**Purpose**

[Organization’s Name] recognizes the importance of maintaining a healthy and safe workplace and is committed to ensure all individuals have the right to know about changes that has the potential to adversely affect the health and safety of staff, residents and others involved in our business or operations.

**Policy**

In order to ensure the health and safety of all, [Organization’s Name] maintains that prior to the implementation, any proposed change will be documented and reviewed within a change management plan to identify risks and impacts; and a communication plan will be created in an effort to ensure clear transparent lines of communication.

**Definitions**

* **Change**: The introduction, purchase or trial of a new material, equipment, systems and process; or a modification made whether temporary or permanent, to an existing unit of building, structure, systems or process from its current design or state.
* **Change Management:** The process for identifying, assessing and controlling a change to workplace design, operations, organisation or activities prior to implementation to ensure that the change doesn’t introduce any hazards into the workplace; or the risk of hazards to workers, the public or the environment is either eliminated or controlled.
* **Health and Safety:** Includes physical, psychological and social well-being.

**Responsibilities**

Employer will:

* Identify proposed and potential changes considering the associated potential hazards and risks and implement the change management plan.
* Manage organizational and workplace change, and develop change management standards
* Systematically inspect workplace systems, procedures, conditions and practices in their area of responsibility to ensure standards are met
* Assist in the management of workplace change.
* Provide employees with information, training and supervision required to work safely with the implementation of the change.

Supervisor will:

* Ensure that changes within their area or responsibility are assessed and change management procedure is completed.
* Conduct pre and post work-site inspections in areas of responsibility affected by the change.
* Ensure that general and site-specific training regarding the change and its management is delivered, monitored and evaluated.

Employees will:

* Participate in periodic training as directed and as required.
* Learn, understand, practice, and comply with health and safety policies, procedures, and standards; including safe work practices.
* Report any hazards identified with the implementation of any changes in the worksite.

**Procedure** [Organizations would describe how it is that they will approach changes within their safety program. Below are just some of the steps the procedure could follow]

Upon identification of any potential change and prior to implementation, a working group should be established [Organizations will list who will be part of the change working group. The group should include all who are involved or affected by the change].

The working group, in consultation with the HSC, will

1. Create a proposal using the Change Impact Assessment Form. This will outline the current situation, purpose of the change, expected outcome and change requirements, and who and what are involved in the potential change. ***See Change Impact Assessment Form***
2. Assess Health and Safety risks and impacts, by conducting risk assessment including identifying hazards associated with the implementation of the proposed change. Identified risks and hazards will be included in the change management plan to include recommendations to mitigate, controlled or eliminated.

The change management action plan will be used to monitor implementation, timelines, action items, responsible manager or designate and key stakeholders.

* 1. The action plan should be executed according to timelines and progress will be reviewed and reported regularly to key stakeholders. ***See Health and Safety Management Checklist and Action Plan (Appendix 2)***

1. Develop a training plan to identify training needs, timelines and key audiences.
2. Develop a communication plan to ensure clear lines of communication are established to inform all workers of the proposed change. ***See Change Management Communications Plan. (Appendix 3)***
3. Conduct an after-action review to reinforce change and maintain continuous quality improvement by:
   1. Collecting and analyzing feedback
   2. Identify emerging issues and gaps and manage resistance to change
   3. Implement corrective actions and celebrate successes

1. Maintain all documentation in accordance with Records management Policy if applicable.

**References**

Alberta Occupational Health and Safety Act, Regulation and Code

CCSA Health and Safety Leadership

Prosci Change Management Methodology: 3-Phase Process

**Appendix 1 - CHANGE IMPACT ASSESSMENT TEMPLATE**

|  |  |  |  |
| --- | --- | --- | --- |
| Organization |  | Date Created |  |
| Suggested Change |  | | |

|  |  |
| --- | --- |
| State of Event / Action / Strategy | |
| Current State |  |
| Resulting State Post – Change |  |
| Gap Between Current State and Change Completion |  |
| Key Risks |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Impact Overview | | | |
| Summary of Impact | | | |
|  | | | |
| Impact Type | Impact Timeline | | Impact Level |
|  |  | |  |
| Positions Affected | | Number Affected | |
|  | |  | |
|  | |  | |
|  | |  | |

|  |  |
| --- | --- |
| Change Requirements | |
| Communication |  |
| Training |  |
| Leadership |  |
| Stakeholder Collaboration / Communication |  |

## Appendix 2 – HEALTH AND SAFETY MANAGEMENT CHECKLIST AND ACTION PLAN

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Task | Impact of Change | Yes/No/NA | Action required to maintain or improve safety | Responsibility | Target date |
|  | Change of level of workplace supervision. |  |  |  |  |
|  | Affect how safety data including performance data is collected, analyzed or reported. |  |  |  |  |
|  | Required revisions to Job Descriptions. |  |  |  |  |
|  | Affects clients or community |  |  |  |  |
|  | Affects other corporate policies |  |  |  |  |
|  | Affects how other corporate policies are administered. |  |  |  |  |
|  | Require new or changes to safety training programs. |  |  |  |  |
|  | Require changes to training videos, manuals etc. |  |  |  |  |
|  | Require change in safety procedure, practices which will require additional or new training. |  |  |  |  |
|  | Require Training of existing employees in procedure and practices that will be considered new to them. |  |  |  |  |
|  | Require changes in worksite job training. |  |  |  |  |
|  | Require changes in record keeping functions. |  |  |  |  |
|  | Requires communication and training to implement the change. |  |  |  |  |

## Appendix 3 – CHANGE MANAGEMENT COMMUNICATION PLAN

|  |  |  |  |
| --- | --- | --- | --- |
| Organization |  | Date Created |  |

Identify affected **parties/audiences** and describe required **communication**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Event/Action/Strategy | Approx. Date of Effect | Targeted Audiences | Reason for Communication | Method of Communication |
| **Announcement of Change** |  |  |  |  |
| **Change Implementation Training** |  |  |  |  |
| **Activity 1** |  |  |  |  |
| **Activity 2** |  |  |  |  |