

# WHSMS Safety in Design Procedure

## Section 1 - Governing Policy

(1) This Procedure is governed by the [Work, Health, Safety and Wellbeing Policy](#).

## Section 2 - Application

(2) This Procedure applies to new work managed by Development and Capital Projects and work managed by Properties and Facilities or Business Units.

## Section 3 - Designer Obligations

(3) Designers shall ensure that anything they design, is designed to minimise risks to health and safety.

## Section 4 - ACU Designs

(4) New work managed by Development and Capital Projects is understood as being designed. However, whole room or facility refurbishments managed by Properties and Facilities or work areas will also be considered as designs, even if the work involves the like-for-like replacement of the room or facility contents because:

- a. hazard identification may not have been done for the original facility;
- b. incident records may indicate hazards that can be reduced;
- c. safer room or facility components may now be available; and
- d. the type of work or the way that work is undertaken has changed, so the working or learning space may be no longer fit for purpose.

(5) Although the scope of this procedure does not consider changes smaller than room or facility refurbishments from a design perspective, ACU will always ensure that any changes maintain or improve the management of relevant WHS risks. The risk assessment process is outlined in the [WHS Risk Management Procedure](#).

## Section 5 - Designs Managed by Development and Capital Projects

(6) Development and Capital Projects shall ensure that, during the engagement of architects (or other designers), the contract clearly identifies the engaged party as the designer.

# Section 6 - Designs Managed by Property and Facilities or Work Areas

## Hazard Identification During Design

(7) During the design process, hazards should be identified which are likely to arise during the following stages:

- a. construction work;
- b. use of the refurbished facilities;
- c. maintenance of the refurbished facilities; and
- d. next partial refurbishment, complete refurbishment or demolition.

(8) To ensure there is clear record of the Safety in Design process for refurbishment works, the [WHS Design Risk Register](#) shall be used in accordance with the [WHS Risk Management Procedure](#).

## Hierarchy of Control

(9) When considering the design of risk controls (treatments) for refurbishment works, the hierarchy of control shall be applied as required by legislation. This is shown in Figure 1.

### Figure 1:

[Hierarchy of Risk Control \(Treatments\)](#)

(10) For refurbishment works, examples of possible treatments (mitigation) during design are shown in Table 1.

**Table 1: Design Treatments (Mitigation)**

Control	Design Mitigation
Elimination	Re-designing floor levels to remove an existing step, eliminating a trip hazard.
Substitution	Specifying water-based paints instead of solvent-based paints for the work - substituting the hazard with something safer.
Isolation	Specifying full enclosure around a hazard, such as fume cupboards.
Engineering	Specifying workshop equipment that is designed in accordance with AS/NZS 4024:2014, which will ensure appropriate guarding is incorporated.
Administrative	Ensuring Safe Work Method Statements or other procedures are specified where applicable.
PPE	Specifying Personal Protective Equipment (PPE) to protect workers from residual risks not controlled by the above controls for instance dust masks for tasks involving drilling.

(11) If the hazards cannot be eliminated, the most effective controls may be a combination of those shown in Figure 1. When completing the [WHS Design Risk Register](#), the highest level of risk control (treatment) incorporated into the design shall be recorded in Column H. As design is an iterative process, the [WHS Design Risk Register](#) shall be updated if the design changes to record the improvements in safety made as the design progresses.

(12) The [WHS Design Risk Register](#) should be completed in consultation with the relevant work area who will be using the working or learning space that is being designed. For larger projects, the external principal contractor may use their own risk assessment tools. Refer to the [WHSMS Contractor Management Procedure](#) for more information.

(13) The [WHS Design Risk Register](#) should be checked and reviewed by a relevant Senior Manager within Properties and Facilities or another work area.

## **Section 7 - Revision made to this Procedure**

(14) The University may make changes to this procedure from time to time to improve its effectiveness. If any staff member wishes to make any comments about this procedure, they should forward their suggestions to People and Capability.

## **Section 8 - Further Assistance**

(15) Any staff member who requires assistance in understanding this procedure should first consult their Nominated Supervisor or Manager who is responsible for applying the [WHSMS Implementation Procedure](#) within their work area. Should further information or advice be required, staff should visit [Service Central](#).

## **Section 9 - Associated Information**

(16) For related legislation, policies, procedures and guidelines and any supporting resources please refer to the Associated Information tab.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	18th December 2023
<b>Review Date</b>	29th April 2024
<b>Approval Authority</b>	Vice-Chancellor and President
<b>Approval Date</b>	18th December 2023
<b>Expiry Date</b>	Not Applicable
<b>Responsible Executive</b>	Angelle Laurence Chief People Officer
<b>Responsible Manager</b>	Angelle Laurence Chief People Officer
<b>Enquiries Contact</b>	Bernardine Lynch ER and Safety Committees and Policy Officer <hr/> People and Capability