

Black Diamond Drilling Services

Change Management Standard

BDD-WHS-STD-005

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1 Introduction

1.1 Purpose

The purpose of this Standard is to identify the requirements for the planning and management of consultation and communication processes to be applied regarding changes at any Black Diamond Drilling Services site.

It must be recognised that different Australian States and Territories, and different industry sectors may have their own specific requirements, obligations, and terminologies.

1.2 Scope

This Standard applies to all workers, contractors, and visitors.

2 Procedural Requirements

2.1 Identifying Change

Identification of change and the assessment of risks associated with proposed changes to equipment, processes and physical environments will be done prior to the introduction of the change.

This Change Management Standard shall apply to all modifications or changes associated with:

Mechanical Systems

- Structural modifications
- Electrical systems
- Lifting Equipment

- Process systems
- Hazardous Substances or Materials.
- Mobile Equipment
- Critical plant or equipment
- Emergency Protection systems
- Safety and Health Management systems
- Services – Communication systems, operating diagrams, process flowcharts, installation or movement of services
- Organisational Change – Changes to organisational structure, turnover of key staff

2.2 Approval Process

2.2.1 Specify the change

All proposals for change must outline the type of change, reason for change, hazards/risks presented by the change, anticipated benefits and the impact of the change (implementation action plan).

2.2.2 Consultation and assessment of the change

The consultation and assessment of the change will be carried out by competent person familiar with the plant, process, or operation.

Consultation shall align with BDD's Consultation and Communication Standard.

The assessment shall identify, where applicable:

- Hazards associated with the proposed change;
- Stakeholders that need to be either involved or communicated with
- Control mechanisms to eliminate or minimise the risks;
- Standards that apply;

- Regulatory requirements which must be met;
- Controls required;
- Further studies to be carried out (hazards studies); and
- If a change is subject to trial, the duration and measures for the trial.

2.2.3 Review and Authorisation

Employees and contractors that have been authorised by the CEO shall only approve changes, including duration of change, if the level of risk is acceptable.

Systems shall be established, implemented, documented and maintained to manage permanent, temporary or incremental change. The duration of a temporary change shall not be exceeded without review and approval by the accountable manager.

2.2.4 Implementation of Change

Only competent persons may carry out the implementation of approved changes.

An implementation strategy should be documented using the Safety Management System Implementation Plan and address the following:

- Tasks
- Actions required
- Responsible persons
- Resources required (including documents)
- Timeframe
- Dates
- Comments (if required)

3 Attachments

- Nil

4 References

- State and Territory industry sector legislation
- Code of Practice – Work health and safety consultation, co-operation and co-ordination (2011)
- Consultation: A guide for Victorian workplaces
- Western Australia Guidance Note Formal Consultative Processes at The Workplace
- Western Australia Consultation at Work Code of Practice
- BDD-WHS-STD-001 Consultation and Communication Standard
- Safety Management System Implementation Plan