

SAFETY PROCEDURE

SAFETY MANAGEMENT PROCEDURE FOR SAFETY IN DESIGN

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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 incorporating safety into the design process of any permanent or temporary physical **Insert Your Company** or controlled by **Insert Your Company**. This may include process equipment, machinery, buildings, structures, earthworks, etc.

4. TERMS AND DEFINITIONS

Term	Definition
Audit Evidence	Documentation, statements and records that may also include physical items.
Documented Information	Any documented record of information which is necessary for the operation of processes or is required by a quality management system in design system. It can include photographs, videos, process maps and procedures and can be in any medium (i.e. paper or electronic).
Duty Holder	Person who has a work health and safety duty under the WHS Act.
Safety Design	The design processes for identifying, assessing and controlling risks. It encompasses all design aspects, including hardware, software, equipment, products, tooling, materials, energy controls, layout, configuration, etc.
Non-conformance	Non-fulfilment of a requirement.
Non-conformance Report	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**.