**(10) Ensure new hazards are not created by the proposed changes and existing hazards are controlled.**

It is essential that BizOps identify hazard identification as early as possible in the planning, designing and evaluation of the BizOps expansion plans.

The following changes require consideration before, during and after the store renovations;

* the hiring of new workers
* relocation of staff
* reorganisation of fixtures and fittings to create additional space
* staff training
* the use of heavy equipment
* the protection of traffic and pedestrians

Risk identification is required to identifying the events that, if they were to occur, could have a negative impact on the organisation. Refer to Chapter 3.6 WHS Risk Assessment for a detailed approach to Risk identification.

Once the risk identifications have been established, then it’s time to implement the Risk Control Plan using the following procedures;

1. **Implement Failure mode and effect analysis (FMEA) which is a process analysis tool that gives a step-by-step approach to identifying all possible failures in the BizOps Office Refurbishment Plan.**
2. **Re-assess the company induction, staff policies and procedures manuals and all other WHS documentation that are relevant to this situation.**
3. **Conduct weekly WHS meetings to discuss the issues and to receive feedback from workers regarding possible solutions to plan WHS strategies.**
4. **Document and record the plan including allocating times, resources and hazard evaluation measures. Ensure PCBU is informed of all elements of the plan.**
5. **Inform staff of changes using one or more of the following procedures;**
   * **induction forms**
   * **staff procedure manuals**
   * **WHS documentation**
   * **signs**
   * **WHS meetings and training.**
   * **Newsletters, staff notifications, emails or other form of digital notification.**
6. **Monitor and review plan for its effectiveness and appropriateness. Plan for an ongoing evaluation. Ensure HSR is invited and involved in all ongoing procedures.**