



Plastica Ltd

Change Management Policy

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Contents

Section	Content	Page Number
1.0	General Statement of Policy	3
2.0	Responsibilities	3
3.0	Arrangements	3
4.0	Review Process	3

1.0 General Statement of Policy

The purpose of the Change Policy is to ensure any significant changes within the business are done in a controlled manner to minimise the risk of a major accident, hazard or environmental damage as well as to protect the commercial wellbeing of the business, its employees and stakeholders.

Under the terms of the Control of Major Accident Hazards Regulations (as amended) 2015 (COMAH) Plastica is committed to managing change in such a way as to minimise risk to both the business, its staff, contractors and visitors.

Plastica also commits to maintaining a robust change management system.

Objectives

- Plastica Limited will ensure that any change process is undertaken for the correct reasons and maintains the safe, integrity of the business.
- All change processes will be investigated, assessed, implementation managed and the outcome monitored.
- Staff will be communicated with regarding any relevant changes and where appropriate their opinions and advice will be sought and acted upon.

2.0 Responsibilities

The Managing Director (MD HSFE), Business Development Director (BDD HSFE) and IT Director (ITD HSFE) with overall responsibility for Health, Safety, Fire and Environmental Issues are responsible for investigating any initial change request.

If a change request is approved a team is assembled from the most relevant members of staff. The team are responsible for the management of the implementation and monitoring of the change process.

3.0 Arrangements

The change management arrangements will follow Plastica's Organisation Change Procedure H&S 14 Organisational Change Procedure.

4.0 Review Process

The Change Management Policy is reviewed annually.

In the event of any changes to the business and/or its processes or the law, any required policy changes are enacted within a reasonable period of time.