

A. Development Steps

Step	Required Action	Completed
1.	Consult with senior management at your organization to determine who may introduce or approve the introduction of new risk to your business operations. Depending on the size or structure of your organization, this may be one person (or may involve several levels of management or escalation process based on risk. (Refer to Section C for an example)	<input type="checkbox"/>
2.	Determine what types of changes occur within your organization that could affect the health, safety, and wellbeing of personnel or could introduce hazards that could result in other forms of loss. i.e.: <ul style="list-style-type: none"> • New equipment • Process changes • Materials change • New chemicals • New hazards • Facilities changes • Legislative changes 	<input type="checkbox"/>
3.	Create a policy by using Recommended Policy and Procedure Statement in Section B , and that indicates <ul style="list-style-type: none"> • Types of change requiring risk assessment • Reasons for risk assessment • Requirements/escalation procedure for approval of changes or procurement 	<input type="checkbox"/>
4.	Create a form for proposed changes, projected risk assessment, and approvals. (Refer to Change Proposal Form)	<input type="checkbox"/>
5.	Have a senior manager review/approve the documents.	<input type="checkbox"/>
6.	Communicate to all affected staff the policy, requirements, and change management procedures. Implement the use of the change management process and form. Keep a record of the training on file.	<input type="checkbox"/>
7.	Keep completed change management forms and other training records related to implementation (i.e., safe work procedure training and development, etc.) on file as evidence of due diligence.	<input type="checkbox"/>

B. Recommended Policy and Procedure Statements

Outline	Description
<p>Policy Statements</p>	<ul style="list-style-type: none"> • State that (<i>Company</i>) values the importance of a functional change management process to assist in eliminating or minimizing risks. • State Impacts of change may lead to injuries, equipment damage, production losses, and organizational or environmental impacts. • State the hazard assessment and approval process will include a full safety impact review. Safety impact review will include research into operations of equipment or tools, personal protective equipment requirements, consideration for the hierarchy of controls, that purchases meet all required Safety Standards (i.e., CSA, electrical products cUL), and/or safer alternatives for chemicals. • State the safety committee will be consulted where there are safety risks or personal protective equipment requirements. • State that prior to introducing any potential change, a Change Proposal Form B-05 is to be completed using the following steps.
<p>Change Management Procedure</p>	<p>Purchasing Process:</p> <ul style="list-style-type: none"> • State that the <i>Purchaser</i> will complete Part A of [B-04], of the change proposal form prior to purchasing new equipment, tools, materials, and chemicals or implementing a process or facility change. • State that this form acts as a change notification initiating the hazard assessment process prior to the purchase or change. <p>Hazard Assessment Process:</p> <ul style="list-style-type: none"> • State that the Safety Committee, employee, or manager trained in hazard analysis will conduct Part B [B-05] of the change proposal form. <p>Approval Process:</p> <ul style="list-style-type: none"> • Final review/sign-off will be completed by the safety committee and all department managers affected by the change. • State that the approval process is to include any safety risk or impacts on the organization, environment, and employees. • State the approver notification process is that on approval, the form is to be submitted back to the purchaser or employee who proposed the change. <p>Change Not Approved:</p> <ul style="list-style-type: none"> • State the purchaser may re-submit the form with a safer alternative.

	<p>Safe Work Procedures & Training:</p> <ul style="list-style-type: none"> • State that development and training in safe work procedures will be completed prior to implementing a new process or using new equipment, tools, materials, or chemicals. • State any revisions made to safe work procedures to include retraining. <p>Follow-up:</p> <ul style="list-style-type: none"> • State follow-up on change is to be completed for longer-term impacts and to ensure change is working as intended and no new hazards or safety issues have arisen.
Company goals	<ul style="list-style-type: none"> • State the goal of the change management policies and procedures is to ensure safety protection from the impacts of unplanned change.
Policy Review	<ul style="list-style-type: none"> • Statement that the Change Management Policy will be reviewed every 3 years at a minimum with the consultation of the Health and Safety Committee/ Representative (choose which one applies to your organization).
Compliance to legislation	<ul style="list-style-type: none"> • Include a statement referencing the applicable legislation (MB Workplace Safety and Health Act and Regulations) and other applicable regulations.

C. Procedural Example

