



Plastica Ltd

**Change Procedure
if there is to be an impact on Health & Safety**

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Reviewed On: 21/05/24 (No changes)

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Version: 5

HS&E 14

1. Reasons for change

a. Written request for change

Received by 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 by email or in writing.

Email address: changes@plasticapools.net

Request shall include:

- Brief outline of the proposed change
- The goals for the proposed change
- If appropriate a cost/benefit analysis

b. Management Meeting

Discussed at a meeting where management agree a requirement for change.

2. Requests are reviewed by MD HSFE, BDD HSFE, ITD HSFE using a defined criteria:

- Risk to the business
- Risk to personnel
- Cost savings
- Efficiencies
- Overall impact on the Health & Safety and wellbeing of our personnel, contractors and visitors.

3. Based on point 2 the request will be approved, denied or put on hold (and decision communicated to the proposer). Those changes deemed feasible would be forwarded to the Managing Director for his assessment and approval.

A log of all requests is kept and those put on hold will have a review date of no more than one year.

4. For an approved change request, a team will be assembled from the most relevant members of staff. The team are responsible for the management of the implementation and the monitoring of the change process.

5. The implementation of the request will go to a planning stage and the following criteria shall be considered:

- Risk assessment
- Training needs
- Resources
- Time Frame
- Human factors
- Company culture

6. Once all criteria have been fully considered an implementation plan will be drawn up. This will highlight responsibilities, timeframes and resources. The plan will be communicated in writing to the relevant staff.
7. During the implementation process the progress of the change will be monitored against the plan. Any issues which arise will be dealt with and the plan adjusted accordingly.
8. Following the completion of the implementation the team will meet and review the process to ensure that all goals have been met. They will also discuss any unexpected outcomes, whether positive or negative.

The changes implemented will also be monitored for a reasonable time to ensure the changes have been adhered to and that the overall goals continue to be met. Any unexpected issues that arise from the change process will be analysed and corrective action undertaken where appropriate.