



Standard HS10

Management of Change

December 2016

Health and Safety



Intent

Auckland Transport (AT) manages all temporary and permanent changes that occur within its business, or that of its alliance partners, to ensure that any health and safety (H&S) risk arising from these changes remains managed.

Change includes, but is not limited to, the organisation's structure, key personnel changes, significant changes to management systems or procedures, and the design, build and/or installation of new or significantly modified equipment, assets and facilities.

This element describes the requirements when changes are made to the materials, equipment, process or organisational structure of AT locations and operations. The focus for management of change is on critical risk processes and activities.

Performance Requirements

- 1.1 A documented procedure is in place for the management of change. This includes the effective identification, assessment and management of risk associated with the change. The procedure includes recording, tracking, management and review of change elements that have potential to cause harm.
- 1.2 The procedure defines the authority for approval of changes, compliance with all relevant regulations, applicable standards and permits, licence or authority requirements, documentation (including reasons for the changes), deadlines and training requirements.
- 1.3 Management of change is considered for both temporary and permanent changes.
- 1.4 Any change that creates risk to workers and others must involve a consultation and communication plan to stakeholders.
- 1.5 Systems are in place to ensure change management actions have been completed, their intended outcomes validated, relevant systems and documentation (including drawings) updated, any consequential risks identified and managed, and lessons learned are shared.
- 1.6 The original scope and duration for temporary changes do not exceed original authorisation without formal review and approval.