# Appendix No. 7 SAFE DESIGN REPORT

40 of 40

# SAFE DESIGN REPORT

# NEW WAREHOUSE, SHOWROOM & OFFICE

AT

## LOT 34 OF DP1036699 60 JACK WILLIAMS DRIVE PENRITH NSW 2750

**FOR** 

## **CREST OFFICE INTERIORS**

**JUNE 2013** 

## **DUTAILLIS | ARCHITECTS**

EDUCATION COMMERCIAL INDUSTRIAL
PO BOX 1039 T: (02) 4821 8373
95 CLIFFORD STREET F: (02) 4822 1305
GOULBURN NSW 2580 ABN: 32116 014567
Email:- dutaillisarchitects@goulburn.net.au





#### 1.0 **CONTACT DETAILS**

#### 1.1 **CLIENT:**

Name		
Crest Office Interiors		
Address C/- PO Box 1039		
Town GOULBURN	State NSW	Postcode 2580
Telephone         Fax           (02) 4821 8373         (02) 4822 1305	Mobile ~~	E-mail ~~
PROPERTY OWNER:		

### 1.2

Name		
Crest Office Interiors		
Address C/- PO Box 1039		
Town	State	Postcode
GOULBURN	NSW	2580
Telephone Fax	Mobile	E-mail
(02) 4821 8373 (02) 4822 1305	~~	~~

#### 2.0 LAND:

Flat/Street Nº 60	Street name Jack Williams Drive	
Town PENRITH	State NSW	Postcode 2750
Lot N° 34	Section ~~	
<b>DP/MPS Nº</b> 1036699	Volume/folio ~~	Site area (m²)

#### 3.0 **PROJECT:**

- 3.1 **Description of proposal:** Commercial Retail Premises
- 3.2 Purpose of Structure (at time of design): Retail Warehouse & Office

### 4.0 NOTES

4.1	of the Ac	test and Regulations for Workplace Health & Safety. This is in accordance regulations of the following:-
	X	New South Wales
		Queensland
		Australian Capital Territory
		Northern Territory
		Commonwealth
4.2	control r	pose of this report is to identify hazards and risks and inform the client of any methods that may be applicable. It is also to assist in incorporating safety ations into the design process. This Office has considered the following methods I project risks in the preparation of this report.
	X	Elimination
	X	Substitution
	X	Isolation
	X	Engineering
	X	Administration
	X	Personnel Protective Equipment (PPE)
4.3		f or Office is not an accredited assessor under the definition of the Act. We not the following in relation to Work Health and Safety based on the scope of the
		Obtain contractor advice on the adequacy of their work safety arrangements.
	X	Require the contractor to provide a Health and Safety Management Report.
		Engage an accredited assessor to prepare an independent Management Plan.
4.4	This Safe	e Design Report will be current only for the engagement of the services of our



## 5.0 HEALTH AND SAFETY CONSIDERATIONS - CONSTRUCTION

5.1	Access						
	X	Risk To Contractor	X	Risk to Public		N/A	
	_	otion: Access to the building public access, contractor ac	_		ires manaş	gement. This	
		Contractor to provide site ecific vehicle access restriction		_	-	-	
5.2	Adjoin	ing Areas					
		Risk To Contractor		Risk to Public	X	N/A	
5.3	Amenit	ties and Facilities					
		Risk To Contractor		Risk to Public	X	N/A	
5.4	Asbesto	os					
		Risk To Contractor		Risk to Public	X	N/A	
5.5	Climat	ic Conditions					
		Risk To Contractor		Risk to Public	X	N/A	
5.6	Confin	ed Spaces					
		Risk To Contractor		Risk to Public	X	N/A	
5.7	Crane	Operation					
	X	Risk To Contractor		Risk to Public		N/A	
	<b>Description</b> : Project involves crane operation and associated risk to contractor and subcontractor.						
	protecti	Contractor to provide a sive equipment and other item e site. Licensed operators to l	is to be us	ed when contractor,			
5.8	Earthw	vorks					
	X	Risk To Contractor		Risk to Public		N/A	
	<b>Descrip</b> subcont	otion: Excavation and fills ractor.	ing work	s and associated r	isk to co	ntractor and	
		Contractor to provide site				during whole	

5.9	Electrica	al							
	X	Risk To Contractor		Risk to Public		N/A			
	Descript	ion: Electrical work and ass	sociated ri	isk to contractor and s	ubcontract	tors.			
	<b>Action</b> : Contractor to provide training. Personal protective equipment and other items to minimise risk. Licensed operators to be used for all electrical work.								
5.10	Excavat	ion – Falls, Collapse, Over	head Obj	ects, Contaminants					
	X	Risk To Contractor		Risk to Public		N/A			
	excavatio	ion: Excavation may result on, the persons working in a vation may result in a person	n excavat	ion may be subject to	objects fal	lling on them			
	Action:	Contractor to manage risks	associated	with excavations.					
5.11	Excavat	ion – Underground Service	es						
	X	Risk To Contractor		Risk to Public		N/A			
	Descript	ion: The site has not been fu	ılly invest	igated for existing un-	derground	services.			
		Contractor to identify all ications services that may be do to all appropriate persons	e present i						
5.12	Falling (	Objects							
	X	Risk To Contractor		Risk to Public		N/A			
	Descript objects.	ion: Project involves works	ing at heig	ghts. Construction wo	rk may res	sult in falling			
	<b>Action</b> : Contractor to provide a secure work area for all construction work. Personal protective equipment and other items to be used when contractor, subcontractors and staff enter the site.								
5.13	Falls Pro	evention							
	X	Risk To Contractor		Risk to Public		N/A			
	<b>Descript</b> result in a	ion: Project involves work a fall.	ing at heig	ghts. Project involves	excavatio	n which may			
		Contractor to provide cra All above items to be or to provide a secure work	provided	by appropriately lie					

3.14	rnean	d Emergency Situations				
	X	Risk To Contractor	X	Risk to Public		N/A
	Descrip	otion: Fire and other emerger	ncies may	occur on site during th	ne works.	
		Contractor to prepare an ev de fire fighting equipment du				
5.15	Formw	ork				
	X	Risk To Contractor		Risk to Public		N/A
	Descrip	otion: Projects may involve r	risks in op	erating formwork cons	truction e	quipment.
		Contractors to provide traing procedure in work area to o				professional
5.16	Hazard	lous Substances				
	X	Risk To Contractor	X	Risk to Public		N/A
	_	otion: Chemicals may be uses during construction.	sed in ad	hesives, painting, floo	ring, finis	shes or other
	Data Sh	Contractor to select low-veneets are to be provided for all persons expose	1 products	used on site. Personal	Protectiv	
5.17	Lightin	ıg				
		Risk To Contractor		Risk to Public	X	N/A
5.18	Manua	l Handling				
	X	Risk To Contractor		Risk to Public		N/A
		otion: Handling of heavy it is and staff.	tems and	I the associated risk	to cont	ractors sub-
	<b>Action</b> : Contractor to provide training, personal protective equipment and other items to minimise the risks associated with manual handling. Contractor to substitute manual handling with machine handling where available.					
5.19	Mobile	Plant				
		Risk To Contractor		Risk to Public	X	N/A
5.20	Noise E	Exposure				
	X	Risk To Contractor	X	Risk to Public		N/A
	Descrip	otion: Noise generation from	building v	work may exceed safe l	evels.	
		For the contractor, personned to noise. For the public, no				



5.21	Plant &	& Equipment					
	X	Risk To Contractor		Risk to Public		N/A	
	Descrip	otion: Earth moving equipm	nent and oth	ner powered machine	ery will be u	sed on site	
		Contractor to provide safeted for all plant and equipment		r all plant and equip	ment. Licer	sed operators	
5.22	Radiat	ion					
		Risk To Contractor		Risk to Public	X	N/A	
5.23	Roads	& Traffic					
	X	Risk To Contractor	X	Risk to Public		N/A	
	<b>Descrip</b> exiting	otion: Contractor, subcontractor the site.	actor and	delivery vehicles tra	avelling to,	entering and	
	Action: users.	Contractor to prepare traff	fic manager	ment plan and inform	n all approp	riate site	
5.24	Site Co	onditions					
		Risk To Contractor		Risk to Public	X	N/A	
5.25	Slipper	riness of Floor Surfaces					
	X	Risk To Contractor		Risk to Public		N/A	
	<b>Descrip</b> work ar	otion: Project may involve ea.	e wet floor	surfaces and subsec	quent slippe	ry surfaces in	
	Action:	Contractor to provide sent to minimise risks.	sign and p	rotection in work a	area. Person	nal protective	
5.26	Steel C	onstruction					
	X	Risk To Contractor		Risk to Public		N/A	
	<b>Description</b> : Steel construction involves welding, grinding and other procedures which may result in risk to contractor and subcontractors.						
		Contractor to provide trag procedure in the work are	_				
5.27	Steppi	ng On or Striking Against	Objects				
	X	Risk To Contractor		Risk to Public		N/A	
	_	otion: Construction site m		11 <del>-</del> 01		epping on or	



5.28	protectiv	ve equipment to minimise the ral Alterations		ssional constituction pr	ocedures	and personar
		Risk To Contractor		Risk to Public		N/A
5.29	Structu	ral Safety				
	X	Risk To Contractor	X	Risk to Public		N/A
		tion: Structural elements are panels, masonry and other i		sembled on site such	as steel p	ortal frames,
	Action: the build	Contractor to provide all te ding.	mporary p	props and supports for	structural	elements of
5.30	Tempor	rary Instability				
	X	Risk To Contractor		Risk to Public		N/A
		<b>tion</b> : Structural element, sed on site and result in temporal			ortal fram	es are to be
	Action: building	Contractor to provide all te	mporary p	props and supports for	structural	elements of
5.31	Tilt Up	Construction				
	X	Risk To Contractor		Risk to Public		N/A
		tion: Project includes tilt u or and subcontractors.	ıp constru	action and may result	in associ	ated risks to
		Contractors to provide all tors to provide secure work a				_
5.32	Underg	round Services				
	X	Risk To Contractor		Risk to Public		N/A
	Descrip	tion: The site has not been f	ully inves	tigated for existing und	derground	services.
	distribut	Contractor to identify all the dot all appropriate persons low professional procedures	on site. N	New underground serv		
5.33	Work a	t Heights				
	X	Risk To Contractor		Risk to Public		N/A
	_	tion: Project involves roof to contractor or subcontractor		on work and may res	ult in risk	s of work at



**Action:** Contractor to provide training and secure work area. Security wire and roof mounting plates to be provided for licensed subcontractors and other personal protective equipment to be provided to minimise risks.

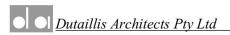
	5.34	work (	on or Near Water				
			Risk To Contractor		Risk to Public	X	N/A
	5.35	Workir	ng Environment				
			Risk To Contractor		Risk to Public	X	N/A
	5.36	Vibrati	on				
			Risk To Contractor		Risk to Public	X	N/A
	5.37	Are then Section	re any site or project specific 5.0?	safety asp	pects not otherwise cov	ered in	
			Yes		No	X	N/A
	5.38		re any site or project specific for this design?	safety pro	ocedures that the Office	e consider	ed should
			Yes		No	X	N/A
6.0	CONS	TRUCT	ION ADVICE FROM OTH	ER DES	IGNERS / CONSULT	CANTS	
	Refer t	o the foll	owing Consultants document	s:-			
	6.1	Structu	ıral				
			Yes	X	No		N/A
	6.2	Civil					
			Yes	X	No		N/A
	6.3	Hydrau	ılic				
			Yes	X	No		N/A
	6.4	Electric	cal				
			Yes	X	No		N/A
	6.5	Mechai	nical				
	6.6	Geotec	Yes hnical	X	No		N/A
			Yes	X	No		N/A
	6.7	Landsc	aping				

Yes

X

No

N/A



## 7.0 HEALTH & SAFETY CONSIDERATIONS – LIFE CYCLE

7.1	Regula	r Maintenance						
	X	Risk to Building Owner/ Operator		Risk to Public		N/A		
	<b>Descrip</b> operation	otion: Regular maintenance may on.	include m	naintenance at heigh	t or equipn	nent		
	follow 1	Licensed operators or inspector professional procedures. Mainteners. Personal protective equipmen	nance info	rmation must be dist				
7.2	Period	ic Maintenance						
	X	Risk to Building Owner/ Operator		Risk to Public		N/A		
		otion: Periodic maintenance incl associated risks to building own	-		t operation	. It may		
	<b>Action</b> : Licensed operators or inspectors are required. Regular maintenance work mu follow professional procedures. Maintenance information must be distributed to all operators. Personal protective equipment to minimise risks.							
7.3	Other 1	Maintenance						
		Risk to Building Owner/ Operator		Risk to Public	X	N/A		
7.4	Buildir	ng End Of Life (Demolition)						
	X	Risk to Building Owner/ Operator	X	Risk to Public		N/A		
		<b>Description</b> : Demolition work may result in noise exposure, dust exposure and other associated risks to building owner or operator.						
	register	Contractor or operator to provious of persons on site, specific accessent to minimise risks.						

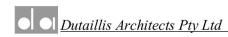


9.0

## 8.0 GENERAL NOTES FOR CONTRACTOR ACTION

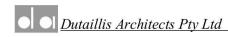
8.1		umstances, the client and petors and any other persons				i			
	X	Safe Work Method Stater	nents						
	X	Materials Data Safety Sheets							
	X	Carry out Safety Audits,	Carry out Safety Audits, Inspections and Management reviews.						
	X	Carry out the Site Inducti	on for all wo	orkers and visitors to	the workplace.	(			
	X	Prevent drug or alcohol m	nisuse in the	workplace.					
	X	Maintain an incident repo	orting and rev	view process in the w	orkplace.				
	X	Provide Insurance covera	ge relating to	o Workplace Safety.					
	X	Use appropriate Personal	Protective E	quipment.					
8.2		umstances, the client and the sto protect the public and	1 1		re of these				
	X	Fencing to the site.							
	X	Monitoring site activity.							
	X	Report trespass and crimi	nal activity.						
	X	Maintain current public liability insurance.							
ISSUE	OF DOC	UMENTS							
This Sa	fe Design l	Report document has been	issued to the	e following parties:-					
9.1	Client								
	X	Yes				No			
9.2	Contracto	or							
		Yes	X	No		N/A			
9.3	Subcontr	actors							
		Yes	X	No		N/A			

# **APPENDIX A**



# **HIERARCHY OF RISK CONTROL**

CONTROL	<b>EFFECTIVENESS</b>	DESCRIPTION	<b>EFFORT</b>
Elimination	100% Hazard removed	Remove or redesign the process or plant so the hazard does not exist	Low
Substitution	75% You are reducing the hazard	Hazard substituted with something of a lesser risk e.g. red rating chemical with amber rating chemical	Moderate
Engineering/Isolation	50% You are reducing or controlling the hazard	Hazard controlled through isolation using an engineering measure e.g. machine guarding	Moderate
Administration/Training	25% You are now putting in soft controls which rely on people	Hazard control by influencing people e.g. safety procedures, job rotation and signage	High
Personal Protective Equipment (PPE)	5% You are now limiting the damage	Hazard controlled by the use of personal protective equipment e.g. respirators, hearing protection, protection from exposure	Major



# **RISK LEVEL MATRIX**

	Consequences: How severely it hurts someone (if it happens)?				
Likelihood How likely is it to happen?	Insignificant (no injuries)	Minor (first aid treatment only; spillage contained at site)	Moderate (medical treatment; spillage contained but with outside help)	Major (extensive injuries; loss of production)	Catastrophic (death; toxic release of chemicals)
Almost certain	2	3	4	A	1
Expected in most circumstances	H	H H	A	A	A
Likely Will occur in most circumstances	2	3	3	4	4
	M	H	H	A	A
Possible Might occur at some time	1	2	3	4	4
	L	M	H	A	A
Unlikely Could occur at some time	1	1	2	3	4
	L	L	M	H	A
Rare May occur, only in exceptional circumstances	1	2	2	3	3
	L	L	M	H	H

<b>Score and Statement</b>	Action
4 A: Acute	ACT NOW – Urgent – do something about the risks immediately. Requires immediate action.
3 H: High	Highest management decision is required urgently.
2 M: Moderate	Follow management instructions.
1 L: Low	OK for now. Record and review if any equipment/ people / materials/ work processes or procedures change.