WHS DOCUMENTS & TEMPLATES

DOC-CHG-PLAN · Change Management Plan

Product Overview

For: Australian businesses that change how they work: owners and managers, operations, HR and IT managers, project and change managers, and the WHS and risk advisers who support them

Version 1.0 · 13 November 2026

SAMPLE

A risk-based change management plan for Australian businesses: a plain-English plan and policy, with the tools to identify, assess, consult on, approve, make and review every kind of change, each step scaled to the change's risk tier, aligned to the model WHS laws, ISO 31000:2018 and AS/NZS ISO 45001:2018.

Change is where control breaks down. New processes, plant, systems, structures and ways of working bring risks that existing controls were not designed for, and they can quietly remove a control that was working. Change carries more than safety risk: the service, the cost, the business's reputation, the environment and its information. And the WHS laws require a business to consult its workers when proposing changes that may affect their health or safety, and to review its controls before a change that could bring a new or different risk.

This plan manages change as a whole-of-business risk: operational and process change, plant, equipment and facilities, technology and digital systems including automation and AI tools, organisational change including restructures, staffing levels and rosters, suppliers and contractors, legal and regulatory change, temporary and emergency changes, and the changes projects make. Each change is screened, rated once for its inherent risk across six areas on the same risk matrix as the WHS risk register, and its tier sets the level of assessment, consultation, approval, implementation control and post-change review. Temporary and urgent changes have their own path, with a time limit and a review after.

It is written once for the whole of Australia, to the model WHS laws, with notes on how Victoria, Western Australia and the Commonwealth (Comcare) differ, and it leaves the detail of each jurisdiction to the business's own WHS management system. It is aligned to ISO 31000:2018, AS/NZS ISO 45001:2018 (management of change), ISO 9001:2015, ISO 14001:2015 and ISO/IEC 27001:2022, with a cross-reference to each. It is not certification.

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[Company name]

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Change Management Plan

How the business identifies, assesses, consults on, approves, makes and reviews change, scaled to the risk

Document number		**Version**	
Plan owner (change coordinator)		**Approved by**	
Date approved		**Next review date**	

How to use this plan

- This is **[Company name]**'s operating plan for change. Each part says what the arrangement is for, what we do step by step, who does it, the tools and records we use, how we check it is working, and when we review it.
- The plan applies to every change, but not in the same way. Each change is screened, and those that need it are rated once for their inherent risk. The tier sets how much assessment, consultation, approval, control and review the change needs.
- The tools named in each part are in folders 03 to 06. Fill in every placeholder in square brackets, delete what does not apply, and add your own arrangements.

1 Purpose, scope and objectives

Change is where control breaks down. New processes, plant, systems, structures and ways of working bring risks that our existing controls were not designed for, and they can quietly remove a control that was working. This plan sets out how **[Company name]** manages the risks of change, across the whole business and not only health and safety: how we identify a change early, assess it, consult on it before we decide, approve it at the right level, make it safely, and check afterwards that it worked and the controls still work.

This plan covers: **[Scope of the plan]**. It applies at **[Sites covered]** to every kind of change in part 4, whoever proposes it. It sits under our WHS management system and uses its risk register, consultation arrangements, incident reporting and management review. It does not replace them.

Our objectives for change	How we measure it (part 15)
No one seriously hurt, and no Major harm in any area, because of a change	Incidents linked to a change, by severity
Every change screened, and every change that needs it tiered, before it is decided	Changes screened and tiered before the decision: 100%
The people affected consulted before the decision, and their views taken into account	Tier 1 to 3 changes with consultation recorded before approval
The controls a change touches, critical controls first, verified working after it	Post-change reviews on time; controls found working
Temporary and urgent changes kept short and reviewed	Temporary changes past their expiry; urgent changes reviewed on time

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Change Request and Screening Form

Step 1: raise a change early, before it is decided, and screen it: does it need assessing?

Change number (from the register)		**Change owner**	
Raised by		**Date raised**	
Site, area or system		**Proposed start and end dates**	

Raise it early

- Raise the change as soon as it is proposed, before the decision is made. Anyone may raise a change.
- Part A says what it is. Part B decides whether it needs assessing. Part C sets its tier. Part D records a Tier 4 change in full.

A The change

Question	Answer
What is changing?	
Why is it changing?	
When, where and for how long?	
Who does it affect: our workers, contractors, visitors, the public, clients?	
Is it permanent, temporary or urgent? (Temporary and urgent changes also use the Temporary and Urgent Change Form.)	☐ Permanent ☐ Temporary ☐ Urgent

Kind of change (tick all that apply)	Tick
Operational and process change	☐
Plant, equipment and facilities	☐
Technology and digital systems	☐
Organisational change	☐
Suppliers and contractors	☐
Legal and regulatory change	☐
Temporary and emergency changes	☐
Projects	☐

What it touches	Examples	Tick
The task	A new step, a shortcut, a shorter inspection, a different method	☐

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Pre-implementation Readiness Check

Step 6: go or no-go, before a change goes live

Change number		**Change**	
Tier		**Change owner**	
Checked by (Tier 1: the go or no-go meeting)		**Date and time**	

No-go if

Any item required for the tier is not ready. A no-go is a good result if it stops an unsafe change. Record why, fix it, and check again.

Item	Tier 1	Tier 2	Tier 3	Ready
Approval given, and every condition met	●	●	●	☐

The rest of this page, and the rest of this document, are in the full product.

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Change Management Plan

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. A risk-based change management plan for Australian businesses: a plain-English plan and policy, with the tools to identify, assess, consult on, approve, make and review every kind of change, each step scaled to the change's risk tier, aligned to the model WHS laws, ISO 31000:2018 and AS/NZS ISO 45001:2018.

What the full product contains

- **Change Management Plan, in plain English, with a policy to sign and a roles and approval authorities guide**
  02_PLAN/ (.docx and .pdf)
- **Australian law cross-reference (model WHS laws, Victoria, WA, Comcare), and an ISO standards cross-reference**
  02_PLAN/ (.docx and .pdf)
- **Change request and screening form, Excel change risk tiering tool on the owner's risk matrix, impact and risk assessment, critical controls impact check, organisational change and psychosocial risk assessment, and technology and digital change checklist**
  03_IDENTIFY_AND_ASSESS/ (.xlsx, .docx and .pdf)
- **Consultation plan and record, and change approval record**
  04_CONSULT_AND_APPROVE/ (.docx and .pdf)
- **Implementation and communication plan, training and competency impact checklist, document and system update checklist, pre-implementation readiness check, and temporary and urgent change form**
  05_IMPLEMENT/ (.docx and .pdf)
- **Post-change review, lessons learned record, Excel change register, governance dashboard and report**
  06_REVIEW/ (.xlsx, .docx and .pdf)
- **Setup guide and 90-day implementation plan; Read Me First, Product Overview, Permitted Use Terms, Version Information**
  01_START_HERE/ (.docx and .pdf)

Formats

- Word (.docx), editable, with your logo and business name in the header
- Excel (.xlsx), editable, with dropdowns and formulas
- PDF copies of the Word documents, for printing blank
- Delivered as a single ZIP download

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