

# UON Health and Safety Guideline: HSG 4.3



## Managing Change

### 1. Purpose

This document provides guidance when planning Workplace Change so that potential workplace health and safety impacts can be managed.

### 2. Scope

This document applies to the Executive Committee, Managers and Supervisors, Infrastructure and Facilities Services, the Health and Safety Team, and Workers.

### 3. Definitions

In the context of this document, the following definitions apply:

- (a) **Workplace Change** includes changes to the University's organisation and structure of work as well as changes to the physical workplace, such as capital works, where these changes may reasonably be expected to affect health and safety of Workers in the workplace.
- (b) **Workers** includes an employee, conjoint, student on work experience, contractor, sub-contractor, and volunteer.
- (c) **Executive Committee** means the Vice-Chancellor, the Deputy Vice-Chancellors, the Pro Vice-Chancellors, the Chief Operating Officer and the Chief Financial Officer.
- (d) **Leaders/Supervisors:** Any member of the University who is responsible for supervising staff and/or undergraduate or postgraduate students and/or for leading research projects.

### 4. Responsibilities

#### 4.1 Executive Committee

The Executive Committee should monitor the implementation of Workplace Change where it may impact workplace health and safety.

#### 4.2 Leaders/Supervisors

Leaders and supervisors should:

- (a) Prior to any Workplace Change, undertake a risk assessment to identify any potential impacts to workplace health and safety;

- (b) Consult Workers in relation to controlling workplace health and safety risks associated with the Workplace Change;
- (c) Implement appropriate actions to minimise the impact of the Workplace Change on workplace health and safety; and
- (d) Monitor the effectiveness of risk controls and take corrective action if deficiencies are found.

#### **4.3 Health and Safety Team**

The Health and Safety Team can:

- (a) Provide advice and guidance where required to assist Leaders and Supervisors with Workplace Change when there are potential workplace health and safety impacts; and
- (b) Follow up on the implementation of corrective action where necessary.

#### **4.4 Infrastructure and Facilities Services**

Infrastructure and Facilities Services shall:

- (a) When Workplace Change to buildings or facilities is being considered, provide details to the Leaders and Supervisors to seek their input regarding the Workplace Change; and
- (b) Consult with other Workers who may be impacted by the Workplace Change or who may be able to provide support and advice (e.g. neighbouring building occupants, the Health and Safety Team).

#### **4.5 Workers**

Workers are encouraged to:

- (a) Participate in risk assessments when Workplace Change is being proposed in their workplace that has the potential to impact workplace health and safety;
- (b) Engage in consultation processes when Workplace Change is being proposed; and
- (c) Attend instruction or training provided to communicate new or revised procedures introduced to minimise workplace health and safety risks of workplace change.

## 5. Guidelines

### 5.1 Identifying Health and Safety Implications of Workplace Change

The following are examples of the types of change that can impact workplace health and safety in the workplace:

- (a) Development of new work processes or the adoption of new equipment;
- (b) Introduction of new or different materials;
- (c) Capital works and minor works, including refurbishments;
- (d) Movement of Workers to new or different tasks;
- (e) Changes to systems of work (either temporary or permanent);
- (f) Presence of contractors during an installation or overhaul; and
- (g) New training requirements and timing for training to occur.

Refer to the Managing Change Checklist in Attachment 1.

See also [UON HSG 4.4 Health and Safety in the design of projects](#) for information on the importance of considering health and safety implications during the design phase of any project.

For information on the Safety Review process for research projects refer to UON Key Risk Areas (KRA) 1.1 Hazardous Substances and Dangerous Goods, KRA 1.2 Genetically Modified Organisms and Hazardous Biological Substances and [KRA 2.5 Travelling on University Business](#).

### 5.2 Consulting on Workplace Change

The following actions assist in consulting with Workers regarding Workplace Change:

- (a) Communicate the proposed changes to the Health and Safety Committee for the area so that they can provide input to reviewing the potential health and safety hazards and the risk controls that could be implemented;
- (b) Use the Risk Assessment Checklist to assist with identifying the hazards and risks of the Workplace Change (Refer to [HSG 4.1 Risk Management](#));
- (c) Incorporate the risk controls identified during the risk assessment process when planning the Workplace Change and after consultation with the Health and Safety Committee;

- (d) Consult the Director, Infrastructure and Facilities Services and the Associate Director Health and Safety, where the intended workplace change includes high risk work and/or substantial modifications to buildings or facilities;
- (e) Communicate proposed workplace changes, the outcome of risk assessments and the risk controls identified to staff members who will be affected by the change. Communication will include:
  - (i) The benefits of the Workplace Change;
  - (ii) The consequences of the Workplace Change;
  - (iii) The workplace health and safety risks associated with the Workplace Change and how they are being managed; and
  - (iv) Amendments to existing Standard Operating Procedures (SOP) and other documents resulting from the Workplace Change.

## 6. References

[UON Health and Safety Framework](#)

[UON HSG 4.1 H&S Risk Management](#)

[UON HSG 4.4 Health and Safety in design of Projects](#)

KRA 1.1 Hazardous Substances and Dangerous Goods

KRA 1.2 Genetically Modified Organisms and Hazardous Biological Substances

[KRA 2.5 Travelling on University Business](#)

## 7. Attachments

1. Change Management Checklist

## Attachment 1. Change Management Checklist

This form can be used to identify and manage health and safety requirements prior to the introduction of any new or changed process, equipment or material. All sections are to be completed by the person(s) responsible for the change and reviewed by the relevant staff prior to implementation of any stage. Items are to be marked N/A if not applicable. Risk shall be assessed using the UON Risk Assessment Matrix.

<b>Project Title/No:</b>		<b>Project Owner:</b>		<b>Date Raised:</b>	
<b>Assessment Team Members:</b>					
<b>Change Type:</b>					
<input type="checkbox"/> Permanent		<input type="checkbox"/> Temporary		<input type="checkbox"/> Emergency	
Start Date:			Duration:		
<b>Description of the proposed change – purpose, scope, capacities, benefits, costs, process description, equipment listing, timeline, personnel involved.</b>					

Element	Relevant? (Y,N,N/A)	Risk	Actions / Comments	Responsibility	Date Due/ Complete
<b>Legal and Other Requirements</b>					
EPA License Conditions					
Trade Waste Permit Conditions					
WHS Registration of Plant and Equipment					
Flammable and Combustible Goods License					
Local Government Approval Requirements					
Dangerous Goods Manifest – Emergency Services					
Plant Insurance					
Operator Licence, Permit, Certificate of Competency					
Additional Comments:					
<b>Workplace Health &amp; Safety Requirements</b>					
Hazard Identification of the process					
New or Modified Materials/Chemicals assessment					
Guarding, Emergency Stops, Safety Devices					
Electrical Safety					
Noise					
Ergonomics, Workplace Layout, Access and Storage					
Safety Signage					
Instruction Manuals, Safe Use Information					

Element	Relevant? (Y,N,N/A)	Risk	Actions / Comments	Responsibility	Date Due/ Complete
<b>Workplace Health &amp; Safety Requirements (Continued)</b>					
Training for those who will be affected by the change					
Monitoring systems					
Roof Penetrations					
Specialised first aid equipment or training					
Special fire protection / emergency requirements					
Personal Protective Equipment PPE					
Communication/Consultation					
Contractor H&S Assessment(s)					
Additional comments:					
<b>Environmental Requirements</b>					
Discharges to air, stormwater, sewer, land					
Wastes Management					
Energy Consumption					
Water Usage					
Emergency Response (spill control, etc)					
Contractor Implications					
Additional Comments:					

Element	Relevant? Y/N/NA	Risk	Actions/Comments	Responsibility	Due Date/ Complete				
<b>Property Loss Prevention</b>									
Could there be a fire risk with this change – combustable building material, chemical volumes/types/storage, storage methods, fuel fired equipment, impact existing fire protection.									
<p><b>Review and Sign-Off:</b> <i>On completion of the process and prior to commissioning, the checklist and any other relevant information should be reviewed by nominated responsible personnel in each area, and signed off below to confirm either (tick applicable):</i></p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td><i>acceptance for change to commence with the actions documented above or</i></td> </tr> <tr> <td><input type="checkbox"/></td> <td><i>the change cannot commence due to:</i></td> </tr> </table>						<input type="checkbox"/>	<i>acceptance for change to commence with the actions documented above or</i>	<input type="checkbox"/>	<i>the change cannot commence due to:</i>
<input type="checkbox"/>	<i>acceptance for change to commence with the actions documented above or</i>								
<input type="checkbox"/>	<i>the change cannot commence due to:</i>								
Area	Name	Signature	Date	Comment					
Project Sponsor e.g. PVC/Director/HOS									
IFS									
H&S									
Contract Manager									
Other									