

# SAFETY ALERT



## New or Changed Processes on Site

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### Background

In March 2020 there was an incident involving mobile plant that resulted in serious injuries to the operator. The investigation of this incident revealed two critical outcomes:

1. Do not use equipment/plant for any purpose other than those recorded in the Safety Management Plan (SMP).
2. A risk assessment should be completed for any task that is changed or is not thoroughly described by the SMP, procedures etc.

### Tips for planning new or changed processes at a worksite:

- Clearly define the proposed change.
- Identify the hazards and assess the risks.
  - Involve persons who have training and experience relevant to the issue, including supervisors and operators.
  - Identify which existing risks may change, and any new hazards and risks which may be introduced.
  - Consider the longer-term risks that will result from the change, for example changes required in maintenance.
  - Assess whether the changed workplace remains compliant with laws and standards.
- Ensure the change proposal minimises risk.
  - Revise the proposal if the risks are elevated - consider a different approach or further controls.
- Communicate all changes in relation to risk to affected workers.
- Provide any necessary instruction, training or supervision.
- Monitor the effectiveness of the controls.
- Ensure there is ongoing monitoring to identify gradual changes.
- Document changes and make the documents available to workers.

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