Company logo

Prevention through Design (PtD)

**Sample PtD Company Policy Template**

NOTE:

Template provided for the purpose of enabling companies adopt PtD within each business.

Any text highlighted in yellow is intended to be edited by the author. All other text is suggested to be retained to align with the requirements of ASSP Z590.3-2021.

**Document History:**

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| Rev | Date | Description | Author | Reviewed | Approved |
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# Purpose

The purpose of this policy is to establish a framework for integrating ANSI/ASSP Z590.3 Prevention through Design (PtD) principles into the design practices of [Insert Company Name] to prevent or minimize the work related hazards and risks on people (employees, the public), processes, property, equipment and the environment.

# Scope

This policy applies to all employees, contractors and stakeholders involved in design or redesign process at [Insert Company Name].

# Definitions

* **As Low As Reasonably Practicable (ALARP)**: That level of risk which can be further lowered only by an increase in resource expenditure that is disproportionate in relation to the resulting decrease in risk.
* **Design**: The process of converting an idea or market need into the detailed information from which a product, process, or technical system can be produced.
* **Design Risk Assessment**: A process that commences with hazard identification and analysis, through which the probable severity of harm or damage is established, followed by an estimate of the likelihood of the incident or exposure occurring, and concluding with a statement of risk.
* **Hazard**: The potential for harm to people (employees, the public), processes, property, equipment and the environment. Note: Hazards include all aspects of technology and activity that produce risk. Hazards include the characteristics of things (e.g., equipment, technology, processes, dusts, fibers, gases, materials, and chemicals) and the actions or inactions of people.
* **Hierarchy of Risk Treatments**: A systematic approach to selecting and treating risk considering steps in a ranked and sequential order, beginning with avoidance, elimination, substitution, minimization, and simplification. Residual risks are controlled using engineering (passive and active) controls, warning systems, administrative controls and personal protective equipment.
* **Prevention through Design (PtD)**: Addressing occupational safety and health needs in the design and redesign process to prevent or minimize the work-related hazards and risks associated with the construction, manufacture, use, maintenance, retrofitting, and disposal of facilities, processes, materials, and equipment.
* **Redesign**: A design activity that includes all retrofitting and altering activities affecting existing facilities, equipment, technologies, materials, and processes, and the work methods.
* **Risk**: An estimate of the likelihood of a hazard-related incident or exposure occurring and the severity of harm or damage that could result.
* **Stakeholder**: Interested party, person or organization that can influence, affect, be affected by, or perceive themselves to be affected by a decision or activity.
* **Top Management**: The person(s) who has responsibility for, and give direction to, an organization and bears the ultimate authority for defining acceptable risk levels for the organization.

# Policy Statement

[Insert Company Name] is committed to implementing ANSI/ASSP Z590.3 PtD principles, throughout all stages of the design and redesign of our projects, by incorporating the PtD principles of avoiding, eliminating, reducing or controlling occupational hazards and risks to people (employees, the public), processes, property, equipment and the environment.

This Policy complements, but does not replace, existing performance objectives, standards or procedures within [Insert Company Name].

# Responsibilities

## Top Management

* Top management shall provide leadership to institute and maintain this PtD Policy and effective PtD processes.
* Promote and support the implementation of PtD principles within the organization.
* Allocate resources for deployment of PtD on our projects.

## Project Managers

* Set the tone for the proactive delivery of PtD on the project.
* Ensure that PtD principles are integrated into project planning and execution.
* Drive continuous collaboration of all design stakeholders throughout the design and redesign process to ensure there are no are no gaps in design knowledge exchange.

## Design Manager

* Coordinate all designers and design stakeholders to deliver the required design scope within the required project schedule, ensuring that PtD principles are integrated into the delivery of design and redesign outputs.
* Ensure that design risk assessments are completed throughout the design process by all designers.
* Ensure all design stakeholders continuously collaborate throughout the design and redesign process

## Project Design Review Manager

* Will play a proactive, visible and diligent role, during all design phases, to ensure that the project team is meeting the requirements of ANSI/ASSP Z590.3-2021.
* Proactively support coordination and collaboration activities between all designers and design stakeholders (where appropriate) to ensure that there are no gaps in design knowledge exchange.

## Designers

* Create designs to achieve the design scope by incorporating PtD principles.
* Identify potential hazards and resultant risks and devise mitigation measures using the Hierarchy of Risk Treatments to avoid, eliminate, reduce or control the risk of the hazard occurring ALARP over whole asset lifecycle.
* Communicate, co-ordinate and collaborate with any other designer or design stakeholder, which may impact the design, to ensure that there are no gaps in design knowledge exchange

# Implementation

## Collaboration

* Engage with clients, design stakeholders and safety professionals during all design phases to identify and mitigate potential design hazards and risks to people (employees, the public), processes, property, equipment and the environment.
* Foster a culture of open communication regarding potential health and safety hazards and design mitigation solutions.
* Establish a project organizational chart and clear roles and responsibilities for implementing PtD on every project.
* Encourage a culture of continuous improvement and knowledge sharing to identify and mitigate whole lifecycle hazards and risks.

## Training

* All employees involved in design and redesign processes will receive training on PtD principles and methodologies.

## Design Risk Assessment

* Conduct design risk assessments for all design and redesign projects.
* Use the Hierarchy of Risk Control to avoid, eliminate, reduce or control hazards and risks to people (employees, the public), processes, property, equipment and the environment.

## Compliance

* All employees and design stakeholders must comply with this policy and actively participate in the PtD process.
* Non-compliance may result in disciplinary action.

# Review and Continuous Improvement

This policy will be reviewed annually to ensure its effectiveness and relevance. Feedback from employees and stakeholders will be sought to identify opportunities for improvement.

# Related Documents

* ANSI/ASSP Z590.3 Prevention through Design Standard.
* OSHA Regulations.
* [Insert Company Name] Safety Policy.
* [Insert Company Name] Design Risk Management Guidance Document.

# Approval

Approved by: XXX

Position: XXX

Date: XXX