

SAFETY PROCEDURE

SAFETY MANAGEMENT PROCEDURE FOR SAFETY IN DESIGN

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1. APPROVAL

| Document Control | | | | |
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| This procedure is reviewed to ensure its continuing relevance to the process it describes. A record of contextual additions or omissions is given below. | | | | |
| Amendment Record | | | | |
| Version | Date | Context | Section | Summary of Amendments |
| 1.0 | Insert Date | To establish a procedure to ensure safety to be incorporated into design processes. | | Original |
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| The latest revision of this procedure is on Insert Your Company's intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'. | | | | |
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2. PURPOSE

The purpose of this procedure is to enable safety to be incorporated into design interfaces and to enable the clear assignment of responsibility with consideration to the inputs and desired outputs of a design.

3. SCOPE

This procedure applies to **Insert Your Company** requirements for integrating safety into the design process of any permanent or temporary physical design system controlled by **Insert Your Company**. This may include process equipment, machinery, buildings, structures, earthworks, etc.

4. TERMS AND DEFINITIONS

| Term | Definition |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Audit Evidence | Documented information that may also include physical items. |
| Documented Information | Any document, record or information which is needed for the operation of processes or is required by a quality management system in design system. It can include photographs, diagrams, videos, process maps and procedures and be on any medium (i.e. paper or electronic). |
| Duty Holder | Any person who has a work health and safety duty under WHS legislation. |
| Safety in Design | The stage processes for identifying, assessing and controlling risks. It encompasses all design aspects, including facilities, hardware, software, equipment, products, tooling, materials, energy controls, layout, configuration, etc. |
| Non-conformance | Non-fulfilment of a requirement. |
| Report | A report that documents the details of a non-conformance identified in an audit or other process review. |

5. ROLES AND RESPONSIBILITIES

Managers are responsible for:

- Ensuring that consultation is undertaken with all duty holders involved in the design.
- Ensuring that safety in design processes are established and maintained.
- Ensuring that all safety in design processes meet the desired requirements, specifications and performance standards of **Insert Your Company**.