

Safe-T-Works Management System

Workplace Design - OHS Considerations

Source policy

These Procedures and Guidelines support and must be read in conjunction with the following:

- VPMP Purchasing, Contractor Management and Workplace Design – OHS Considerations
- Occupational Health and Safety Act 2004

Application

Procedures and Guidelines are provided to support the interpretation and application of rules and responsibilities. They include recommended good practices and assessment tools to help employees make lawful, ethical and professional decisions. Employees should use the **Professional and ethical standards** to inform the decisions they make to support interpretation of Procedures and Guidelines.

Procedures and Guidelines are not mandatory requirements on their own. However, where rules and responsibilities state that employees must have regard to Procedures and Guidelines, the Procedures and Guidelines must be used to help make decisions in support of the rules.

Procedures and guidelines

1. General

As stated in **VPMP Purchasing, Contractor Management and Workplace Design – OHS Considerations** the design of new or refurbished works for Victoria Police premises must include OHS considerations. Health and safety factors must be considered from the design stage in order to establish and maintain a safe and healthy working environment for employees, contractors and members of the public. To facilitate this, all requests for funding for Capital Works must include OHS considerations.

2. Instructions

What	Who	When
Capital Works		
Ensure all requests for funding for Capital Works will include OHS considerations.	Organisational Safety Leadership Group (Department Heads)	As required
Planning for Capital Works (e.g. design briefs) will include Property Branch's consultation with Health, Safety and Wellbeing Division to ensure consideration and integration of general and specific HSW requirements prior to commencement of works.	Senior Managers	As required
Refurbishments		
For refurbishment works, the Regional Property Manager should ensure consultation occurs with the OHS Consultant, Health, Safety and Wellbeing Division and HSR.	Managers	As required
OHS Consultant and/or Health, Safety and Wellbeing Division Representatives to be included as a stakeholder in projects involving design, construction, purchase of goods and / or services, building for the conduct of all policing operations.	Health, Safety and Wellbeing Division / Relevant Department to Project	At project planning stage
Planning and Design, tender specification / development phase to include consideration of health and safety requirements.	OHS Consultant, Health, Safety and Wellbeing Division, Relevant Department to Project	At project planning stage

Related Forms, Tools and Links

- Work Station Set Up - Employee Checklist

Further advice and information

For further advice and assistance regarding these Procedures and Guidelines, contact the local OHS Consultant, OHS and Strategy Branch, Health, Safety and Wellbeing Division.

Update history

Date of first issue	03/10/11 – FF 066407/11	
Date updated	Summary of change	Force File number
22/01/13	Updated to reflect organisational governance and structural changes.	FF-075631