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11.1 Introduction

In Safety, Management of Change is a best practice used to ensure that safety and health risks are considered and controlled when an employer makes changes in the workplace that affect processes, systems, people or organizational structure. Hazards may inadvertently be introduced whenever change occurs. Safety management practices require that hazards that are a by-product of change be systematically and proactively identified and appropriate measures to manage the safety risks be identified, implemented and evaluated. Managing change is critical to managing risk and is vital to an effective OHS Program.

To meet these requirements, Saint Mary's University has established processes to ensure that change is managed in such a manner as to protect the health and safety of employees of the University and other persons who may be present at Saint Mary's University.

11.2 Management of change at Saint Mary's University

The University recognizes the potential impact of change on the effective implementation of its Occupational Health and Safety Program. New facilities, new equipment and new ways of doing business or of performing existing tasks must be examined to determine the impact they may potentially have on employee health and safety.

The hazard recognition, risk assessment and risk control process described in Chapter 3 of this manual requires a formal hazard assessment process be implemented and performed at the start of any work which is new to the work group; and performed whenever there is a significant change to a building, equipment or work procedure.

This process is intended to identify the impacts of such changes on hazards, control methods and employee training.

11.3 Management of change in legal requirements and OHS standards

From time to time, there are amendments to the Nova Scotia OHS Act and regulations. There is generally a period of review and public comment that will give the University an opportunity to have advance notice of any impact on provisions affecting Saint Mary's University. Occupational health and safety programs developed by government agencies such as the Department of Labour and Advanced Education or the Workers' Compensation Board of Nova Scotia or by provincial safety organizations will change from time to time, with potential effects on the University. As part of the coordinating function, the University's OHS Office will maintain contact with these organizations to become aware of any legal requirements and OHS standards. The OHS Office will be responsible to ensure existing OHS policies,

and the OHS Program are reviewed and revised, as required. The OHS Office will facilitate consultation with JOHSC and other members of the Saint Mary's Community related to changes in or additions to the OHS Program.