



Management of Change Procedure

Viking Reinforcing Ltd. – Rebar Fabrication Yard and Reinforcing Steel Placement Operations (Parksville, BC)

Document Control

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1. Purpose

This procedure establishes the system used by Viking Reinforcing Ltd. to manage changes that may affect occupational health and safety risks. The procedure ensures that hazards associated with operational, equipment, process, or organizational changes are identified and controlled before implementation.

2. Scope

This procedure applies to all changes within Viking Reinforcing operations including the fabrication yard, equipment and machinery, material handling processes, construction site operations, and organizational or procedural changes.

3. Definitions

Term	Definition
Management of Change	A formal process used to evaluate risks associated with operational changes.
Temporary Change	A change implemented for a limited duration.
Permanent Change	A long-term modification to equipment, processes,



SOP-OHS-08 – Management of Change Procedure or procedures.

Change Request

A documented request to modify equipment, procedures, materials, or operations.

4. Responsibilities

Chief Safety Officer (Dan Ansell)

- Reviews safety risks associated with proposed changes.

Superintendent (Thomas Gabinet)

- Ensures jobsite changes are evaluated for safety impacts.

Yard Foreman (Matt Warawa)

- Evaluates fabrication yard operational changes.

Director of Maintenance (Sean Vetra)

- Assesses equipment modifications and maintenance changes.

Management

- Approves changes following safety review.

5. Types of Changes Requiring Review

Changes that require evaluation include:

- Introduction of new equipment or machinery
- Modification of fabrication processes
- Changes to work procedures
- New materials or chemicals
- Changes in site conditions or work methods
- Organizational changes affecting supervision or responsibilities

6. Change Evaluation Process

1. Identify the proposed change.
2. Conduct a hazard and risk assessment.
3. Determine necessary control measures.
4. Communicate the change to affected workers.
5. Implement the change with appropriate supervision.
6. Monitor the effectiveness of the change.



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7. Risk Assessment Requirements

All changes must be evaluated for potential hazards including:

- Equipment safety risks
- Worker exposure to hazards
- Environmental risks
- Interaction with other operations

Risk assessments should be documented using FORM-OHS-06 – Hazard Assessment Form.

8. Communication and Training

Workers affected by operational changes must be informed and trained regarding new hazards, procedures, or equipment before work begins.

9. Records and Documentation

FORM-OHS-06 – Hazard Assessment Form

REGISTER-OHS-05 – Hazard and Risk Register

REGISTER-OHS-02 – Corrective Action Register

LOG-OHS-04 – Safety Meeting Log

10. Continuous Improvement

Changes implemented within Viking Reinforcing operations will be reviewed during management review meetings to ensure risks remain controlled and that improvements are incorporated into operational procedures.