|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **GENERAL INFORMATION** | | | | | | | | | | | | **Reference: 001** | | | |
| **Description of Item[s] to be introduced:** |  | | | | | | | | | | | | | | |
| **Reason for Change?** |  | | | | | | | | | | | | | | |
| IS the Change? | Permanent | |  | Temporary | | |  | Unintentional | |  | | | Intentional | |  |
| Who will this change effect? |  | |  |  | | |  |  | |  | | |  | |  |
| Who will install the item |  | | | | | | | | | | | | | | |
| Who will Supply the item |  | | | | | | | | | | | | | | |
| Who will Manage this Change? |  | | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | |  | |
| **CONSULTATION** | | **Name** | | | | | | | | | | | | **Date** | |
| You must consult with HSEQ Representative[s] prior to the introduction of the new substance or plant | | | | | | | | | | | | | | | |
| HSEQ Representative[s] | |  | | | | | | | | | | | |  | |
| You may also need to consult with some or all of the following prior to introduction | | | | | | | | | | | | | | | |
| Management/Supervisor of the intended user area | |  | | | | | | | | | | | |  | |
| Users of the process / equipment or substance | |  | | | | | | | | | | | |  | |
| General Work force | |  | | | | | | | | | | | |  | |
| Those who will install the item | |  | | | | | | | | | | | |  | |
| Those who will maintain the item | |  | | | | | | | | | | | |  | |
| Local Authority or external agencies | |  | | | | | | | | | | | |  | |
| Others [Specify] | |  | | | | | | | | | | | |  | |
|  | |  | | | | | | | | | | | |  | |
| **LEGISLATIVE**  **COMPLIANCE** | | | | | **Applicable?** | | | | **If YES, Give Details**  [e.g. person responsible] | | | | | | |
| **YES** | **NO** | | |
| Provision & Use of Work Equipment [PUWER] | | | | |  |  | | |  | | | | | | |
| Hazardous substances [CoSHH] | | | | |  |  | | |  | | | | | | |
| Noise at Work legislation | | | | |  |  | | |  | | | | | | |
| Environmental protection legislation | | | | |  |  | | |  | | | | | | |
| Manual handling legislation | | | | |  |  | | |  | | | | | | |
| Licence, permit, certificate of competency | | | | |  |  | | |  | | | | | | |
| Drugs, poisons, controlled substances legislation | | | | |  |  | | |  | | | | | | |
| Public safety legislation | | | | |  |  | | |  | | | | | | |
|  | |  | | | | | | | | |  | | | | |
| **ENVIRONMENTAL**  **CONSIDERATIONS** | | | | | **Applicable?** | | | | **If YES, Give Details**  [e.g. person responsible] | | | | | | |
| **YES** | **NO** | | |
| Review of waste management practices | | | | |  |  | | |  | | | | | | |
| EPA licences or special requirements | | | | |  |  | | |  | | | | | | |
| Review of Aspects/Impact Register | | | | |  |  | | |  | | | | | | |
| Environmental effect of discharges on air, water, land | | | | |  |  | | |  | | | | | | |
| Effects on neighbouring premises [incl. noise] | | | | |  |  | | |  | | | | | | |

| **HEALTH & SAFETY**  **CONSIDERATIONS** | | | | **Applicable?** | | **If YES, Give Details**  [e.g. person responsible] | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **YES** | **NO** |
| Revision of PPM & Risk Assessment Schedule | | | |  |  |  | | |
| Revision of Hazardous Substances register | | | |  |  |  | | |
| Labelling & packaging [size, weight, type etc.] | | | |  |  |  | | |
| Storage incompatibilities | | | |  |  |  | | |
| Access to MSDS [CoSHH Data Sheets] | | | |  |  |  | | |
| Monitoring of the workplace for: | | | |  |  |  | | |
| Dust, fumes, vapours, gases… | | | |  |  |  | | |
| Vibration, noise | | | |  |  |  | | |
| Heat/cold | | | |  |  |  | | |
| Specialised first aid equipment or training | | | |  |  |  | | |
| Guarding / emergency stops / safety devices | | | |  |  |  | | |
| Safety signage | | | |  |  |  | | |
| Assessment of lighting levels | | | |  |  |  | | |
| Safety instructions, information & training for users | | | |  |  |  | | |
| Special spill/clean up equipment or procedures | | | |  |  |  | | |
| Special fire protection/emergency requirements | | | |  |  |  | | |
| Protective Equipment: footwear, eye, face, head, respirators, hearing, gloves, clothing, harness… | | | |  |  |  | | |
|  | | |
| Ergonomics, workplace layout and seating | | | |  |  |  | | |
|  | | | | | | | | |
| **OTHER**  **CONSIDERATIONS** | | | | **Give Details**  [e.g. person responsible] | | | | |
|  | | | |  | | | | |
|  | | | |  | | | | |
|  | | | |  | | | | |
|  | | | |  | | | | |
|  | | | |  | | | | |
|  | | | |  | | | | |
|  | | | | | | | | |
| **Authorising the introduction of the new plant/process/substance** | | | | | | | | |
| Name |  | Title |  | Signature | | |  | Date |
|  |  |  |  |  | | |  |  |
| **Reviewed By HSEQ Representative.** | | | | | | | | |
| Name |  | Title |  | Signature | | |  | Date |
|  |  |  |  |  | | |  |  |