performance through the lifecycle of our building and construction projects, from planning through to completion. We endeavour to ensure that no one engaged in the design, construction, operation and maintenance of the facilities we build should suffer injury or ill-health as a result. We also commit to protecting the health, safety and wellbeing of members of the public who may be affected by our building and construction projects.

Date:

Project name:

Project address:

Description of project:

We will strive to provide a healthy and safe environment for all project stakeholders by:

* requiring safe performance of suppliers of professional services relating to the project
* adequately resourcing the OHS effort
* ensuring the provision of adequate instruction, training, supervision and oversight to ensure OHS on the project
* taking prompt action when OHS deficiencies are identified.

## Mission

Through the development of a culture that promotes OHS we will not knowingly permit unsafe conditions to exist, nor will we permit project participants to compromise OHS. We are committed to:

* ensuring that ‘safe’ design requirements are met
* providing a facility that is safe to construct, use/occupy and maintain
* reviewing OHS performance and continuously improving our OHS management processes.

## Objectives

We recognise that our mission to create a healthy and safe construction project depends on our performance and the expectations of our project management personnel and those of other project stakeholders. Therefore we are committed to creating a culture in which all project stakeholders share the highest expectations of project OHS performance. We are committed to creating a project that is injury free by:

1. ensuring the systematic identification and assessment of OHS risks
2. assigning personnel dedicated to the implementation and oversight of OHS
3. establishing and planning for OHS throughout the lifecycle of the project
4. integrating OHS considerations into the selection of project participants, the management of contracts and other project management processes
5. regularly monitoring and reviewing the OHS performance of stakeholders throughout the project lifecycle
6. promoting free and honest communication among all project stakeholders
7. developing and implementing joint initiatives for the purpose of improving and sustaining good OHS performance in the project.

## Responsibilities

All parties involved in the design, procurement, construction and maintenance of the project are expected to actively promote OHS and strive to meet the objectives articulated in this charter for the term of their engagement on the project. Stakeholders include, but are not limited to the client, designers, professional advisers, engineers, suppliers, contractors and maintenance personnel.

## Acknowledgement

[*agency name*] acknowledges the importance of OHS, endorses the objectives set out in this OHS charter and agrees to participate and work with all project stakeholders to achieve the highest standards of OHS on the project.

**Name:**

**Position:**

**Date:**

# Document A3.1 Project concept OHS risk identification/assessment tool

In the conception of need phase of the project, agency staff (as part of the OHS team already created in KMA A1) should lead an analysis of the OHS hazard/risks associated with different project options. The extent to which external consultants/advisers (project managers, design specialists or OHS professionals) need to be involved in this process will depend on the complexity of the project and knowledge and experience of agency staff. An agent may be appointed to undertake this analysis. Reference should be made to Document A5.1 for guidance on rating the level of OHS risk presented by identified hazards. Agencies may find the pro forma provided below useful as a prompt sheet. Please note that the list is by no means exhaustive. Space has been left at the bottom of each stage for any additional hazards/risks identified.

Project Title:

Date:

Purpose of the project:

Description of the project:

Estimated total duration of project:

## Preliminary site work

| **Ref no.** | **Areas for consideration** | **Hazards on project and within site boundaries (Tick if applicable)** | **Effects on adjoining site and/or Surroundings (Tick if applicable** | **Hazard/risk** | **Risk rating** | **Mitigation controls or comments** |
| --- | --- | --- | --- | --- | --- | --- |
|  | Access to site |  |  |  |  |  |
|  | Type of public protection/security (for example, hoarding) |  |  |  |  |  |
|  | Security |  |  |  |  |  |
|  | Encroachments required onto roadways, paths, public areas (to allow erection of scaffolding, cranes, deliveries etc) |  |  |  |  |  |
|  | Occupancies of adjoining properties |  |  |  |  |  |

## Construction

| **Ref no.** | **Areas for consideration** | **Hazards on project and within site boundaries (Tick if applicable)** | **Effects on adjoining site and/or Surroundings (Tick if applicable** | **Hazard/risk** | **Risk rating** | **Mitigation controls or comments** |
| --- | --- | --- | --- | --- | --- | --- |
|  | Working over/near water |  |  |  |  |  |
|  | Working in confined space |  |  |  |  |  |
|  | Vibrations |  |  |  |  |  |
|  | Noise generated during construction |  |  |  |  |  |
|  | Installation of scaffolding |  |  |  |  |  |
|  | Installation of lifting equipment (that is, use and location of cranes) |  |  |  |  |  |
|  | Use of lifting equipment |  |  |  |  |  |
|  | Tunnels or below ground excavations |  |  |  |  |  |
|  | Offsite/onsite construction |  |  |  |  |  |
|  | Exterior construction (concrete, tilt up, brick, glazing etc) |  |  |  |  |  |
|  | Type of exterior finishes (for example, lots of glazing causing glare) |  |  |  |  |  |

## Commissioning, operation and maintenance

| **Ref no.** | **Areas for consideration** | **Hazards on project and within site boundaries (Tick if applicable)** | **Effects on adjoining site and/or Surroundings (Tick if applicable** | **Hazard/risk** | **Risk rating** | **Mitigation controls or comments** |
| --- | --- | --- | --- | --- | --- | --- |
|  | Location of plant |  |  |  |  |  |
|  | Cleaning exterior of building |  |  |  |  |  |
|  | Cleaning interior of building |  |  |  |  |  |
|  | Noise |  |  |  |  |  |
|  | Chemical hazards |  |  |  |  |  |
|  | Storage and disposal of waste |  |  |  |  |  |
|  | Location and access to services/utilities |  |  |  |  |  |
|  | Hours of operation |  |  |  |  |  |
|  | Emissions |  |  |  |  |  |
|  | Fresh air intake |  |  |  |  |  |

## Demolition

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref no.** | **Areas for consideration** | **Hazards on project and within site boundaries (Tick if applicable)** | **Effects on adjoining site and/or Surroundings (Tick if applicable** | **Hazard/risk** | **Risk rating** | **Mitigation controls or comments** |
|  | Piecemeal demolition |  |  |  |  |  |
|  | Deliberate control demolition |  |  |  |  |  |
|  | Stressed/tensions building components |  |  |  |  |  |
|  | Dismantling |  |  |  |  |  |

## Hazard/risk assessment team sign off

Participant 1

Name:

Position held:

Signature:

Participant 2

Name:

Position held:

Signature:

Participant 3

Name:

Position held:

Signature:

Participant 4

Name:

Position held:

Signature:

Participant 5

Name:

Position held:

Signature:

Participant 6

Name:

Position held:

Signature:

# Document A4.1 Technical feasibility risk assessment checklist

In the Outline feasibility phase of the project, agency staff (as part of the OHS team already created in KMA A1) should lead a technical feasibility hazard/risk assessment. The extent to which external consultants/advisers (project managers, design specialists or OHS professionals) need to be involved in this process will depend upon the complexity of the project and knowledge and experience of agency staff. A consultant may be appointed to undertake this analysis. Agencies may find the pro forma provided below useful as a prompt sheet and record of the analysis.

Project Title:

Date:

Address:

Names of assessors:

| **Criteria assessment** | | **Identified?** | **Location** | **Comments** |
| --- | --- | --- | --- | --- |
| Geotechnical | Stability of soil, that is, is it subject to land slip | Yes  No  N/A |  |  |
| Proximity of bodies of water to project | Yes  No  N/A |  |  |
| Presence of water table | Yes  No  N/A |  |  |
| Slope of the proposed site | Yes  No  N/A |  |  |
| Soil classification/condition, for example, highly reactive | Yes  No  N/A |  |  |
| Susceptible to flooding | Yes  No  N/A |  |  |
| Landfill | Yes  No  N/A |  |  |
| Susceptible to seismic activities | Yes  No  N/A |  |  |
| Existing infrastructure | Overhead services | Yes  No  N/A |  |  |
| Underground services/utilities | Yes  No  N/A |  |  |
| Underground communication lines | Yes  No  N/A |  |  |
| Any existing infrastructure/assets on site, for example buildings, underground tanks | Yes  No  N/A |  |  |
| Access/connection to services/utilities | Yes  No  N/A |  |  |
| Demolition required | Yes  No  N/A |  |  |
| Traffic management | Access restrictions | Yes  No  N/A |  |  |
| Disruption to traffic/pedestrian movement | Yes  No  N/A |  |  |
| Additional lighting requirements | Yes  No  N/A |  |  |
| Proximity to major infrastructure | Yes  No  N/A |  |  |
| Ability to erect plant, scaffolding etc | Yes  No  N/A |  |  |
| Disruption to public transport | Yes  No  N/A |  |  |
| Site surroundings | Proximity to adjoining property/buildings | Yes  No  N/A |  |  |
| Protection of adjoining property/buildings | Yes  No  N/A |  |  |
| Workplace/site restrictions | Yes  No  N/A |  |  |
| Identification and proximity to other construction sites | Yes  No  N/A |  |  |
| Proximity to plant and equipment | Yes  No  N/A |  |  |
| Surrounding occupancies, such as other residential (with respect to risks of noise, dust, working hours etc) | Yes  No  N/A |  |  |
| Ability to expand the facility in the future | Yes  No  N/A |  |  |
| Restrictions due to surrounding usage, such as proximity to airports | Yes  No  N/A |  |  |
| Negative impact from vegetation | Yes  No  N/A |  |  |
| Dilapidation review of adjoining structures | Yes  No  N/A |  |  |
| Security | Theft/malicious damage | Yes  No  N/A |  |  |
| Trespass | Yes  No  N/A |  |  |
| Isolated location | Yes  No  N/A |  |  |
| Hazardous material | Hazardous materials contained in existing infrastructure/assets | Yes  No  N/A |  |  |
| Soil contamination | Yes  No  N/A |  |  |
| Surrounding hazards, such as proximity to storage tanks associated with a petrol station | Yes  No  N/A |  |  |

# Document A5.1 Risk assessment tool

Risk management is a three step process of:

1. hazard/risk identification
2. risk assessment
3. risk control.

The risk assessment matrix below is a quick and simple tool that can be used by agency staff and/or the project OHS team to assess the level of risk posed by an identified hazard/risk. It should be used once a comprehensive hazard/risk identification exercise has been undertaken.

Agency staff and project OHS team members can find more information on risk management (including some useful tools and guidance) in the following documents, published by Standards Australia:

* AS/NZS 4360: 2004, Risk Management
* HB 436:2004, Risk Management Guidelines: Companion to AS/NZS 4360:2004
* HB205-2004: OHS Risk Management Handbook

## Risk assessment matrix

Risk is a function of the likelihood (or probability) of an unwanted event occurring and the severity of the consequences of this event if it did occur. This means that to determine the level of risk, you must identify the likelihood of the event and the severity of the result (consequence) if the event did occur.

A simple assessment of a risk can be made using the matrix provided below. Use the qualitative likelihood and consequence descriptors provided and then locate the risk rating using the matrix. Locate the probability in the first column of the matrix and the consequence across the top row of the matrix.

The level of risk indicated by the matrix can then be used to prioritise OHS actions.

Risk Matrix with Likelihood in the first column of the matrix and Consequence across the top row of the matrix.

Likelihood shows Likely, Possible and Unlikely and Consequence shows Major, Serious and Minor

Likely and Major = High Risk
Likely and Serious = High Risk
Likely and Minor = Medium Risk

Possible and Major = High Risk
Possible and Serious = Medium Risk
Possible and Minor = Low Risk

Unlikely and Major = Medium Risk
Unlikely and Serious = Low Risk
Unlikely and Minor = Low Risk


Consequence should be judged as follows:

**Minor** Slight or minor injury either to employees or to the public, for example bruising, cuts.

No lost time incident.

No action required by the client or contractor.

**Serious** Moderate injury either to employees or to the public with full recovery, that is, lost time incident.

Action required by client or contractor.

**Major** Loss of life potential or severe injury either to employees or to the public with long term damage.

Action required by client or contractor.

**HIGH**  Immediate action required

**MEDIUM** Action required

**LOW** No action, but monitor

*Likelihood* should be judged as follows:

**Likely** will occur several times

**Possible** could occur sometimes

**Unlikely** very unlikely to occur

***Likelihood*** should be judged as follows:

**Likely** will occur several times

**Possible** could occur sometimes

**Unlikely** very unlikely to occur

# Document A5.2 Risk register template/pro forma

In the planning stage of a construction project, a project risk register should be initiated. This is a record of OHS risks identified and assessed throughout the project lifecycle and becomes a mechanism for communicating important OHS information about the project to project stakeholders as these stakeholders change throughout the project. Information from the technical feasibility study (KMA A4) should be recorded in the project risk register. The template/pro forma below is a suggested format for the risk register.

## Project risk register

All risks identified are to be recorded on the project risk register. Document A5.2 in Booklet 2 has a worked example for your reference. Remember you may not be the only person reading this register so provide information that others will be able to interpret.

| **Ref no.** | **Activity/stage** | **Hazard/risk** | **Justify the likelihood of the hazard/risk occurring** | **Explain the consequences of the hazard/risk occurring** | **Rating** | **Accept risk? Yes/No** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

# Document A5.3 Risk treatment plan template

Once OHS hazards/risks have been identified and systematically assessed, ways in which they are to be treated should be considered. The project OHS team should be actively involved in decisions about risk treatment. Responsibility for risk treatment will vary by project stage. In the planning stage, the client agency will usually take responsibility for risk treatment decisions but, as the project moves into the design and procurement and construction stages, other parties will become more involved. In all cases, risk treatment decisions should be made in accordance with an accepted ‘hierarchy of risk controls’, which recognises that risk control measures that eliminate a hazard or reduce risk through engineering/design changes are more effective than administrative or behavioural controls. See the Standards Australia publication, HB 436:2004, Risk Management Guidelines: Companion to AS/NZS 4360:2004 for more information on this hierarchy.

## Risk treatment schedule plan

Risks that have been identified as not being acceptable are to be recorded in a risk treatment schedule plan. All actions to be undertaken are to be recorded and regularly monitored to ensure risk treatments are property implemented. Document A5.3in Booklet 2 has a worked example for your reference.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref no.** | **Hazard/risk** | **Preferred options** | **Result of cost-benefit analysis**  **A: Accept B: Reject** | **Person responsible** | **Timetable for implementation** | **Monitoring details** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

# Document A6.1 Project brief OHS checklist

## Functional OHS brief checklist

Agencies may find this pro forma useful as a prompt when considering project briefing requirements. Please note that the list is not exhaustive.

## Overview

| **Project OHS design considerations** | **Addressed and included in brief?** |
| --- | --- |
| Why has this project come about?  What it will be used for?  Who will be using it? | Yes  No |
| What do you as the model client hope to achieve from a health and safety perspective?  What are the safety objectives? | Yes  No |
| Minimum OHS competency requirements of stakeholders engaged by the agency | Yes  No |
| References to relevant legislation and agency policies | Yes  No |
| Budgetary constraints that may impact on safety | Yes  No |
| Any time constraints that may affect the design | Yes  No |

## The stakeholder

| **Project OHS design considerations** | **Addressed and included in brief?** |
| --- | --- |
| Who are the relevant stakeholders involved in the project? | Yes  No |
| Are there consultative requirements to have stakeholders participate on the project?  At what stages is consultation required?  Who is to be involved?  What are the expectations and level of involvement? | Yes  No |
| What are the safety aims and objectives? For example, clearly identifying that the construction, occupancy/use, maintenance and demolition all need to be considered. | Yes  No |

## Risk

| **Project OHS design considerations** | **Addressed and included in brief?** |
| --- | --- |
| Inclusion of any identified concept risk | Yes  No |
| Site specific details/description | Yes  No |
| Inclusion of any identified site-specific OHS risks | Yes  No |

## Construction

| **Project OHS design considerations** | **Addressed and included in brief?** |
| --- | --- |
| Foundation design *(*that is, driven piles instead of bored piles) | Yes  No |
| Working at heights (that is, consider offsite fabrication) | Yes  No |
| Manual handling (that is, reduce size of cladding for easy handling) | Yes  No |
| Hazardous substances (that is, do not specify processes which can generate hazardous by-products such as cutting and chasing) | Yes  No |
| Integration of design into construction (that is, design stairways for use in construction) | Yes  No |
| Temporary work (that is, include positions of safety lines and fixings during construction) | Yes  No |
| Safety to the public during construction | Yes  No |
| Proximity of services to construction works | Yes  No |

## Use

| **Project OHS design considerations** | **Addressed and included in brief?** |
| --- | --- |
| Traffic management/vehicular access requirements | Yes  No |
| Pedestrian access | Yes  No |
| Security requirements (that is, what areas to be public) | Yes  No |
| Disabled access | Yes  No |
| Heating and cooling expectations | Yes  No |
| Lighting (that is, natural lighting, but limiting inclusion of skylights, external lighting requirements) | Yes  No |
| Floor coverings (that is, no use of high gloss, smooth floor tiles) | Yes  No |
| Exterior cladding | Yes  No |

## Completion

| **Project OHS design considerations** | **Addressed and included in brief?** |
| --- | --- |
| Maintenance expectations (that is, use materials that don’t require regular maintenance such as painting) | Yes  No |
| Access to equipment (that is, ensure all services can be easily accessed, no confined spaces) | Yes  No |
| Demolition (that is, use alternative to tensioned reo*)* | Yes  No |

# Document A7.1 Suggested contractual requirements for design OHS

## Does the contract for consulting services require the designer to:

review the existing risk register to gain an understanding of the inherent risks already identified with the proposed project?

consult and communicate OHS information with identified stakeholders throughout the design stage?

undertake formal design OHS risk review of design options?

report on the outcomes of the OHS risk review?

record any identified OHS risks on the risk register?

provide detailed design documentation identifying residual OHS risks?

identify OHS KPIs and the reporting requirements for the design service to be provided?

specify how the OHS objectives will be monitored and reviewed?

clearly identify and specify authority for the inclusion of OHS requirements in design documentation?

nominate the minimum OHS design experience required of service providers?

require the designer to commit to the project safety charter?

If not, agency staff are to document reasons:

Completed by

Name:

Signature:

Date:

Witnessed by

Director/Manager:

Signature:

Date:

# Stage Review

# Planning stage review template

## Planning stage review

| **A1 Appoint OHS team** | **Assessment** | **Actions** |
| --- | --- | --- |
| appointment of senior Australian Government agency representatives with responsibility for OHS on the project |  |  |

| **A2 Develop project OHS charter** | **Assessment** | **Actions** |
| --- | --- | --- |
| project charter containing clear OHS vision |  |  |

| **A3 OHS risk analysis of project options** | **Assessment** | **Actions** |
| --- | --- | --- |
| documented OHS risk identification/assessment for project concept options |  |  |

| **A4 Undertake technical feasibility study** | **Assessment** | **Actions** |
| --- | --- | --- |
| OHS risk identification/assessment based upon technical feasibility |  |  |

| **A5 Record risk information** | **Assessment** | **Actions** |
| --- | --- | --- |
| the recording of all identified OHS risks, risk management decisions and ongoing monitoring of the implementation of risk management actions |  |  |

| **A6 Develop the project brief** | **Assessment** | **Actions** |
| --- | --- | --- |
| brief documentation contains detailed OHS requirements |  |  |

| **A7 Establish design requirements** | **Assessment** | **Actions** |
| --- | --- | --- |
| consultancy agreements contain detailed OHS requirements |  |  |

**Further information**

This booklet is the second in a series about clients promoting safe construction. Further information about the Model Client Framework is available from the Office of the Federal Safety Commissioner.

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