

[Organization logo]

[Organization name]

**Commented [45A1]:** All fields in this document marked by square brackets [ ] must be filled in.

## PROCEDURE FOR CHANGE MANAGEMENT

Code:	
Version:	0.1
Created by:	
Approved by:	
Date of version:	
Signature:	

**Commented [45A2]:** Adapt to the existing practice in organization.

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## Change history

Date	Version	Created by	Change description
	0.1	45001Academy	Basic document outline

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## 1. Purpose, scope and users

The purpose of this document is to define the process of initiating, evaluating and implementing changes in Occupational Health and Safety Management System (OH&SMS) of [organization name].

This document is applied to all activities of [organization name] within the scope of the Occupational Health & Safety Management System (OH&SMS).

Users of this document are all employees of [organization name].

## 2. Reference documents

- ISO 45001:2018, clause 8.1.3
- OH&S Manual
- OH&S Policy
- OH&S Objectives
- Procedure for Addressing Risks and Opportunities and OH&S Hazards
- Procedure for Operational Control

## 3. Change Management

### 3.1. Initiation of the change

The initiative for the change in OH&SMS can come from any internal or external interested party.

information on the following:

- The reason for change
- Impact of the change
- Resources required to implement the change

[Job title] performs initial assessment of the change initiative to determine the future steps. If the

the changes are the following:

- **Emergency – requires immediate action.** This kind of change prevents immediate risk of

time.

Commented [45A4]: E.g. OH&S Manager

[organization name]

- **High Priority – requires actions within 48 hours.** The purpose of such changes is to prevent [redacted]
- **Medium Priority – requires actions within 5 days.** These changes address [redacted] do not have severe impact on the occupational health and safety or compliance with legal [redacted]
- **Low Priority – requires actions within 2 weeks.** A change is classified as a lower priority if [redacted] available to implement the change.

### 3.2. Formulating the change request

Upon acceptance of the change initiative, [job title] fills in the information about the change in the [redacted]

Commented [45A5]: E.g. CEO

In cases of the lower priorities, [job title] will fill in the Change Request section of the Change Action [redacted]

### 3.3. Evaluation of the change

[Job title] reviews the change request to determine the impact of the change on:

- [redacted]
- [redacted]
- [redacted]

Based on the impact of the change and resources needs and availability, [job title] decides whether [redacted]

### 3.4. Implementation of the change

The person responsible for implementation of the change is performing the activities defined in [redacted]

OH&SMS.

### 3.5. Monitoring effects of the change

deadlines for the activities in the Change Action Plan and Review. Once the monitoring activities are [redacted]

[organization name]

#### 4. Managing records kept on the basis of this document

Record name	Code	Storage		Responsibility
		Retention time	Location	
Change Actions Plan and Review	PR.09.1	2 years	[office of [job title]]	[job title]

**Commented [45A6]:** If the record is in electronic form, write the name of the folder on [job title]'s computer.

Only [job title] can grant other employees the right to access records.

#### 5. Appendices

- Appendix 1 – Change Actions Plan and Review