

Health & Safety Process Implementation

Management of Change Plan and Communications - Multinational Oil Company

The Challenge

To ensure the smooth implementation of a unified Control of Work process to replace a series of fragmented processes.

Outcome

The new process was implemented effectively across the site.

SkillSet Approach

In order to further improve health & safety on its HQ site of 4,500 people our client wanted to unify the Control of Work process for managing potentially hazardous works on site, usually undertaken by external contractors. The current situation was that there were several parallel processes in operation operated by different organisations on the site.

SkillSet was engaged to prepare a management of change plan and provide communications for the implementation of the revised process.

We undertook interviews with key stakeholders and members of the project team and reviewed project documentation.

We prepared a management of change plan covering the following activities:

- **Stakeholders and impacts**
- **Communications and Engagement**
- **Process definition and documentation**
- **Roles and responsibilities and associated transitions**
- **Training and education**
- **Permit issuing system enhancements**
- **User support**
- **Risk management**
- **Schedule and work breakdown structure**
- **Approval and acceptance**