

Using the implementation kit

The ***Guide to Best Practice for Safer Construction: Implementation kit***

suggests a framework for clients, designers and constructors to improve safety performance at all stages of a construction project. It contains the following:

▪ ***Guide to Best Practice for Safer Construction: Principles***

In this part of The Guide, the suggested six best practice principles for creating a strong safety culture are outlined. Understanding these principles is important in identifying the responsibilities of client, designer and contractor in relation to occupational health and safety (OHS) within project teams.

Once familiar with the principles and their implications for your organisation, the 'Implementation table: Creating a strong safety culture' provides an overview of tasks listed by principle for each stage of a construction lifecycle. The safety tasks have been grouped to show the application of the principles in each stage of the project cycle. Note that the best practice tasks are numbered according to the project stage. Although stages 1 to 4 imply a time-scale across the page, in reality, tasks may overlap across stages, depending on the project delivery method.

The 'Example leadership matrix' suggests the leadership responsibilities of project stakeholders — client, designer and contractor — in relation to best practice tasks identified in the implementation table. The matrix shows the possible roles of the three principal stakeholders in a project for each of the following project delivery models:

- traditional
- design and construct
- collaborative.

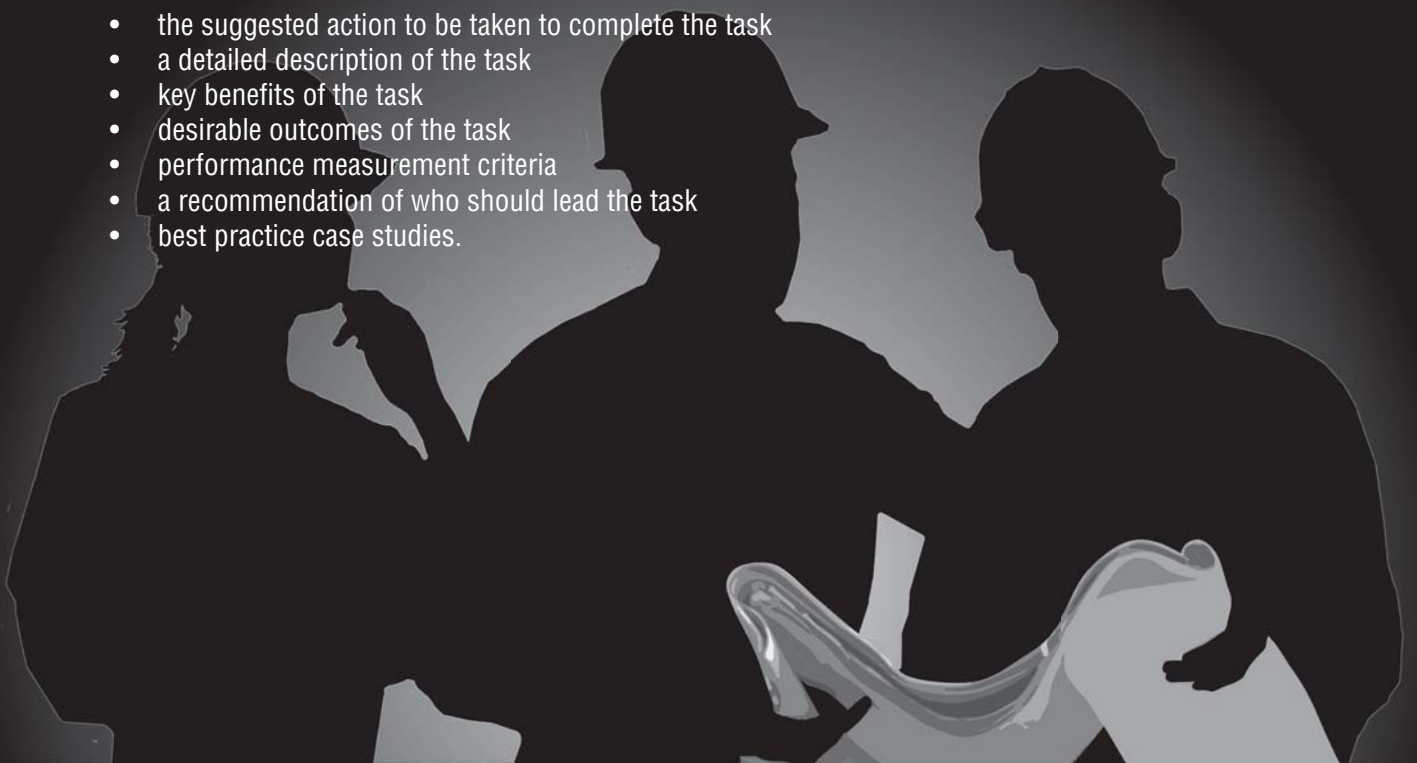
The extent of responsibility is suggested for each major stakeholder, but these will need to be considered and defined for each project.

A glossary provides clarification on terminology used in the documents.

▪ ***Guide to Best Practice for Safer Construction: Tasks***

In the second part to The Guide, the tasks for improving safety are outlined for each of the four main stages of a project: planning, design, construction and post-construction and are grouped by the suggested best practice principle which they serve. The information provided includes:

- the suggested action to be taken to complete the task
- a detailed description of the task
- key benefits of the task
- desirable outcomes of the task
- performance measurement criteria
- a recommendation of who should lead the task
- best practice case studies.



Supporting material

- **Guide to Best Practice for Safer Construction: Executive summary**
- **Implementation table: Creating a strong safety culture**

This stand-alone copy of the 'Implementation table' also lists references grouped by principle on the back. These references provide background research and education material together with practical advice on how to implement these safety tasks in your projects.

- **Implementation checklists 1–4**

Each project and organisation will follow a different approach. The implementation checklists, one for each stage, enable organisations to identify who (client, constructor or designer) would take the lead on each task through the project cycle. Use the implementation checklists in conjunction with the 'The matrix' to allocate leadership roles for your project delivery method. Refer to *Guide to Best Practice for Safer Construction: Tasks* for further detail regarding the practical application of The Guide to construction projects.

- **A CD featuring pdf versions of the contents of the kit as well as the following documents:**

- **Guide to Best Practice for Safer Construction: Literature review 'From concept to completion'**
 - a national and international study of best practice and legislative standards for the construction industry suggesting that partnerships between those involved in concept, design, construction planning, construction work, maintenance and demolition are essential to enhancing construction OHS performance.
- **Guide to Best Practice for Safer Construction: Case studies**
 - outlines those activities and processes in construction projects that feature a consistent striving for setting industry benchmarks for best practice.
- **A Construction Safety Competency Framework: Improving OHS performance by creating and maintaining a safety culture and its executive summary**
 - promotes a consistent national standard to improve OHS competency for key safety positions by outlining the knowledge, skill and behaviour required of safety critical staff and the processes for achieving a change in safety culture.

The collage displays various components of the 'Supporting material' kit:

- Book Covers:**
 - Guide to Best Practice for Safer Construction: Executive summary* (top center)
 - Guide to Best Practice for Safer Construction: Principles* (left)
 - Guide to Best Practice for Safer Construction: Tasks* (center)
 - Guide to Best Practice for Safer Construction: Case studies* (bottom left)
 - Using the implementation kit* (bottom center)
- CD:** A CD-ROM labeled 'Guide to Best Practice for Safer Construction: Implementation kit' (bottom left).
- Implementation Table:** A large table titled 'IMPLEMENTATION TABLE: Creating a strong safety culture' (right), divided into four stages: STAGE 1: Planning, STAGE 2: DESIGN, STAGE 3: Construction, and STAGE 4: Post-construction. It lists tasks and leadership roles (Client, Designer, Constructor) for each.
- Checklists:** Several implementation checklists for each stage, showing tasks with checkboxes for Client, Designer, and Constructor involvement.