

CHANGE MANAGEMENT FOR NEW OR MODIFIED EQUIPMENT

New technologies and equipment or modifications to existing equipment are regularly introduced into the workplace and may require new or updated skills.

It is important to thoroughly understand how to use new equipment or technology and to understand any modifications to existing equipment before you use it as there can be a risk of injury.

WHAT SHOULD BE REVIEWED?

- CHANGE MANAGEMENT
- PAPERWORK FOR NEW OR MODIFIED EQUIPMENT
- NEW OR UPDATED TRAINING REQUIREMENTS



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The complexity of the task or piece of equipment you are going to use will dictate what will need to be addressed before it is put into service.

- A supervisor should review the change management process with you prior to using the new equipment or modifications to existing equipment. This process should include details such as a review of the new or modified safe work procedure and lockout procedure.
- When new equipment is installed, ensure you review all the relevant documentation for the piece of equipment such as the operator's manual, safe work procedures and lockout procedures. These should be reviewed by everyone involved in the process.
- There may be a requirement for additional training. This new or updated training might include how to use the new or modified equipment or technology and information on identifying or understanding new hazards associated with the equipment.

Typically, there are secondary considerations that are not identified when introducing a new piece equipment, technology or modification to existing equipment. Developing a thorough process for introducing new equipment is a proactive approach that will benefit everyone involved. A detailed and comprehensive process will not only help prevent injuries but can also help avoid costly operational errors and oversights.

If you notice NEW or MODIFIED EQUIPMENT in your work area, ask your supervisor for further information on the changes and instructions on how to use it.

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