

1. Purpose

To describe the process of ensuring design or re-design of City of Greater Dandenong (CGD) buildings, plant or workplace layout, does not pose health and safety risks.

2. Scope

This procedure applies to the design, re-design, construction, modification and commissioning of all CGD buildings, structures and plant. It also applies to modifications to new or modified workplace layouts of CGD buildings where OHS will or is likely to be impacted.

3. Definitions

Contractor: an organisation, or individual, including all their employees and sub-contractors, with a contractual agreement with CGD to provide a specific service or range of services in accordance with the contract terms and the defined scope of contract. This includes Labour Hire Agencies.

Hierarchy of Control: Lists the ways of controlling risks, ranked from the highest level of protection and reliability to the lowest. The most desired control is the elimination of the risk; the least desired control is the use of personal protective equipment. A combination of two or more controls may be considered to achieve the best possible risk reduction.

Plant and Equipment: Any machinery, equipment, appliance, implement or tool including any component or anything fitted, connected or related.

Project Manager: CGD officer or person nominated to oversee and coordinate a project.

4. Responsibilities

For general OHS responsibilities refer to OHS Responsibilities Procedure.

Team Leader Risk & OHS is responsible for:

- ensuring the procedure is implemented and reviewed as required, and
- providing specialist assistance where required.

Managers are responsible for:

- implementing the procedure in their area of responsibility, and
- communicating and consulting with relevant employees, volunteers and contractors about this procedure.

5. Procedure

5.1 Identification of Design and Modification risks

A risk management approach will be followed incorporating hazard identification, risk assessment, control and monitoring as per the OHS Risk and Change Management Procedure.

The process needs to be undertaken during the design of a building, structures, plant and introduction of new workplace layouts or changes to existing workplace layouts that will or are likely to impact upon health and safety.

The following factors must be taken into account in assessing design and modification risks:

- building, structure or plant is designed to be safe and without risks to the health of person's using it as (or in) a workplace,

- construction methods, including processes and materials,
- compliance with all relevant OHS legislation,
- interfaces with other buildings, structures, plant or equipment, layouts or systems of work,
- actual and foreseeable operational use and maintenance,
- work activities associated with the intended uses of the building, structure, plant or layout,
- provision for maintenance, repair service and cleaning activities needed to be undertaken in and on the completed building, structure, plant or layout,
- identify any matters that give risk to health and safety risks particularly any high risks,
- practical safeguards to limit unauthorised access and other security considerations,
- commissioning, decommissioning, demolition/disposal and re-cycling of materials,
- adequate definition of health and safety requirements in design documentation, and
- engaging subject matter experts (SME) in the design phase (eg ergonomists, hygienists etc).

5.2 Control

The Manager and/or Team Leader Risk & OHS in consultation with (where applicable) Project Manager, HSR, employees and contractors are to ensure suitable controls, are selected and implemented. Refer also to OHS Plant and Equipment Safety Procedure.

The following factors must be taken into account in controlling design and modification risks:

- what is reasonably practicable to implement as risk control, considering Hierarchy of Controls, and
- are specialist services required, and
- appropriately qualified/competent persons are engaged, based on qualifications, certification and/or experience to ensure health and safety requirements will be met.

5.3 Monitor and Review Controls for Effectiveness

Control measures established for controlling design and modification risks should be reviewed at regular intervals, making sure that they have the desired effectiveness in reducing the likelihood and/or consequences of the hazard occurring. The Manager or their nominated representative are to review the hazard and risk ratings to determine if the controls are effective in reducing risks to an acceptable level.

5.4 Documentation

Records relating to health and safety e.g. design verification, modification, or registration need to be stored and maintained as per OHS Document Control Procedure, and Objective (Records Management System) protocols, including:

- documentation location
- consultation
- relevant corrective action/s propagated

6. References

Occupational Health and Safety Act 2004

Equal Opportunity Act 2010

Disability Discrimination Act 1992

Occupational Health and Safety Regulations 2017

WorkSafe Victoria, 2006, Designing Safer Buildings and Structures

Commonwealth of Australia, 2006, Guidance on the Principles of Safe Design for Work

National self-insurer OHS management system audit tool (NAT), version 3 – criteria 3.10.7 and - 3.10.8

7. Related Documents

OHS Policy

OHS Communication, Consultation and Issue Resolution Procedure

OHS Responsibilities Procedure

OHS Risk and Change Management Procedure

OHS Contractor Management Procedure

OHS Plant and Equipment Safety Procedure

OHS Document Control Procedure

CGD Workplace Adjustments Guidelines

CGD Building Fit-out Standards Manual

8. Document History

Version Number	Issue Date	Approved by	Description of Change
0.1			1 st Draft from MAV/JLT
0.2		22.05.2019	Accepted by OHS Policy Sub-Committee
0.3		24.06.2019	14 Day All Staff Consultation
1.0		July 2019	Approved by OHS Oversight Team