



# **Management of Change SWP 020**



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## **1.0 Introduction**

In Safety, Management of Change is a best practice used to ensure that safety and health risks are considered and controlled when an employer makes changes in the workplace that affect processes, systems, people or organizational structure. Hazards may inadvertently be introduced whenever change occurs. Safety management practices require that hazards that are a by-product of change be systematically and proactively identified and appropriate measures to manage the safety risks be identified, implemented and evaluated. Managing change is critical to managing risk and is vital to an effective OHS Program. To meet these requirements, District 22 has established processes to ensure that change is managed in such a manner as to protect the health and safety of employees of the District and other persons who may be present at district locations.

The district recognizes the potential impact of change on the effective implementation of its Occupational Health and Safety Program. New facilities, new equipment and new ways of doing business or of performing existing tasks must be examined to determine the impact they may potentially have on employee health and safety.

The district requires a formal hazard assessment process be implemented and performed at the start of any work which is new to the work group; and performed whenever there is a significant change to a building, equipment or work procedure. This process is intended to identify the impacts of such changes on hazards, control methods and employee training.

## **2.0 Scope**

This practice applies to all district projects.

## **3.0 Responsibilities**

### **3.1.1 Management**

- To ensure that all employees are aware of the requirements in the MOC practice.
- To follow the practice.
- To enforce the use of the practice.
- To participate in the process

### **3.1.2 Change owner**

- Manage the process and ensure completion of recommendations are implemented.

### **3.1.3 Safety Officer**

- Participate in the process.



#### 3.1.4 Supervisor

- Participate in the process.

#### 3.1.5 Workers

- Participate in the process as required.

### **4. Process**

When a change is identified as required reference the MOC Decision Tree to determine if the process is applicable.

If it is the change process flow chart will be followed.



## 5. Flow Charts