



Occupational Health and  
Safety Solutions Pty Ltd  
p. 02 9744 8245  
admin@ohssolutions.com.au  
www.ohssolutions.com.au

## Who should attend each Workshop

| <b>CHAIR 1: Conceptual design review.</b>       | <b>CHAIR 2: Detailed design construction or demolition review</b> | <b>CHAIR 3: Detailed design maintenance</b>     |
|-------------------------------------------------|-------------------------------------------------------------------|-------------------------------------------------|
| Architect                                       | Architect                                                         | Architect                                       |
| Builder                                         | Builder                                                           | Builder                                         |
| Structural Engineer                             | Structural Engineer                                               | Structural Engineer                             |
| Services engineers (Elec, Hyd, Mech, Fire etc.) | Services engineers (Elec, Hyd, Mech, Fire etc.)                   | Services engineers (Elec, Hyd, Mech, Fire etc.) |
| Key contractors                                 | Key contractors                                                   | Key contractors                                 |
| Facilities management                           |                                                                   | Facilities management                           |
|                                                 |                                                                   | Interior design?                                |
|                                                 |                                                                   | Landscaper?                                     |
| Client                                          | Client                                                            | Client                                          |
| Other relevant stakeholders.                    | Other relevant stakeholders.                                      | Other relevant stakeholders.                    |

Attendees should include those who can effect change if issues arise that design can eliminate/reduce.

### How a Workshop is usually run.

#### **Meet and greet:**

Workshops start with a meet and greet with those attending introducing themselves by name, company and position in the project.

#### **Introduction to CHAIR process:**

If there are people who haven't participated in a safety in design workshop using the CHAIR process, this process and the relevant legislation, regulation and codes of practise will be explained. This usually takes 15 minutes.

#### **Design Presentation:**

The design is presented to the workshop by the Architect (15min), giving commentary on items that are significant, recently changed or proposed to be changed. The presentation should follow the same path as the workshop,

- Site in general including roads, public domain and outside carparks;
- Loading dock, basement(s) and subterranean items such as tanks and other excavations;
- Ground floor through to top floor, Roof, plant rooms/spaces and core;
- Finishing with the façade and any high areas that require an EWP to access.

**Workshop discussion:**

Those with oversight of each area would then give more detailed explanations of each area and element, with discussion and questions asked by the facilitator(s) and others.

**Wrap up**

The wrap up will allow for final comments to be made.

**Minutes**

The workshop will be minuted, with the minutes returned in draft form for the organiser to approve as a reasonable representation of the issues raised in the workshop.

An agenda is developed so that contractors need only attend for their part of the design. Clearly, architect (who will present an overview of the building) and other key designers will need to attend for the whole meeting.