

## 5.3.15 Change Management Procedure

### Scope

This procedure applies to all employees of “Paradise Park” including staff, contractors, volunteers and visitors.

### Purpose

The purpose of this procedure is:

- To define the process and responsibilities associated with the management of change as applied to rides, attractions, plant, equipment, processes, services, materials and people;
- To ensure that all changes are implemented in a systemic and traceable manner; and
- To ensure that the change does not compromise the risk to personal health and safety, the environment and the provision of our products and services.

### Definitions

**Change** - Departure from the current status excluding normal repairs or activities to restore the original functionality. A change also includes a change to the work practice.

### Examples of Workplace Changes

- Physical modifications to a ride or attraction;
- Changes to plant or equipment;
- Changes to Chemicals used;
- Changes to IT Systems;
- Organisational change;
- Changes to the inspection of critical pieces of equipment;
- Changes to methods of work involving a risk;
- Changes to systems of control, alarms or locking devices used, etc.

## ***Actions and Responsibilities***

***Managing Director*** – The Managing Director is responsible for:

- Authorising and implementing this procedure, and any associated change required as a result of its implementation;
- Assisting Departmental Managers/Supervisors to implement effective change related risk management practices within their areas of responsibility by providing adequate resources.

***Departmental Managers*** – The responsibility of Departmental Managers is to:

- Ensure that risks associated with change have been identified, assessed, controlled, monitored and are subject to periodic review; and
- Assist Staff with implementing effective risk management practices as identified in the risk assessment process.
- May approve low risk change actions.

***Health and Safety Advisor*** – The responsibility of the Health and Safety Advisor is to:

- Assist managers and staff with the Risk Assessment process as required.

### **1. Need for a Change Identified**

1.1. The Change Initiator will provide sufficient supporting documentation to enable the proposal to be reviewed by others. The proposal must identify:

- The current situation;
- The purpose of the change;
- The expected outcome for the change;
- The system to be used to test results for the change.

1.2. Completed proposals are sent to an appropriate Departmental Manager (Change Coordinator).

## **2. Assessment of the Proposal**

### 2.1. The Change Coordinator must:

- Conduct a formal documented risk assessment;
- Determine the makeup of the assessment team to conduct a review;
- Coordinate the assessment of the proposal;
- Identify the appropriate Change Approver.

### 2.2. The assessment review must identify:

- All hazards associated with the proposed change;
- Control mechanisms to eliminate or minimize the risk during implementation;
- Standard, codes, legislation etc. to be complied with;
- Controls required;
- Relevant engineering certification and regulatory authorisation
  - Note that any modification to a ride or plant will need to be certified by an external engineer to confirm that it meets all relevant standards and design registration will need to be redone by contacting the local Work Health and Safety regulatory authority.
- Requirements for further risk assessments, process impact assessment, environmental impact assessments, etc.;
- If a change is subject to trial, the duration and measures for the trial.

### 2.3. Recommendations from the Assessment Team are sent to the Change Coordinator to initiate the approval process. If the proposal is not supported, the reasons for rejection shall be recorded and attached to the appropriate change management documentation.

## **3. Approval of Proposal**

### 3.1. The appropriate Change Approver will approve or reject the recommendation. If the proposal is not approved, the reasons for rejection shall be recorded and attached to the appropriate change management documentation.