HEALTH AND SAFETY MANAGEMENT OF CHANGE PROCEDURE

PURPOSE

To provide guidance and information to the organisation to identify and control health and safety risks associated with changes to:

 Plant and equipment

 Structures and buildings

 Processes and procedures

 Organisational structure and activities.

GENERAL REQUIREMENTS

Proposed changes to equipment, structures, buildings, procedures, processes and organisational structure which have the potential to introduce new HS risks, or increase existing HS risks shall be identified, documented and appropriate controls implemented.

**CHANGE NOTIFICATION**

The manager responsible for initiating the proposed modification or change completes Part A of the Proposed Change Form (attachment 1 to this procedure) which details:

 The nature of the change

 What plant or equipment may be affected

 The reason for the change

The proposed change form is distributed to the operations, maintenance and health and safety managers (or equivalent) as well as any other relevant technical experts for information and input.

**HEALTH AND SAFETY ASSESSMENT**

The health and safety assessment contained in Part B of the Proposed Change Form shall be completed by the operations, maintenance or health and safety manager for changes or modifications; to identify and detail any specific health and safety impacts that could result from the proposed change.

These would include aspects relating to:

 Plant and equipment

***SECTION 3*** *Framework for Health and Safety Management*

 Operating conditions

 Material and waste

 Organisational issues.

***PROCEDURE***

The assessment is reviewed by operational and maintenance managers and, if satisfied that all relevant health and safety issues have been identified and controls detailed, the change notification is signed off to proceed to other approvals and agreement to continue.

If deemed necessary by the Operational or Health and Safety Manager further specific hazard studies and risk assessments shall be undertaken to detail the level of risks and identify required controls. These hazard studies may include:

 HAZOP studies

 Noise exposure assessments

 Ergonomic and Manual Handling Assessments

 Plant Risk Assessment Handling Risk Assessment.

WORKER ENGAGEMENT AND PARTICIPATION

**CONSULTATION AND COMMUNICATION**

The organisation shall ensure that workers (including contractors if necessary) whose health and safety is likely to be effected by the proposed change:

 Are involved and represented in initial risk assessment process

 Have opportunity to input to additional risk control measures

 Are involved and represented in any detailed subsequent risk assessments or hazard studies.

Worker consultation and participation shall be conducted in accordance with guidelines provided in the Health and Safety Consultation and Communication Procedure.