



Work Front Management of Change

Work Instruction

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Authority

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History

Revision	Date	Amended By (Name)	Details of Amendment
0.0	06/01/2015	Codie Davies	Document renumbered, supersedes WI-OHS-051
0.1	21/06/2016	Anthony Gollan	Document reviewed to incorporate 5 Star Commitment requirements.
0.2	18/08/2016	Patrick Gabato	Updated format
1.0	30/08/2016	Patrick Gabato	Issued for use
2.0	12/07/2018	Anthony Gollan	Document reviewed with minor changes
3.0	21/10/2020	Anthony Gollan	Document Reviewed
4.0	26/07/2023	Vanessa Placheta	SCEE Electrical Branding and Review

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1 Purpose

The purpose of this Work Instruction (WI) is to describe the work front management of change process for use by Southern Cross Electrical Engineering Limited (SCEE). This WI defines the minimum requirements for the management of all permanent or temporary change to SCEE work fronts.

This WI shall apply to all projects undertaken by SCEE and shall be observed by all personnel of SCEE without exception. In the event that client procedures dictate alternative methods the system providing the highest standard of protection shall be adopted unless otherwise mandated by client project management

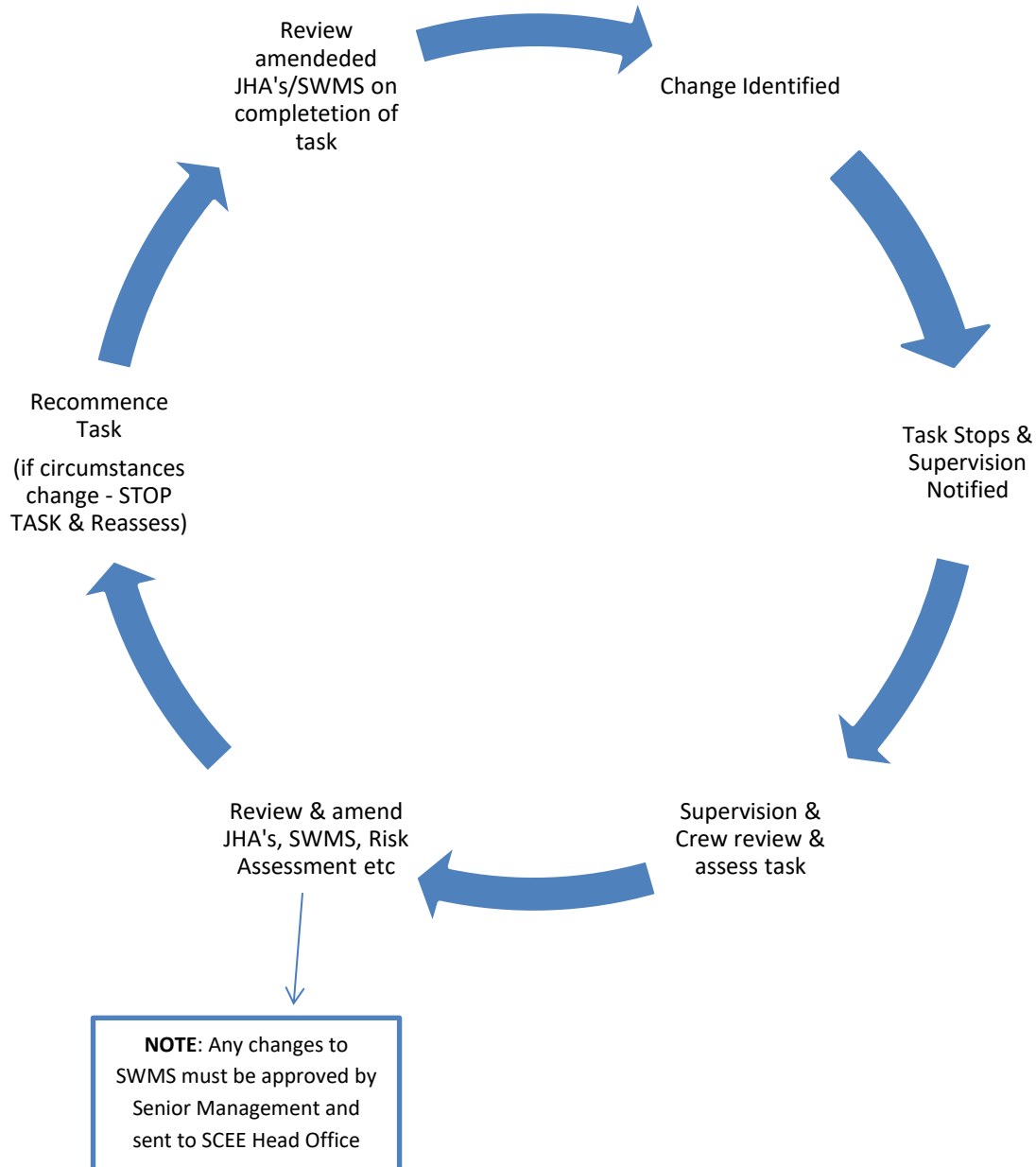
2 Definitions

Term	Definition
Change	A deviation from what is understood, known or familiar. For example, changes to work scope, conditions, personnel, equipment, task methodology, environment or hazards
Management of Change	A planned process to implement a new process, procedure or activity
Risk	An uncertain event or condition that, if it occurs, will affect the achievement of objectives
Hazard	Anything that has the potential to cause injury, illness, damage or harm
Risk Assessment	The process of risk identification, risk analysis and risk evaluation
Control	A measure implemented with the intention of minimising risk
Residual Risk	The risk remaining after controls have been implemented

3 Responsibilities

Role	Responsibility
Project Manager	<ul style="list-style-type: none"> Ensure full compliance with the requirements of this work instruction.
Site Manager	<ul style="list-style-type: none"> Audit and Monitor Compliance with this procedure.
HSE Advisor	<ul style="list-style-type: none"> Audit and Monitor Compliance with this procedure. Report to the Project/Site Manger on all aspects of the Work Front Management of Change Work instruction.
Supervisor	<ul style="list-style-type: none"> Conduct workplace inspections and enforce compliance with this procedure.
Employees	<ul style="list-style-type: none"> Comply with the requirements of this procedure.

4 Flow Chart



5 Activities

The below is to be read in conjunction with SCEE's [5 Star Commitment Procedure SCEE-HS-BS-PRO-0027](#).

The intent of this Work Front Management of Change WI is to reduce the risk of incidents, injury, equipment failures and damage arising from uncontrolled change events by ensuring:

- Change is managed in a structured and uniform manner in line with the SCEE safety management system.
- Work crews are included and have input into the change management process
- A Risk Assessment is conducted
- Controls deliver the required outcome and risk is reduced as low as practicable
- No new hazards to persons, equipment or the project are introduced
- Documents are reviewed and updated in the appropriate document control procedure

Many high potential incidents have one or more of the root causes identified in the poor application of change management. Some of these causes and contributing factors include:

- Selection of wrong materials resulting in unexpected failures
- Inadequate risk assessments resulting in ineffective controls
- Poor temporary equipment control
- Misapplication of procedures / Safe Work Method Statements
- Poor understanding of requirements
- Poor recognition of change over time
- Lack of communication of change

Refer: [SCEE-HS-BS-PRO-0027 5 Star Commitment Procedure](#)

5.1 Work Front Management of Change Requirements

Any permanent or temporary changes to the SCEE work front shall only proceed if:

1. A Risk Assessment is completed to assess the potential impacts of the change. For minor change, this could be a [Take 5 Risk Assessment SCEE-BS-HS-WIN-0002](#). If the residual risk rating is high or above work must not proceed until a formal risk assessment has been completed.

Refer: [SCEE-BS-HS-WIN-0002 Take 5 Risk Assessment](#)

2. A plan is developed by supervision and the work crew that clearly specifies the actions and timescale for the change and the control measures to be implemented. This could be a formal risk assessment or an amendment to the Safe Work Method Statement or JHA. As a minimum the plan must address the following:
 - a. Equipment, Facilities and Process
 - b. Procedures
 - c. Personnel – competency, responsibilities etc.
 - d. Documentation
 - e. Communication

3. The Plan is signed off by Supervision and the Safety Advisor (if allocated to the project)
4. The task is stopped and re-assessed if circumstances change.

5.2 Further Actions

For minor change Supervisors are responsible to ensure that the work crew receives an overview of the following information prior to the commencement of the task:

- The nature of the change
- The reason for the change
- The benefits of the change
- The plan for implementing the change
- The process for feedback
- Any other relevant information

Project Management will communicate and monitor medium and major change to ensure effective communication is undertaken and all personnel are well informed of the change.

Any amendments to Safe Work Method Statements (SWMS) require senior management approval and sign off. Amended SWMS are to be registered and forwarded to SCEE Head Office for review.

6 References

Documents, both internal and external, that are referenced within the content of this work instruction, including Australian and International Standards and legislation.

Document ID	Document Title
SCEE-HS-BS-PRO-0027	5 Star Commitment Procedure
SCEE-BS-HS-WIN-0002	Take 5 Risk Assessment

7 Related Documents

Related documents are those that have a relationship with this document, for example if this was the Operational Risk Management procedure related documents would include the work instruction to complete a JHA, the JHA template, Take 5 work instruction and booklet, etc.

Document ID	Document Title
SCEE-BS-HS-WIN-0032	Planning for Identification Assessment and Control of Hazards