

# WHSMP10: Management of Change Procedure

## Section 1 - Purpose and Scope

- (1) The purpose of this procedure is to establish a university wide process to the management of safety related change at Southern Cross University (SCU).
- (2) The purpose of this procedure is to ensure Southern Cross University's management, employees, contractors, students, visitors and others are aware of the risks associated with changes in organisation, operating practices, changes to assets/equipment and resultant changes in processes, technical drawings and training.
- (3) All employees, students and others including both independent contractors and contractors under SCU control are to be made aware of and follow this procedure.
- (4) This Procedure applies to all SCU Work Units and sites. The procedure aligns with WHS legislation in the relevant jurisdictions SCU operates in.

## Section 2 - Definitions

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| Change           | An addition, revision, deletion, modification or replacement to any aspect of SCUs business processes having the potential to impact WHS compliance and the health and safety of employees, students and others |
| Competent Person | Competent person means a person who has acquired, through training, qualification or experience, the knowledge and skills to carry out the task   |
| Requirement      | Need or expectation that is stated, generally implied or obligatory   |
| Risk             | Effect of uncertainty   |
| Workplace        | Place under the control of the organisation where a person needs to be for work purposes  |

## Section 3 - General Principles

### Change Management Process

#### Identification of Change

- (5) A major 'change' is an addition, revision, deletion, modification or replacement to any aspect of SCU business operations that has the potential to impact WHS compliance and the health and safety of employees, students and others.
- (6) To this Procedure, 'change' does not occur when variations to site, equipment, processes and people are within designed or agreed boundaries or tolerances, or where approvals are already built into a process.
- (7) Changes to site and processes will be managed to reduce the risk of injury illness. The change owner will identify, describe and assess risks posed by intended changes. The change owner will be responsible for initiating the management of change approval within their area of responsibility.

## **Assessment of Change**

(8) The change owner must communicate the identified need for proposed changes with key stakeholders (e.g. employees). The change owner will consult with employees, or representatives of employees, who are directly affected by a WHS change.

(9) SCU will use the WHSMP10-FOR-01: Change Management Assessment Form to record the identification, description, and assessment of the change.

(10) The risk assessment for management of change will be in accordance with the SCU Risk Management Procedure.

(11) The WHSMP10-FOR-01: Change Management Assessment form and relevant risk assessment must be complete before the decision to implement a change is approved.

## **Authorising Changes**

(12) All proposals for change must be evaluated and include:

- a. An appropriate level of technical expertise
- b. The involvement of employees impacted by the proposed change
- c. An approval of the change by the next level of authority up from those who control the existing process or item being changed (i.e. Head of Work Unit for Work Unit based changes)

## **Implementation of change**

(13) When implementing the change, the following will be considered:

- a. Actions from the risk review processes, including confirming that any studies called for have been satisfactorily completed and outcomes included
- b. The revision of procedures, maintenance requirements, emergency procedures and any other relevant documentation
- c. The training required for people who will be affected as a result of the change has been provided

## **Communication of Change**

(14) Changes in processes are to be communicated to all stakeholders affected by the change prior to the changes being implemented.

(15) The communication will involve:

- a. Benefits of the change
- b. Consequences of the change management process
- c. Risks in the process of change and how they are being managed
- d. Evaluating

(16) SCU will monitor and review the outcomes of changes during the implementation and after the change is complete, including determining whether the change met the original intentions and that it is a safe solution.

(17) This will be achieved via:

- a. Workplace inspections
- b. Internal audits
- c. Temporary or Emergency Change

(18) As a result of unplanned conditions, changes may be made immediately to protect employees, the environment, and/or assets. In such circumstances, basic risk assessment of changes made during the temporary or emergency event is still required.

## Section 4 - Roles and Responsibilities

(19) Refer to WHS Responsibility and Accountability Statements

## Section 5 - Records of Documentation

- a. All relevant documentation will be recorded and kept in accordance with WHS Legislation and other legislative obligations including:
- b. All relevant documentation associated with changes to materials or work methods will be completed and filed.

## Section 6 - Revision and approval history

(20) This procedure will be reviewed as per nominated review dates or because of other events, such as:

- a. Internal and external audit outcomes.
- b. Legislative changes.
- c. Outcomes from management reviews.
- d. Incidents.

## Section 7 - References

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| Work Health and Safety Act 2011  |
| Work Health and Safety Regulation in applicable jurisdiction that SCU operates |

## Section 8 - Related Documents

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| WHSMP02: Hazard Identification Risk and Opportunity Management Procedure |
| WHSMP10-FOR-01: Change Management Assessment Form                        |
| WHS Responsibility and Accountability Statements                         |

## Status and Details

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|------------------------------|--|
| <b>Status</b>                | Current  |
| <b>Effective Date</b>        | 9th December 2024  |
| <b>Review Date</b>           | 9th December 2027  |
| <b>Approval Authority</b>    | Vice President (People and Culture)  |
| <b>Approval Date</b>         | 9th December 2024  |
| <b>Expiry Date</b>           | Not Applicable   |
| <b>Responsible Executive</b> | Kim Franks<br>Vice President (People and Culture)  |
| <b>Head of Work Unit</b>     | Brendan Pearce<br>Director, Workplace Relations  |
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