

APPENDIX 1

ASSESSMENT OF DESIGNER

The following example checklist may assist a client or their agent in assessing the suitability of the designer. This information is based on industry best practice and may be amended to suit individual needs.

Designer:

Project:

Note: Where information, details or evidence is specifically requested, it should be attached to this checklist and submitted to the client.

1. Do you have a safety management system? (eg a system based on AS/NZS 4801 Safety management systems)
Yes (provide evidence and go to question 5)
No (complete questions 2–4)
2. Provide evidence of work health and safety policy.
3. Provide evidence of work health and safety consultation policy and processes.
4. Provide evidence of how you manage health and safety risks on your projects.
5. Provide examples of how you identify hazards and undertake risk assessments in the design phase.
6. Provide an example of how you have designed out hazards and designed in controls.
7. Explain how you record and take corrective actions.
8. Provide evidence of a process for updating design changes and/or 'as constructed' changes on project documents and drawings.
9. Provide details of similar projects completed.
10. Detail how you assess time required for completion of a project.
11. Provide references and contact details for referees.
12. Provide evidence of relevant staff qualifications and/or relevant training for staff.
13. Provide evidence of roles and responsibilities of staff engaged in the design.
14. Provide evidence of membership of professional bodies/associations.
15. Detail how safety in design is coordinated and communicated.
16. Explain your design review processes to allow for the provision of information and feedback from constructor and end user of structure.
17. Provide an example of a construction safety report.
18. Provide evidence of your public liability insurance policy.
19. Provide evidence of your workers compensation insurance policy.
20. Provide evidence of a workplace return to work program.

Disclaimer

This publication may contain information about the regulation and enforcement of work health and safety in NSW. It may include some of your obligations under some of the legislation that SafeWork NSW administers. To ensure you comply with your legal obligations you must refer to the appropriate legislation.

Information on the latest laws can be checked by visiting the NSW legislation website www.legislation.nsw.gov.au

This publication does not represent a comprehensive statement of the law as it applies to particular problems or to individuals or as a substitute for legal advice. You should seek independent legal advice if you need assistance on the application of the law to your situation.

This material may be displayed, printed and reproduced without amendment for personal, in-house or non-commercial use.

Catalogue No. **SW08421**
SafeWork NSW, 92–100 Donnison Street,
Gosford, NSW 2250
Locked Bag 2906, Lisarow, NSW 2252
Customer Service Centre 13 10 50
Website www.safework.nsw.gov.au
© Copyright SafeWork NSW 1117