

# **Appendix No. 7**

## **SAFE DESIGN REPORT**

# **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  
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**1.0 CONTACT DETAILS**

**1.1 CLIENT:**

**Name**

Crest Office Interiors

**Address**

C/- PO Box 1039

**Town**

GOULBURN

**State**

NSW

**Postcode**

2580

**Telephone**

(02) 4821 8373

**Fax**

(02) 4822 1305

**Mobile**

~ ~

**E-mail**

~ ~

**1.2 PROPERTY OWNER:**

**Name**

Crest Office Interiors

**Address**

C/- PO Box 1039

**Town**

GOULBURN

**State**

NSW

**Postcode**

2580

**Telephone**

(02) 4821 8373

**Fax**

(02) 4822 1305

**Mobile**

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**E-mail**

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**2.0 LAND:**

**Flat/Street N°**

60

**Street name**

Jack Williams Drive

**Town**

PENRITH

**State**

NSW

**Postcode**

2750

**Lot N°**

34

**Section**

~ ~

**DP/MPS N°**

1036699

**Volume/folio**

~ ~

**Site area (m<sup>2</sup>)**

2147

**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** Our Office has prepared this Design Safety Report to comply with the requirement of the Acts and Regulations for Workplace Health & Safety. This is in accordance with the regulations of the following:-

- New South Wales
- Queensland
- Australian Capital Territory
- Northern Territory
- Commonwealth

**4.2** The purpose of this report is to identify hazards and risks and inform the client of any control methods that may be applicable. It is also to assist in incorporating safety considerations into the design process. This Office has considered the following methods to control project risks in the preparation of this report.

- Elimination
- Substitution
- Isolation
- Engineering
- Administration
- Personnel Protective Equipment (PPE)

**4.3** Our Staff or Office is not an accredited assessor under the definition of the Act. We recommend the following in relation to Work Health and Safety based on the scope of the project:-

- Obtain contractor advice on the adequacy of their work safety arrangements.
- 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 Design Report will be current only for the engagement of the services of our Office for the scope of work required by the client. If work by other designers is carried out on the project, the responsibility for design safety is considered to be void for our Office.

**5.0 HEALTH AND SAFETY CONSIDERATIONS - CONSTRUCTION**

**5.1 Access**

Risk To Contractor       Risk to Public       N/A

**Description:** Access to the building works within the site requires management. This includes public access, contractor access and vehicle manoeuvring.

**Action:** Contractor to provide site fences, contractor compound, a register of persons on site, specific vehicle access restrictions and on-going maintenance for the above.

**5.2 Adjoining Areas**

Risk To Contractor       Risk to Public       N/A

**5.3 Amenities and Facilities**

Risk To Contractor       Risk to Public       N/A

**5.4 Asbestos**

Risk To Contractor       Risk to Public       N/A

**5.5 Climatic Conditions**

Risk To Contractor       Risk to Public       N/A

**5.6 Confined Spaces**

Risk To Contractor       Risk to Public       N/A

**5.7 Crane Operation**

Risk To Contractor       Risk to Public       N/A

**Description:** Project involves crane operation and associated risk to contractor and subcontractor.

**Action:** 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. Licensed operators to be used for operation.

**5.8 Earthworks**

Risk To Contractor       Risk to Public       N/A

**Description:** Excavation and filling works and associated risk to contractor and subcontractor.

**Action:** Contractor to provide site fence. Dust control method to be used during whole earthworks. Personal protective equipment to be used to minimise risks.

**5.9 Electrical**

Risk To Contractor       Risk to Public       N/A

**Description:** Electrical work and associated risk to contractor and subcontractors.

**Action:** Contractor to provide training. Personal protective equipment and other items to minimise risk. Licensed operators to be used for all electrical work.

**5.10 Excavation – Falls, Collapse, Overhead Objects, Contaminants**

Risk To Contractor       Risk to Public       N/A

**Description:** Excavation may result in risks for falls into an excavation, collapse of an excavation, the persons working in an excavation may be subject to objects falling on them and excavation may result in a person being exposed to an airborne contaminant.

**Action:** Contractor to manage risks associated with excavations.

**5.11 Excavation – Underground Services**

Risk To Contractor       Risk to Public       N/A

**Description:** The site has not been fully investigated for existing underground services.

**Action:** Contractor to identify all sewer, stormwater, freshwater, gas, electricity and communications services that may be present in the area of new work. Information is to be distributed to all appropriate persons on-site.

**5.12 Falling Objects**

Risk To Contractor       Risk to Public       N/A

**Description:** Project involves working at heights. Construction work may result in falling objects.

**Action:** 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 Prevention**

Risk To Contractor       Risk to Public       N/A

**Description:** Project involves working at heights. Project involves excavation which may result in a fall.

**Action:** Contractor to provide cranes, scaffolding and mobile platform equipment as required. All above items to be provided by appropriately licenced subcontractors. Contractor to provide a secure work area for all excavations.

**5.14 Fire and Emergency Situations**

Risk To Contractor       Risk to Public       N/A

**Description:** Fire and other emergencies may occur on site during the works.

**Action:** Contractor to prepare an evacuation plan and emergency action plan. Contractor to provide fire fighting equipment during the works as appropriate to a building site.

**5.15 Formwork**

Risk To Contractor       Risk to Public       N/A

**Description:** Projects may involve risks in operating formwork construction equipment.

**Action:** Contractors to provide training. Licensed subcontractors must follow professional working procedure in work area to operate formwork construction equipment.

**5.16 Hazardous Substances**

Risk To Contractor       Risk to Public       N/A

**Description:** Chemicals may be used in adhesives, painting, flooring, finishes or other processes during construction.

**Action:** Contractor to select low-voc materials to the extent possible. Materials Safety Data Sheets are to be provided for all products used on site. Personal Protective Equipment to be provided for all persons exposed to possible hazardous materials.

**5.17 Lighting**

Risk To Contractor       Risk to Public       N/A

**5.18 Manual Handling**

Risk To Contractor       Risk to Public       N/A

**Description:** Handling of heavy items and the associated risk to contractors sub-contractors and staff.

**Action:** 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       N/A

**5.20 Noise Exposure**

Risk To Contractor       Risk to Public       N/A

**Description:** Noise generation from building work may exceed safe levels.

**Action:** For the contractor, personnel protective equipment is to be provided to all persons exposed to noise. For the public, noise generating activity is to be scheduled to minimise risk.

**5.21 Plant & Equipment**

Risk To Contractor       Risk to Public       N/A

**Description:** Earth moving equipment and other powered machinery will be used on site.

**Action:** Contractor to provide safety plan for all plant and equipment. Licensed operators to be used for all plant and equipment.

**5.22 Radiation**

Risk To Contractor       Risk to Public       N/A

**5.23 Roads & Traffic**

Risk To Contractor       Risk to Public       N/A

**Description:** Contractor, subcontractor and delivery vehicles travelling to, entering and exiting the site.

**Action:** Contractor to prepare traffic management plan and inform all appropriate site users.

**5.24 Site Conditions**

Risk To Contractor       Risk to Public       N/A

**5.25 Slipperiness of Floor Surfaces**

Risk To Contractor       Risk to Public       N/A

**Description:** Project may involve wet floor surfaces and subsequent slippery surfaces in work area.

**Action:** Contractor to provide sign and protection in work area. Personal protective equipment to minimise risks.

**5.26 Steel Construction**

Risk To Contractor       Risk to Public       N/A

**Description:** Steel construction involves welding, grinding and other procedures which may result in risk to contractor and subcontractors.

**Action:** Contractor to provide training. Licensed subcontractors must follow the correct working procedure in the work area. Personal protective equipment to minimise the risks.

**5.27 Stepping On or Striking Against Objects**

Risk To Contractor       Risk to Public       N/A

**Description:** Construction site may involve assembly and can result in stepping on or striking against objects causing a risk to contractor and subcontractors.





**Action:** Contractor to provide training, professional construction procedures and personal protective equipment to minimise the risks.

**5.28 Structural Alterations**

Risk To Contractor       Risk to Public       N/A

**5.29 Structural Safety**

Risk To Contractor       Risk to Public       N/A

**Description:** Structural elements are to be assembled on site such as steel portal frames, concrete panels, masonry and other items.

**Action:** Contractor to provide all temporary props and supports for structural elements of the building.

**5.30 Temporary Instability**

Risk To Contractor       Risk to Public       N/A

**Description:** Structural element, such as steel truss and steel portal frames are to be assembled on site and result in temporary instability risks.

**Action:** Contractor to provide all temporary props and supports for structural elements of building.

**5.31 Tilt Up Construction**

Risk To Contractor       Risk to Public       N/A

**Description:** Project includes tilt up construction and may result in associated risks to contractor and subcontractors.

**Action:** Contractors to provide all temporary supports for structural element of building. Contractors to provide secure work area on site. Personal protective equipment to minimise risks.

**5.32 Underground Services**

Risk To Contractor       Risk to Public       N/A

**Description:** The site has not been fully investigated for existing underground services.

**Action:** Contractor to identify all the existing underground services. Information is to be distributed to all appropriate persons on site. New underground services construction work must follow professional procedures by licensed subcontractors.

**5.33 Work at Heights**

Risk To Contractor       Risk to Public       N/A

**Description:** Project involves roof construction work and may result in risks of work at heights to contractor or subcontractors.



**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       N/A

**5.35 Working Environment**

Risk To Contractor       Risk to Public       N/A

**5.36 Vibration**

Risk To Contractor       Risk to Public       N/A

**5.37** Are there any site or project specific safety aspects not otherwise covered in Section 5.0?

Yes       No       N/A

**5.38** Are there any site or project specific safety procedures that the Office considered should be used for this design?

Yes       No       N/A

**6.0 CONSTRUCTION ADVICE FROM OTHER DESIGNERS / CONSULTANTS**

Refer to the following Consultants documents:-

**6.1 Structural**

Yes       No       N/A

**6.2 Civil**

Yes       No       N/A

**6.3 Hydraulic**

Yes       No       N/A

**6.4 Electrical**

Yes       No       N/A

**6.5 Mechanical**

Yes       No       N/A

**6.6 Geotechnical**

Yes       No       N/A

**6.7 Landscaping**



Yes

No

N/A

**7.0 HEALTH & SAFETY CONSIDERATIONS – LIFE CYCLE**

**7.1 Regular Maintenance**

Risk to Building Owner/ Operator       Risk to Public       N/A

**Description:** Regular maintenance may include maintenance at height or equipment operation.

**Action:** Licensed operators or inspectors are required. Regular maintenance work must follow professional procedures. Maintenance information must be distributed to all operators. Personal protective equipment to minimise risks.

**7.2 Periodic Maintenance**

Risk to Building Owner/ Operator       Risk to Public       N/A

**Description:** Periodic maintenance includes inspection and equipment operation. It may result in associated risks to building owner or operator.

**Action:** Licensed operators or inspectors are required. Regular maintenance work must follow professional procedures. Maintenance information must be distributed to all operators. Personal protective equipment to minimise risks.

**7.3 Other Maintenance**

Risk to Building Owner/ Operator       Risk to Public       N/A

**7.4 Building End Of Life (Demolition)**

Risk to Building Owner/ Operator       Risk to Public       N/A

**Description:** Demolition work may result in noise exposure, dust exposure and other associated risks to building owner or operator.

**Action:** Contractor or operator to provide secure work area for all demolition work. A register of persons on site, specific access restrictions for the above. Personal protective equipment to minimise risks.

**8.0 GENERAL NOTES FOR CONTRACTOR ACTION**

**8.1** In all circumstances, the client and property owners should require their contractors, subcontractors and any other persons carrying out works to provide the following:-

- Safe Work Method Statements
- Materials Data Safety Sheets
- Carry out Safety Audits, Inspections and Management reviews.
- Carry out the Site Induction for all workers and visitors to the workplace.
- Prevent drug or alcohol misuse in the workplace.
- Maintain an incident reporting and review process in the workplace.
- Provide Insurance coverage relating to Workplace Safety.
- Use appropriate Personal Protective Equipment.

**8.2** In all circumstances, the client and the property owner should be aware of these obligations to protect the public and provide the following:-

- Fencing to the site.
- Monitoring site activity.
- Report trespass and criminal activity.
- Maintain current public liability insurance.

**9.0 ISSUE OF DOCUMENTS**

This Safe Design Report document has been issued to the following parties:-

**9.1 Client**

Yes  No

**9.2 Contractor**

Yes  No  N/A

**9.3 Subcontractors**

Yes  No  N/A



# **APPENDIX A**



# HIERARCHY OF RISK CONTROL

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



# RISK LEVEL MATRIX

Likelihood How likely is it to happen?	Consequences: How severely it hurts someone (if it happens)?				
	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)
<b>Almost certain</b> Expected in most circumstances	3 H	3 H	4 A	4 A	4 A
<b>Likely</b> Will occur in most circumstances	2 M	3 H	3 H	4 A	4 A
<b>Possible</b> Might occur at some time	1 L	2 M	3 H	4 A	4 A
<b>Unlikely</b> Could occur at some time	1 L	1 L	2 M	3 H	4 A
<b>Rare</b> May occur, only in exceptional circumstances	1 L	2 L	2 M	3 H	3 H

Score and Statement	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.