# Safety in Design workshop example

# Purpose of Health and Safety by Design

1. Understand the operations, activities, and situations
2. Consider the hazards that arise from those operations, activities, and situations
3. Modify the design to eliminate or minimise the hazards
4. Communicate remaining risks downstream
5. Document any decisions for assurance purposes

## Notes

* This is a general guideline for running a HSbD workshop. The process can be tailored as appropriate.
* Should be used in conjunction with the HSbD capture template.
* Key roles and responsibilities:
* **Facilitator**: Responsible for running the workshop and eliciting knowledge and foresight from participants,
* **Design rep** :Responsible for the design and modifying the design when agreed,
* **Record keeper**: Responsible for documenting attendance, operations, hazards, mitigations, actions, and communicating downstream,
* **Attendees**: Responsible for bringing knowledge of operations, hazards, and assisting in identifying possible alterations to the design.
* Recommended minimum is 2 people recommended maximum is 10 people. Break into multiple sessions to cover more areas.
* The first workshop starts at the very earliest idea of the need – this should be during business case development, and then during procurement and early stages of design.
* Facilitator and design rep should undertake multiple workshops throughout the design evolution.
* The more complex and riskier the operations, activities, and situations, the more time and effort should be applied (ie multiple workshops).
* It may be necessary to park some discussion and do research outside of the workshop, especially if operations, activities, and situations are not well understood.

| Step | Role | Activity | Description |
| --- | --- | --- | --- |
|  | Record Keeper | Preparation | Ahead of the workshop:  * Arrange with the facilitator how may workshops might be needed to cover the project * Arrange workshops * Organise attendance * Prepare attendance sheets * Prepare HSbD workshop capture template * Arrange IT to show any current design and capture template on shared screen. * Distribute any previous developed HSbD register and design overview ahead of time. |
|  | Facilitator | Introductions | Facilitator welcome participants:  * “This is a Health and Safety by Design session for the \_\_\_\_\_\_\_\_ ” (ie project name) * “The project is currently in \_\_\_\_\_\_\_\_\_\_ design stage” (eg Prelim, concept, developed, detailed) * “This is the \_\_\_\_\_ of \_\_\_\_\_\_ sessions of Health and Safety by Design” (eg first of three) * “Welcome and around the room introductions” (eg I am XYZ and I’ll be running this session today… please introduce yourself and what you bring to the session….) * “Please ensure your attendance is recorded as this helps us demonstrate we’ve consulted the right people” (eg sign in sheet) |
|  | Facilitator | Clarification of roles and responsibilities | Appoint roles: Facilitator, design rep, record keeper: “*I’ll briefly outline the responsibilities for the attendees at this workshop:*   1. The Facilitator: Responsible for running the workshop and eliciting knowledge and foresight from participants, 2. The Design rep: Responsible for the design and modifying the design when agreed, 3. Record keeper: Responsible for documenting attendance, operations, hazards, mitigations, actions, and communicating downstream, 4. Attendees: Responsible for bringing knowledge of operations, hazards, and assisting in identifying possible alterations to the design.” |
|  | Facilitator | Overview reminder of Health and Safety by Design goals and process overview | Facilitator outlines the purpose of Health and Safety by Design as a concept: *“The purpose of Health and Safety by Design is to:*   1. Understand the operations, activities, and situations, 2. Consider the hazards that arise from those operations, activities, and situations, 3. Modify the design to eliminate or minimise the hazards, 4. Communicate remaining risks downstream, 5. Document any decisions for assurance purposes.”   *“The purpose of Safety in design workshops is to elicit information to help the designer optimise for safety under all foreseeable conditions for the assets operating life. We use foresight, combined with knowledge of operations, hazards, and risks to make suggestions and decisions about how the design can be improved”*  *“while the design needs to meet codes and standards and goes through various types of approval by others, we have a responsibility under the Section 39 of the Health and Work Act to reduce risk ‘so far as is reasonably practicable. This means we need to consider all hazards and risks that we currently know and ought to reasonably know’ and ‘identifying the ways of eliminating and minimising those risks – including the ways that we know, as well as those we ought to know”.*  *“when identifying how we can eliminate and minimise safety risks we need to be quite open. We should consider those things that we don’t ordinarily do as an organisation but others in our industry do do. it is better to list something and have a good reason to not do it, rather than not documenting that consideration”* |
|  | Design rep (supported by others if required) | Overview of operations, activities, and situations | Design Rep provide an overview of:  * The overall intent of the system * The operations and activities that the current level of design already considers. * eg “This is an office and warehouse and people will do normal office and warehouse things.” * Outline those operations or activities that are not well understood. * eg. “one part of the building is a warehouse that deals with inwards and outward goods, and we haven’t yet explored how we can lay that out to make it safer.” * Outline the current hazards and risks that have been identified (if any). * eg. “we have already considered all areas of the building code to cater for fire, seismic, water etc, * Outline how those risks have been managed in the current concept or design * eg “Fire risks are managed by standard design of sprinklers, smoke detection, and egress assessment. Seismic risks are addressed through the structural engineering assessment required by the code) * Outline those risks that have not yet been thought through fully * eg “We have not yet looked at normal work, and we haven’t looked at the warehouse’” |
|  | Facilitator | **What are the operations, activities and situations?** | Facilitator solicit”  * *“What are those operations, activities, and situations not yet considered / listed?”* * Ask *“given the design life of \_\_\_\_\_ years, what* ***other*** *situations might we expect to arise in that time?”*   Depending on time, people present, it may be worthwhile parking some of this and coming back to it in a later workshop.  Document all operations, activities, and situations. |
|  | Facilitator | **What hazards do we know about, or should reasonably know about?** | Chose an operation, activity or situation to explore further:  * “What are the risks that arise with \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the operation, activity or situation)?” * Might break into groups, or solicit with post-it notes, or just brain storm * Ask “Given the expected operating life of \_\_\_\_\_ years, what other situations might we expect to arise in that time?” * Brain-storm. Also avoid discussion on likelihood, but focus on ‘feasible’. * Document this discussion including those situations that you consider not feasible and the rationale. * Ask ”is there anyone else we should be talking to, or any industry statistics that that might shed light on other risks or hazards that we have missed?”   Depending on time, and people present, it may be worthwhile parking some of this and coming back to it in a later workshop.  Document all risks and hazards discussed. |
|  | Facilitator | **What are the ‘available and suitable controls’?**  **What should we reasonably know about?** | Chose a hazard or risk to explore further:  * What are the ways that we can control this hazard? * Are there any ways to control this risk by modifying the design? (design rep and record keeper to note these) * Ask ”is there anyone else we should be talking to, or any industry statistics that that might shed light on other risks or hazards that we have missed?”   List those possible design changes for the design rep to take away and consider. |
|  | Facilitator | **Completeness check** | Facilitator  * Ask “What is the most concerning operation, or hazard that we need to focus on next?” * Explore more operations and their hazards and how they are controlled, until you’re satisfied. * It might be necessary to have follow up sessions. |
|  | Design rep | **List discussed potential design changes** | Design rep  * Talk through the list of design changes that have been suggested, and how they might control the risks. * Discuss the design process and how these potential changes will influence that. * Discuss any barriers to the suggested changes – such as budget, time, consenting, etc. * Identify who this the ultimate decisionmaker to overcome those constraints – (ie the buyer, owner, council etc) and how that process works. |
|  | Facilitator | **Closeout** | Reflect on the workshop:  * Were the right people present? * Are there any operations, situations or activities that we don’t understand? * Are there any hazards that we don’t understand very well? * Are there any controls that we’re not sure about that we need to do more work on? * What are the most concerning hazards / risks that we need to focus on next? |
|  | Record keeper | **Closeout** | List any action items not discussed above.  * Complete the table un the HSbD capture template with the results of the workshop * Distribute the minutes/records and HSbD capture document. |