SAFETY IN DESIGN
## Principles in the Optus Contractor WHS management process

<table>
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<th>CONTRACTOR MANAGEMENT STAGES</th>
<th>PRINCIPLES</th>
<th>THIS STANDARD</th>
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</thead>
</table>
| REQUISITION                 | Requisition  
  • WHS hazard areas are a key consideration in the selection of the appropriate procurement channel. |            |
| PROCUREMENT CHANNEL SELECTION |            |               |
| SPECIFICATION               | Specification  
  • Hazard areas and Optus’ expectations in relation to these are communicated to potential providers in relevant project / task requirements (e.g. tenders, statement of works, purchase orders).  
  • Appropriate WHS specifications are included in the tender / statement of work conditions / purchase order (if required) and are reflective of Optus’ ‘role’ (e.g. principal contractor).  
  Evaluation  
  • The contractor submission suggests they are competent to manage the task and WHS risks of their workplace. |            |
| EVALUATION                  |            |               |
| APPROVAL AND RELEASE        | Engagement  
  • All parties have a consistent understanding of their mutual accountabilities as they relate to WHS risk management.  
  • Appropriate WHS specifications and obligations are included in the relevant contracts negotiated and signed by Optus. |            |
| ENGAGEMENT                  |            |               |
| MONITORING                  | Monitoring  
  • Relevant WHS controls are implemented and monitored at the workplace to manage the specific conditions and WHS risks of that workplace. |            |
| SATISFACTORY PERFORMANCE?   |            |               |
| HANDOVER                    | Handover  
  • Customers (internal and external) are made aware of potential risk areas and legislative expectations at handover.  
  Close and review  
  • Contractor WHS performance is assessed and considered when using the contractor in future.  
  • Project feedback is captured and used to enhance the contractor WHS management process. |            |
Purpose and scope
This Contractor WHS Standard (Standard) Safety in Design aims to establish minimum WHS requirements for Optus Contractors who are involved in safety in design. In addition, this Standard supports a risk management approach to design such as, hazard identification risk assessment and control (for example the Construction Hazard Assessment Implication Review process (CHAIR)), and for the elimination or where this is not practicable the minimisation, of risk when conducting design work (initial risk) and the execution of that design (residual risk) on behalf of Optus.

Design, as prescribed by the Commonwealth WHS Act 2011 (Act) means where a duty is imposed (under the Act) on a designer, in that the designer must ensure, so far as is reasonably practicable, that any plant, substances or structure designed by them are designed to be without risk to the health and safety of persons who use, handle, store, construct and/or who are in the workplace and exposed to that plant, substances and/or structures. In addition, the designer must give adequate information to a person who is provided the design concerning its purpose, results of any analysis and condition for its safe use when carrying out a workplace activity. The WHS Regulations 2011 (Regulations) further supports the Act by the provisions of Chapter 3, General Risk and Workplace Management, Chapter 5 Plant and Structures and Chapter 6 Part 6.2 Duties of Designer of structure and person who commissions construction work. Designer’s duties, as prescribed by the Act and Regulations, are further supported by the provisions of the Commonwealth Code of Practice (CoP) How to Manage Work Health and Safety Risks 2011 and the CoP Safe Design of Structures 2012 which defines the design of ‘structures’ to mean anything that is constructed, whether fixed or moveable, temporary or permanent, and includes buildings, masts, towers, framework, pipelines, infrastructure and underground works (shafts or tunnels), any component of a structure and part of a structure.

This Standard applies to entities contracted to Optus where design is undertaken, which may include the design of plant, equipment, structures, and substances and design activities is a part of their scope of works.

Roles and responsibilities
Optus Contractors, so far as is reasonably practicable, are generally responsible for:

- Complying with all contractual obligations for ensuring workplace health and safety.
- Reviewing Optus risk management processes such as Risk Register(s) and this Standard and factor this information into their safe systems of work.
- Establishing accountability and authorities for safety in design.
- Providing communication and consultation to workers and their representatives, as related to design especially where the design affects the health and safety of workers.
- Ensuring their designers undertake safety in design assessment, and deliver as a consequence of that assessment, a Design Plan, Safety Report or similar.
- Conducting quality assurance to ensure compliance with the Design Plan, Safety Report or similar and making such reviews/records available to Optus where and as requested.
- Keeping and maintaining the Design Plan, Safety Report or similar until the completion of work or where a notifiable incident occurs, a copy of the Design Plan, Safety Report or similar for at least two years.
In addition to the above, Optus Contractors, so far as is reasonably practicable, are specifically responsible for:

- Ensuring a risk management approach to design and obtaining all the necessary information to develop a safe design.
- Obtaining all necessary information in terms of legislation, CoP, National Construction Code of Australia, including the Building Code (BCA), industry and Australian Standards, risk management, technical design standards and construction methods.
- Conducting safety in design and documenting the outcome(s) in a Design Plan, Safety Report or similar, and in accordance with applicable legislative and industry standards including legal provisions for design and risk management.
- Ensuring the Design Plan, Safety Report or similar documents include:
  - Phases of the design being pre-design, conceptual / schematic and development.
  - The risk management methodology used to undertake safety in design including the hierarchy of controls.
  - Any hazardous materials or structural features and the designer’s assessment of that risk.
  - The action the designer has taken to identify and control design risks.
  - The safe use of the plant, structure and/or substance.
  - The need for a risk assessment when design changes are made.
  - Residual risks emanating from the design that could not be eliminated, for transfer to the client / constructor risk management processes.

**Work planning**

Work planning includes, but is not limited to:

- Ensuring any design has been risk assessed, and appropriate documentation (developed in accordance with such provisions as local, State, Territory, Commonwealth and international) and information, as relevant, is available and transferred to those persons managing and/or carrying out the works (e.g. construction, maintenance, refurbishment and demolition).
- Consulting with their designers about the residual health and safety risks arising from the design and construction and maintenance methods for managing that risk.
- Ensuring the designer documents safety in design in a Design Plan, Safety Report or similar.
- Identify the contractual relationships, including roles and responsibilities, between the parties (e.g. Client, Commissioner, Principal Contractor, Construction Manager, Constructor, Project Manager, Engineer, Contractor, Designer etc.).
- Identifying the training and competencies required to undertake safety in design.
- Identifying Commonwealth, State, Territory and local statutory requirements for safety in design.
- Identifying the type of works to be undertaken and the appropriate safety in design controls to be applied.
- Planning for works that have hazards with exposure standards, such as noise and airborne contaminants, and the specific types of design related controls to be engaged.
SAFETY IN DESIGN

Document control
Uncontrolled when Printed.
Authorised / Owner: Optus WHS Team.

Implement work planning
In order to establish a safe workplace, the implementation of the above Work Planning, may include, but not be limited to the following:

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<tr>
<th>No</th>
<th>SAMPLE - WORK PLANNING CHECKLIST</th>
<th>YES</th>
<th>NO</th>
<th>NA</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>Securing, or taking all reasonable steps to secure, the Design Plan, Safety Report or similar from the responsible person for the design such as the designer, client or commissioner of the works.</td>
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<td>2.</td>
<td>Ensuring any residual design risk emanating from the Design Plan, Safety Report or similar is managed during construction, operation and/or maintenance and in accordance with a risk management process and the hierarchy of controls.</td>
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<td>3.</td>
<td>Approving, communicating, consulting and implementing the risk assessment, once the residual design risk emanating from the Design Plan, Safety Report or similar has been transferred into the risk management process.</td>
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<td>4.</td>
<td>Analysing any design change information and advice concerning any new hazards and risks and consider this information and advice when framing and documenting the relevant risk assessment.</td>
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<td>5.</td>
<td>Providing the necessary information, training and instruction to workers having regards to residual design and/or design changes where such risk impacts on the health and safety of workers.</td>
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<td>6.</td>
<td>Conducting a risk assessment where changes to the workplace affect worker health and safety (e.g. when design is revised, altered or updated, when new or used plant and equipment is purchased or hired, when new information is secured, where WHS issues are raised by workers and when using hazardous chemicals and substances).</td>
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<td>7.</td>
<td>Providing the necessary plant and equipment including personal protective equipment where the workplace design risk assessment produces such a determination.</td>
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<td>8.</td>
<td>Ensuring the Design Plan, Safety Report or similar is verified / audited at specified intervals, detailing any non-conformance, corrective actions and document control.</td>
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<td>9.</td>
<td>Ensuring any residual design risk emanating from the Design Plan, Safety Report or similar is actioned and closed out during construction, operation and/or maintenance and the necessary documents and records controlled.</td>
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