

Health and Safety Guidelines: HSG 4.4

Health and Safety in the design of Projects



1. Purpose

This document provides guidance to considering workplace health and safety as part of the design of a Project so that appropriate risk controls can be incorporated into the design.

2. Scope

This document applies to the Executive Committee, Leaders and Supervisors, and Infrastructure and Facilities Services.

3. Definitions

In the context of the Health and Safety Management System Framework:

- (a) **Hazard** means a situation in the workplace that has the potential to harm the health and safety of Workers or to damage buildings, plant or equipment.
- (b) **Risk** means the likelihood that a hazard will cause harm and the consequence of the harm.
- (c) **Executive Committee** means the Vice-Chancellor, the Deputy Vice-Chancellors, the Pro Vice-Chancellors, the Chief Operating Officer and the Chief Financial Officer.
- (d) **Leaders/Supervisors** means any member of the University who is responsible for supervising staff and/or undergraduate or postgraduate students and/or for leading research projects.
- (e) **Manager** means a Head of School, Director, Deputy Director, Associate Director, and a manager of an organisational unit, as well as an equivalent role to these positions.
- (f) **Project** means major capital or plant works such as a new building, significant change to an existing building, facility or grounds, or redesigning/altering an existing item of plant or equipment.

- (g) **Regulatory requirements** means the legal obligations imposed upon the University, its officers and employees, and other Workers under:
 - (i) the [Work Health and Safety Act 2011 \(NSW\)](#); and
 - (ii) the [Work Health and Safety Regulation 2011 \(NSW\)](#).
- (h) **Worker** includes an employee, conjoint, student on work experience, contractor, sub-contractor, and volunteer.
- (i) **Design** means a series of activities where an idea is conceived, shaped, developed, produced and then acted upon to produce a designed outcome. It also includes any subsequent alteration of a designed outcome.
- (j) **Safe Design** means the integration of hazard identification and risk assessment methods to eliminate or minimise the risks of injury throughout the life of a product, process or project.

4. Responsibilities

4.1 Executive Committee

The Executive Committee should monitor the design of Projects to ensure appropriate risk controls in relation to any identified hazards will be implemented throughout the Project life cycle.

4.2 Managers, Leaders and Supervisors

Managers, Leaders and Supervisors should discuss any workplace health and safety implications during the design of a Project with affected Workers and with Infrastructure and Facilities Services.

4.3 Health and Safety Team

The Health and Safety Team can provide advice to project managers and other personnel on potential workplace health and safety risks during the design of a Project. This can include:

- (a) Providing input to design reviews;
- (b) Providing input to risk assessments when required;
- (c) Following up on the implementation of design changes where necessary.

4.4 Infrastructure and Facilities Services

Infrastructure and Facilities Services should:

- (a) Undertake workplace health and safety risk assessments during the design phase of a Project;
- (b) Hold and facilitate design meetings in accordance with this guideline;
- (c) Provide information on the outcomes of risk assessments to Workers who may be affected by the Project, including the controls to be put in place to manage any identified hazards; and
- (d) Provide reports to the Executive Committee on the outcomes of design meetings.

5. Guidelines

The integration of a risk assessment and subsequent control measures in the design phase of a Project is necessary to eliminate or minimise risks to workplace health and safety throughout the life of the Project.

5.1 Design meetings

- (a) Project meetings held during the design phase of the Project should include workplace health and safety as a standard agenda item to address potential risks during each phase of the Project, such as:
 - (i) Construction;
 - (ii) Commissioning;
 - (iii) Ongoing maintenance; and
 - (iv) Completion.
- (b) Meeting minutes should record all workplace health and safety related discussions, decisions and items for follow up.

5.2 Procurement documents

Procurement documents for goods and services related to the Project should specify any Regulatory requirements as well as any workplace health and safety controls that have been identified as part of the design phase of the Project.

5.3 Design Modification

Modifications to approved/final designs should be reviewed to see if there could be impacts on the health and safety controls which have been implemented for the Project so that additional controls can be implemented if necessary.

5.4 Closure

After the project has been commissioned and is complete the health and safety controls should be reviewed to check if these have been implemented. The review will help prevent errors or omissions which may lead to incidents or injuries or to prevent recurrence of similar problems on future projects.

6. References

[UON HSG 4.1 H&S Risk Management](#)

[UON HSG 4.3 Managing Change](#)

7. Attachments

Nil