



Australian Government

Department of Employment and Workplace Relations
Office of the Federal Safety Commissioner

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The planning stage

The model client: Promoting safe construction

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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	<input type="checkbox"/> Yes <input type="checkbox"/> No
The project OHS team has requisite authority to make decisions when necessary.	A	<input type="checkbox"/> Yes <input type="checkbox"/> No
The project OHS team has input into formulation of OHS policy, plans and procedures on the project.	A	<input type="checkbox"/> Yes <input type="checkbox"/> No
The project OHS team actively monitors the implementation of OHS policy, plans and procedures.	A	<input type="checkbox"/> Yes <input type="checkbox"/> 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	<input type="checkbox"/> Yes <input type="checkbox"/> No
The project OHS team members have received appropriate OHS training.	R	<input type="checkbox"/> Yes <input type="checkbox"/> No
When necessary, the project OHS team can access specialist OHS advice.	R	<input type="checkbox"/> Yes <input type="checkbox"/> No
The project OHS team is respected by project staff and its work is valued.	C	<input type="checkbox"/> Yes <input type="checkbox"/> No
When the project OHS team makes a recommendation, the project management team is supportive.	C	<input type="checkbox"/> Yes <input type="checkbox"/> 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	<input type="checkbox"/> Yes <input type="checkbox"/> No
The project OHS team comprises a 'vertical slice' of project personnel, with all relevant stakeholders represented.	C	<input type="checkbox"/> Yes <input type="checkbox"/> No
The project OHS team has procedures and rules of operation, which cover: <ul style="list-style-type: none"> ▪ 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 	C	<input type="checkbox"/> Yes <input type="checkbox"/> No

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<ul style="list-style-type: none">▪ 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.		
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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
<p>OHS legislation</p> <ul style="list-style-type: none"> ▪ 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. 	
<p>OHS hazard/risk management</p> <ul style="list-style-type: none"> ▪ 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. 	
<p>Contract management</p> <ul style="list-style-type: none"> ▪ 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. 	
<p>Contractor management</p> <ul style="list-style-type: none"> ▪ 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. 	
<p>Occupational health and safety management systems</p> <ul style="list-style-type: none"> ▪ 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. 	
<p>Data analysis</p> <ul style="list-style-type: none"> ▪ To understand the strengths, weaknesses and limitations of different methods of OHS performance measurement. 	

Desirable OHS knowledge, skills and abilities	Tick if training required
<ul style="list-style-type: none"> ▪ 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. 	
<p>Effective communication</p> <ul style="list-style-type: none"> ▪ 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. 	
<p>Project roles and responsibilities</p> <ul style="list-style-type: none"> ▪ 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. 	
<p>Design interpretation (ability to read plans)</p> <ul style="list-style-type: none"> ▪ To be able to interpret design (that is, read construction plans) and participate actively in design OHS reviews. 	
<p>Team building and leadership skills</p> <ul style="list-style-type: none"> ▪ 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. 	
<p>End of project evaluations</p> <ul style="list-style-type: none"> ▪ 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					

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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
	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					

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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
	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					

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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
	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	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
	Proximity of bodies of water to project	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
	Presence of water table	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
	Slope of the proposed site	<input type="checkbox"/> Yes <input type="checkbox"/> No		

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Criteria assessment		Identified?	Location	Comments
		<input type="checkbox"/> N/A		
	Soil classification/condition, for example, highly reactive	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
	Susceptible to flooding	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
	Landfill	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
	Susceptible to seismic activities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Existing infrastructure	Overhead services	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
	Underground services/utilities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
	Underground communication lines	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		

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Criteria assessment		Identified?	Location	Comments
	Any existing infrastructure/assets on site, for example buildings, underground tanks	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
	Access/connection to services/utilities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
	Demolition required	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Traffic management	Access restrictions	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
	Disruption to traffic/pedestrian movement	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
	Additional lighting requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
	Proximity to major infrastructure	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
	Ability to erect plant, scaffolding etc	<input type="checkbox"/> Yes		

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Criteria assessment		Identified?	Location	Comments
		<input type="checkbox"/> No <input type="checkbox"/> N/A		
	Disruption to public transport	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Site surroundings	Proximity to adjoining property/buildings	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
	Protection of adjoining property/buildings	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
	Workplace/site restrictions	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
	Identification and proximity to other construction sites	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
	Proximity to plant and equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
	Surrounding occupancies, such as other residential (with respect to risks of noise, dust, working hours etc)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		

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Criteria assessment		Identified?	Location	Comments
	Ability to expand the facility in the future	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
	Restrictions due to surrounding usage, such as proximity to airports	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
	Negative impact from vegetation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
	Dilapidation review of adjoining structures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Security	Theft/malicious damage	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
	Trespass	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
	Isolated location	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Hazardous material	Hazardous materials contained in existing infrastructure/assets	<input type="checkbox"/> Yes		

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Criteria assessment		Identified?	Location	Comments
		<input type="checkbox"/> No <input type="checkbox"/> N/A		
	Soil contamination	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
	Surrounding hazards, such as proximity to storage tanks associated with a petrol station	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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.

		Consequence		
		Major	Serious	Minor
Likelihood	Likely	HIGH	HIGH	MEDIUM
	Possible	HIGH	MEDIUM	LOW
	Unlikely	MEDIUM	LOW	LOW

HIGH Immediate action required
MEDIUM Action required
LOW No action, but monitor

<i>Likelihood</i> should be judged as follows:	
Likely	will occur several times
Possible	could occur sometimes
Unlikely	very unlikely to occur

<i>Consequence</i> 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.

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 properly implemented. Document A5.3 in 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What do you as the model client hope to achieve from a health and safety perspective? What are the safety objectives?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Minimum OHS competency requirements of stakeholders engaged by the agency	<input type="checkbox"/> Yes <input type="checkbox"/> No
References to relevant legislation and agency policies	<input type="checkbox"/> Yes <input type="checkbox"/> No
Budgetary constraints that may impact on safety	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any time constraints that may affect the design	<input type="checkbox"/> Yes <input type="checkbox"/> No

The stakeholder

Project OHS design considerations	Addressed and included in brief?
Who are the relevant stakeholders involved in the project?	<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Risk

Project OHS design considerations	Addressed and included in brief?
Inclusion of any identified concept risk	<input type="checkbox"/> Yes <input type="checkbox"/> No
Site specific details/description	<input type="checkbox"/> Yes <input type="checkbox"/> No
Inclusion of any identified site-specific OHS risks	<input type="checkbox"/> Yes <input type="checkbox"/> No

Construction

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

Use

Project OHS design considerations	Addressed and included in brief?
Traffic management/vehicular access requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No
Pedestrian access	<input type="checkbox"/> Yes <input type="checkbox"/> No
Security requirements (that is, what areas to be public)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Disabled access	<input type="checkbox"/> Yes <input type="checkbox"/> No
Heating and cooling expectations	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lighting (that is, natural lighting, but limiting inclusion of skylights, external lighting requirements)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Floor coverings (that is, no use of high gloss, smooth floor tiles)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Exterior cladding	<input type="checkbox"/> Yes <input type="checkbox"/> 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)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Access to equipment (that is, ensure all services can be easily accessed, no confined spaces)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Demolition (that is, use alternative to tensioned reo)	<input type="checkbox"/> Yes <input type="checkbox"/> 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
<ul style="list-style-type: none"> appointment of senior Australian Government agency representatives with responsibility for OHS on the project 		

A2 Develop project OHS charter	Assessment	Actions
<ul style="list-style-type: none"> project charter containing clear OHS vision 		

A3 OHS risk analysis of project options	Assessment	Actions
<ul style="list-style-type: none"> documented OHS risk identification/assessment for project concept options 		

A4 Undertake technical feasibility study	Assessment	Actions
<ul style="list-style-type: none"> OHS risk identification/assessment based upon technical feasibility 		

A5 Record risk information	Assessment	Actions
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> brief documentation contains detailed OHS requirements 		

A7 Establish design requirements	Assessment	Actions
<ul style="list-style-type: none"> consultancy agreements contain detailed OHS requirements 		

Booklet 2: The planning stage

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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