

ARPANSA Holistic Safety MicroTools

KEY AREA: *Managing Change*

Date:	
Area(s) examined:	
Follow-up actions:	

RATING CRITERIA			
Not Observed	Low	Medium	High
NA	1	2	3

Change policies and procedures:

Observations Rating

1.	When was the last time we reviewed our change control policies and procedures; do they need to be reviewed?		
2.	How can we involve staff in the review process to ensure that the policy takes staff views into consideration?		
3.	How can we better inform and communicate the policy so that those staff that need to know it are adequately informed?		

Change planning and procedures:

Observations Rating

4.	Do our change processes require staff to clearly identify the reason and objective behind the change?		
5.	Do we only approve the initiation of change processes once these objectives and reasons have been clearly stated?		

Identifying and weighing up change options:

Observations Rating

6.	Do we ensure that the options we develop are closely aligned with the change objective(s)?		
7.	How do we weigh up each option's benefits and detriments to ensure that the best option is adequately justified and selected?		

Control of change implementation:

Observations Rating

8.	Could we improve the way we ensure safety is maintained whilst a change is being implemented or taking place?		
9.	Could we improve our processes to make it clearer how safety and security will be considered in operational tasks and day-to-day work?		

Review of change and continuous improvement:

Observations Rating

10.	How do we learn from deviations, events and operational experience to improve our practices?		
11.	How do we identify key safety and security lessons that can be learned before, during and following a change process?		
12.	How do we ensure that lessons learned are shared across the organisation to improve the way future changes are planned and conducted?		

ACTIONS TO IMPROVE:

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