



ASSET / SERVICE / PROCESS - ACQUISITION OR CHANGE – Policy to be followed to ensure proper consideration given to the introduction of new or altered risks

Updated: 23/5/16

Prior to the acquisition of a new asset, service, or the alteration/introduction of a process management must consider the new or altered risks that this alteration/introduction will make. This is to ensure the Health & Safety of workers and those impacted by our work is not negatively affected, as well as ensuring there is no flow on negative impacts on business operations

CHECKLIST PRIOR TO CHANGE/ACQUISITION

Yes	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Approval gained from Finance Manager (for acquisitions that meet threshold)
<input type="checkbox"/>	<input type="checkbox"/>	Does the Asset/Service meet the relevant NZ Safety Standards
<input type="checkbox"/>	<input type="checkbox"/>	Consult those who will be impacted by the change/acquisition
<input type="checkbox"/>	<input type="checkbox"/>	Analyse impact on Health and Safety
<input type="checkbox"/>	<input type="checkbox"/>	Training and Safe Use Guidelines documented
<input type="checkbox"/>	<input type="checkbox"/>	Hazard/Risk identification carried out
<input type="checkbox"/>	<input type="checkbox"/>	Safe Work Method Statements and Workplace Hazard Register Updated?
<input type="checkbox"/>	<input type="checkbox"/>	Approval gained from Director responsible for Health & Safety
<input type="checkbox"/>	<input type="checkbox"/>	Plan documented for the implementation/introduction
<input type="checkbox"/>	<input type="checkbox"/>	Systems updated for change/acquisition