

CONVOY

T R A N S P O R T

CONVOY TRANSPORT PTY LTD

Occupational Health and Safety



Amendment Change Management Policy
Record

Issue #: 1

Revision #: 0

Reviewed by: Jason Haywood
Managing Director

Approved by: Jason Haywood
Managing Director

Change Management Policy

Purpose:

The purpose of this policy and procedure is to define the methods for managing changes to processes and other aspects of the OHSMS in an organised manner.

Policy:

Convoy Transport Pty Ltd OHSMS processes and procedures will undergo change over time. Management of changes will occur both proactively and reactively as circumstance dictates.

Proactive Change will take place as a result of the following:

- System improvement opportunities are identified and acted upon;
- Non-conformities are identified and, corrective action taken;
- New processes are added;
- Processes are removed; and
- Any other proactive response deemed necessary by management.

Reactive changes will take place as a result of the following:

- Industry conditions/regulations changing enough to require modification;
- Client requirements change resulting in adjustment;
- Accidents or emergency response; and
- Any other reactive response that requires a change or modification of management process.

In both reactive and proactive cases, Convoy Transport Pty Ltd seeks to manage change in a controlled manner to ensure proper implementation of the changes.

Change Management Roles and Responsibilities:

The Change Manager is responsible for managing the change process including:

- Implementation, maintenance and communication of policy and procedures around change management;
- Chairing necessary change management meetings;
- Identifying who should participate in the initial risk/impact assessment of the change; and
- Provide guidance when necessary.

Change Advisory Board:

(Insert appropriate senior management representative(s) below)

Department/Unit	Senior Representative-Title	Name
Management	Managing Director	Jason Haywood
Operations	Operations Manager	??????
Fleet	Driver	????

Senior representatives will either:

- a. Reject the change, document the response in the appropriate *Corrective/Preventative Actions Form* and file the response as a record;
- b. Assess the change proposal using a risk management approach to arrive at a priority for implementation. (*Use OHS Risk Assessment Form*);

Priority	Description
High	Must be implemented immediately
Medium	Must be implemented in 1-3 months or before next process cycle
Low	Will be implemented within 12 months or other measure

- c. Approve the change and sign off on the approval prior to implementation of the change.

Step 4. The Change Implementers will communicate the proposed change to relevant Workers, business owners and customers and update the *Corrective/Preventative Action Form*.

Step 5. The Change Implementers will undertake the task to affect the change within the designated time frames.

Step 6.

- A Post Implementation review will be undertaken to assess whether that the change was successful or requires modification;
- If successful, the appropriate corrective action form is updated and closed, and the *Corrective/Preventative Action Form* is updated; and
- If unsuccessful, the Change Advisory Board will reassess.

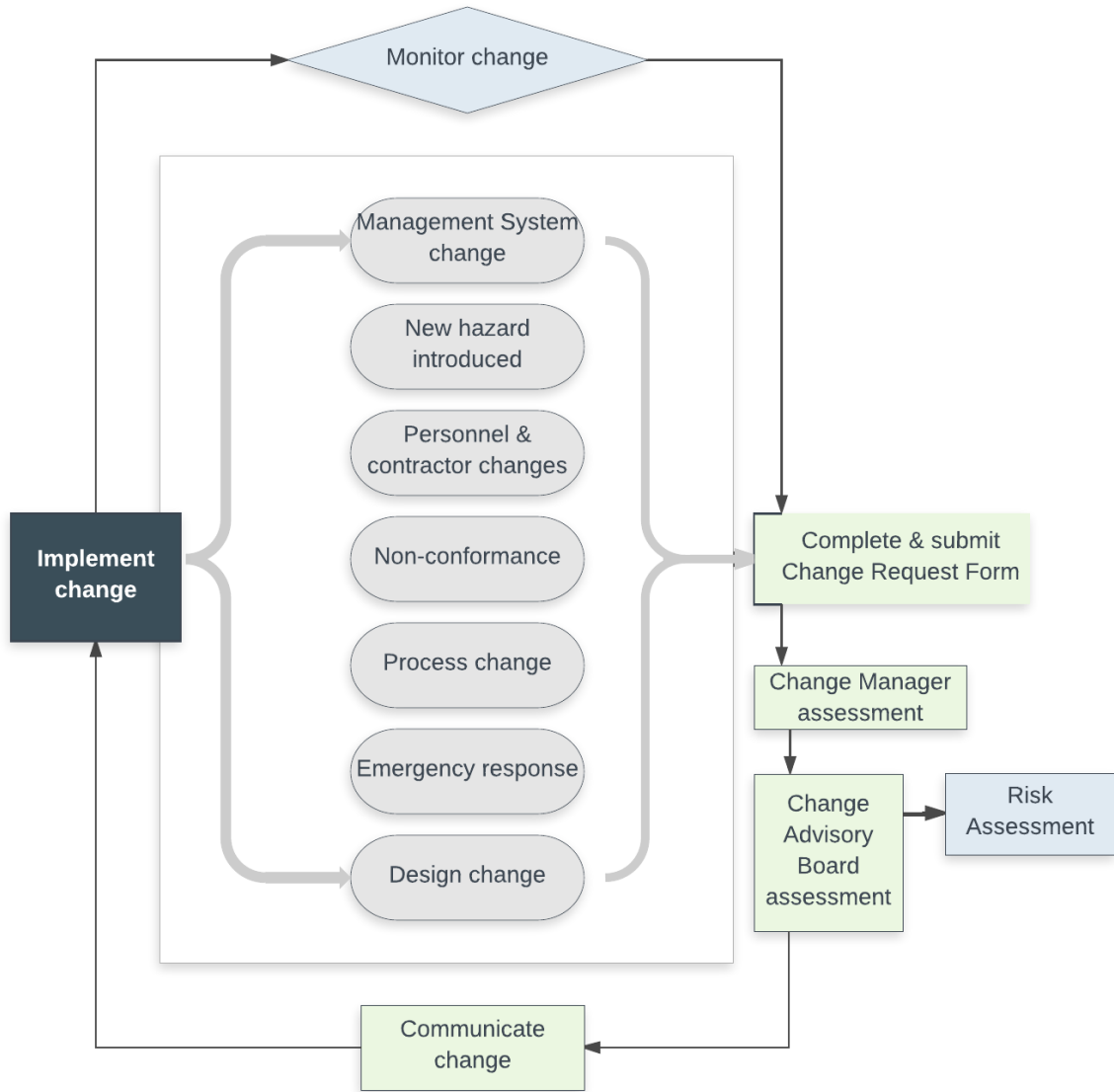


Figure 7. Change Management Procedure Flow Chart.

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300005	Corrective/Preventative Actions Form <i>(OHSMS Recording Forms)</i>
Document #: OHSF300031	OHS Risk Assessment Form <i>(OHSMS Recording Forms)</i>
Document #: OHSF300003	Change Request Form <i>(OHSMS Recording Forms)</i>
Document #	
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