

Workplace Safety and Wellbeing Management System

Management of Change

Standard 12

Our Values:



Collaboration



Communication



Integrity



Efficiency



Leadership

TOGETHER WE PROUDLY ENHANCE THE QUALITY OF LIFE FOR OUR COMMUNITY

Intent

All changes within council, whether temporary and permanent to the organisation, personnel, systems, procedures, equipment, products and materials are identified and managed to ensure Workplace Safety and Wellbeing (WSW) risks arising from these changes remain at an acceptable level.

Performance Requirements

- Formal documented procedures are in place for the effective management of risks associated with temporary and permanent changes.
- Procedures include the recording and tracking of any change which has the potential to affect the health and safety of people or the environment.
- The risk assessment of a change is appropriate to the nature of the change and the exposure associated with it.
- The process for managing changes addresses the authority for approval of changes, compliance with all relevant regulations, applicable Standards and permits, licence or authority requirements, documentation (including reasons for the changes), deadlines and training requirements.
- The risks and impacts of changes are assessed, communicated to relevant stakeholders and managed.
- Systems are in place to ensure change management actions have been completed, their intended outcomes validated, relevant documentation, systems and drawings updated and any unintended risks identified and managed.
- The original scope and duration for temporary changes do not exceed original authorisation without formal review and approval.

For more information, visit the
Workplace Health and Safety Management Plan
via The Wire Employee Centre

