SECTION 1: DESCRIBE THE PROPOSED CHANGE:			
Change Initiator:		**Date**:	
Company/Department:			

SECTION 2: CHANGE DETERMINATION Determine nature of the change. Does the proposed change:	Y	N
Alter existing or introduce new plant and/or equipment?	☐	☐
Alter existing or introduce new processes?	☐	☐
Modify material used (i.e. properties, composition, etc.)?	☐	☐
Alter the organisation structure, roles and responsibilities?	☐	☐
Alter/add processes, plant/equipment needing new skills, knowledge or procedures.	☐	☐
Alter programmable electronic software and settings?	☐	☐
Alter the design/plan/layout of roads, excavations, services and facilities?	☐	☐
Alter the ergonomic specifications of the equipment, plant or activity?	☐	☐
Affect the emergency response and ability to raise alarm?	☐	☐
Increase levels of exposure to temperature, noise, dust, fumes, gas and/or vibration?	☐	☐
Create new environmental emissions e.g. dust, noise, waste, sediment?	☐	☐
Alter land use (disturbance of mining, non-mining and rehabilitated areas)?	☐	☐
Alter the impact to community (i.e. lighting, noise, dust, etc.)?	☐	☐
Require new or modified approvals, licenses or permits?	☐	☐
Conflict with any company or legislative requirements?	☐	☐
Add a confined space to the site?	☐	☐

SECTION 3: ASSESS THE RISK
Utilising the VUL-MOP-049-Risk Management Matrix select the appropriate risk score.

Change Impact Type	Low Risk	Medium Risk	High Risk	Extreme Risk
Impact on safety/harm to people	☐	☐	☐	☐
Environmental impact	☐	☐	☐	☐

Risk Category	Risk Assessment Requirements
Minor or Low/Medium	Conduct a JHA (a SWP may need to be written)
High or Major	Conduct a WRAC

JHA = JOB HAZARD ANAYLSIS | WRAC = WORKPLACE RISK ASSESSMENT AND CONTROL | SWP = STANDARD WORK PROEDURE

COMMENT ON THE RISKS OF UNDERTAKING THIS CHANGE.

COMMENT ON THE RISKS OF <u>NOT</u> UNDERTAKING THIS CHANGE.

SECTION 4: DETAILS OF THE CHANGE
DESCRIBE THE REASONS FOR CHANGE.
DESCRIBE THE BENEFITS OF THIS CHANGE.
WHEN DOES THE CHANGE NEED TO TAKE PLACE AND WHY?
LIST ANY TECHNICAL EXPERTS THAT NEED TO /SHOULD? BE CONSULTED ON THE PROPOSED CHANGE.

LIST THE PEOPLE / WORK AREAS THAT NEED TO BE CONSULTED ON THE PROPOSED CHANGE?	

LIST PROCEDURES, PLANS, SCHEDULES, COMPETENCIES, ETC THIS CHANGE EFFECTS.

SECTION 5: COMMUNICATION	
WHO NEEDS TO BE ADVISED OF THE CHANGE?	

WHAT MEANS OF COMMUNICATION ARE GOING TO BE USED?

WHAT INFORMATION NEEDS TO BE AVAILABLE TO PEOPLE AND WHERE DO THEY ACCESS IT?

SECTION 6: AGREED ACTION PLAN

All agreed actions are to be entered into system for tracking.

Each action plan is required to have an action to review the effectiveness of the change at an agreed period following the change.

#	ACTION	WHO	WHEN	NO.
1				
2				
3				
4				
5				
6				
7				
8				
9				

SECTION 7: SUBMISSION

CHANGE INITIATOR NAME	SIGNATURE	DATE

SECTION 8: APPROVALS

TECHNICAL EXPERT FOR (EXTREME RISK) OR (HIGH RISK) – IF IDENTIFIED

Approvers Name	Signature	Date

SUPERVISOR (MEDIUM RISK) OR (LOW RISK)

Approvers Name	Signature	Date

SUPERINTENDENT/MANAGER (MEDIUM RISK)

Approvers Name	Signature	Date

SSE (EXTREME RISK) OR (HIGH RISK)

Approvers Name	Signature	Date