MANAGEMENT OF CHANGE PROCESS

1. PURPOSE AND APPLICABILITY

1.1. Management of Change (MOC) is designed to ensure that no unforeseen hazards are introduced and the risk of existing hazards to people or the environment is not unknowingly increased from the procurement of new equipment or through renovation or construction of buildings or spaces on campus.

1.2. The introduction of new equipment, systems or processes which have not been previously applied, or for which employees have not been trained, may significantly impact the day-to-day operations and safety for employees.

1.3. The procedures outlined in this document applies to the following departments or divisions when these situations occur:

1.3.1. Risk Management and Safety Department (RMS),

1.3.2. St. Michael's Laundry Department (SML),

1.3.3. Facilities Design and Operations Division (FDO).

2. DEFINITIONS

2.1. **Pre-Startup Safety Review (PSSR)** - This is a pre-use assessment conducted prior to the release of a space or equipment for use. The safety and functionality of the space or equipment itself are checked to ensure all safeguards are in place and functioning as intended so potential hazards can be mitigated or prevented.

3. PROJECT PORTAL

3.1. New capital building projects start with a University approval to proceed with design and construction and follow the steps noted in the Large Scale Projects list below. All other renovations, renewals, and Medium to Small Scale Projects are to be submitted as project requests to the Facilities, Design and Operations (FDO) Project Portal. All submissions are reviewed by the Vice President of FDO to evaluate the need and viability

as well as to assign the project to appropriate staff within FDO to manage the projects.

4. PROJECT REVIEW MEETINGS

4.1. Once projects are assigned by the VP of FDO, projects are presented at a bi-weekly meeting at which stakeholders representing the various facilities constituencies (including but not limited to such groups as PD&C, Maintenance, Utilities, NDPD, NDFD, RMS, OIT, etc.) are engaged and provided an opportunity to be both aware and provide input or comment regarding the various aspects of new projects. This provides an opportunity for both technical, code compliance, environmental and safety aspects resulting from the projects to be identified at an early stage.

5. PROJECT DEVELOPMENT

5.1. The range, size, and complexity of projects performed vary widely and based on these factors, the management of change is addressed in a variety of manners.

6. LARGE SCALE PROJECTS

6.1. For large capital projects, for example a new building or a major infrastructure project, numerous parties both internal and external to the University are involved in the project development, design and construction.

6.2. In these cases, either a Bluebeam review session or other similar design review process whereby comments and input are provided by all constituencies. Such input is typically provided at the various stages of design (Schematic, Design Development, Construction Documents) and are used to both educate and obtain feedback from all affected service providers, building representatives and building users. This process includes approval and sign-off by each respective group for the project documents to move forward.

6.3. Once construction commences, service providers and building representatives are afforded numerous opportunities to view and inspect progress and provide feedback as appropriate.

6.4. Service providers are afforded the opportunity to see the project develop and offer suggestions or request changes on how equipment is installed or how it can be more easily accessible. This also makes them aware of where many items are that may not be fully visible once a project is completed. Such changes if made are tracked as part of the final as built documentation of the project.

6.5. Nearing the completion of the project, as part of the commissioning process, applicable service providers are invited to attend witness testing and learn about operations and maintenance of the equipment or systems that are unique to the project with which they do not have prior experience, as well as review various equipment or systems which they have previous familiarity.

6.6. These large-scale projects typically have a 12-month warranty period during which time additional overlap with the installers and equipment OEMs can provide additional experience and training for University staff and nested contractors.

6.7. Prior to final turnover near the end of the 12-month warranty period, an 11-month walkthrough is performed with applicable service providers and the facility constructors at which time any remaining issues or gaps in information can be addressed. Any items so identified are included on a punch list which must be completed and verified by project managers before the warranty period can be considered completed.

6.8. During the warranty period, operations and maintenance manuals are provided to the University for its use and records.

6.9. Major equipment asset information is entered into the University's Facilities Management System for ongoing reference. Generally, new equipment includes OEM commissioning, training and documentation.

7. MEDIUM TO SMALL SCALE PROJECTS

7.1. Typically, medium and small-scale projects include modest to minor renovations, maintenance projects, or equipment replacement projects. Such projects may or may not include formal design processes and

documentation, but are typically reviewed and approved by applicable service providers.

7.2. In the case where new equipment, which is unfamiliar to staff, is installed, proper training is to be provided.

7.3. Asset documentation including operations and maintenance manuals are provided to the appropriate department that will have ongoing responsibility for the equipment for their reference and use. Such documentation is then filed in the Facilities Management System under the specific asset that has been added.

7.4. If warranted for select items that are part of the projects and that are not familiar to the constituencies that will operate and maintain them, training will be provided to explain proper use and operation.

8. EQUIPMENT / SYSTEMS

8.1. An evaluation shall be made to assess training gaps and safety concerns when new equipment is to be purchased.

8.1.1. This could include, but is not limited to lift trucks, bucket trucks, pressure washers, mowers, and generators, with new or unique operational characteristics from similar equipment on which staff have been previously trained.

9. EVALUATIONS

9.1. When an evaluation is indicated due to a change created by a new system, process or piece of equipment the process shall include completion of applicable sections of the EHS Insight MOC Pre-Startup Safety Review (PSSR) form.

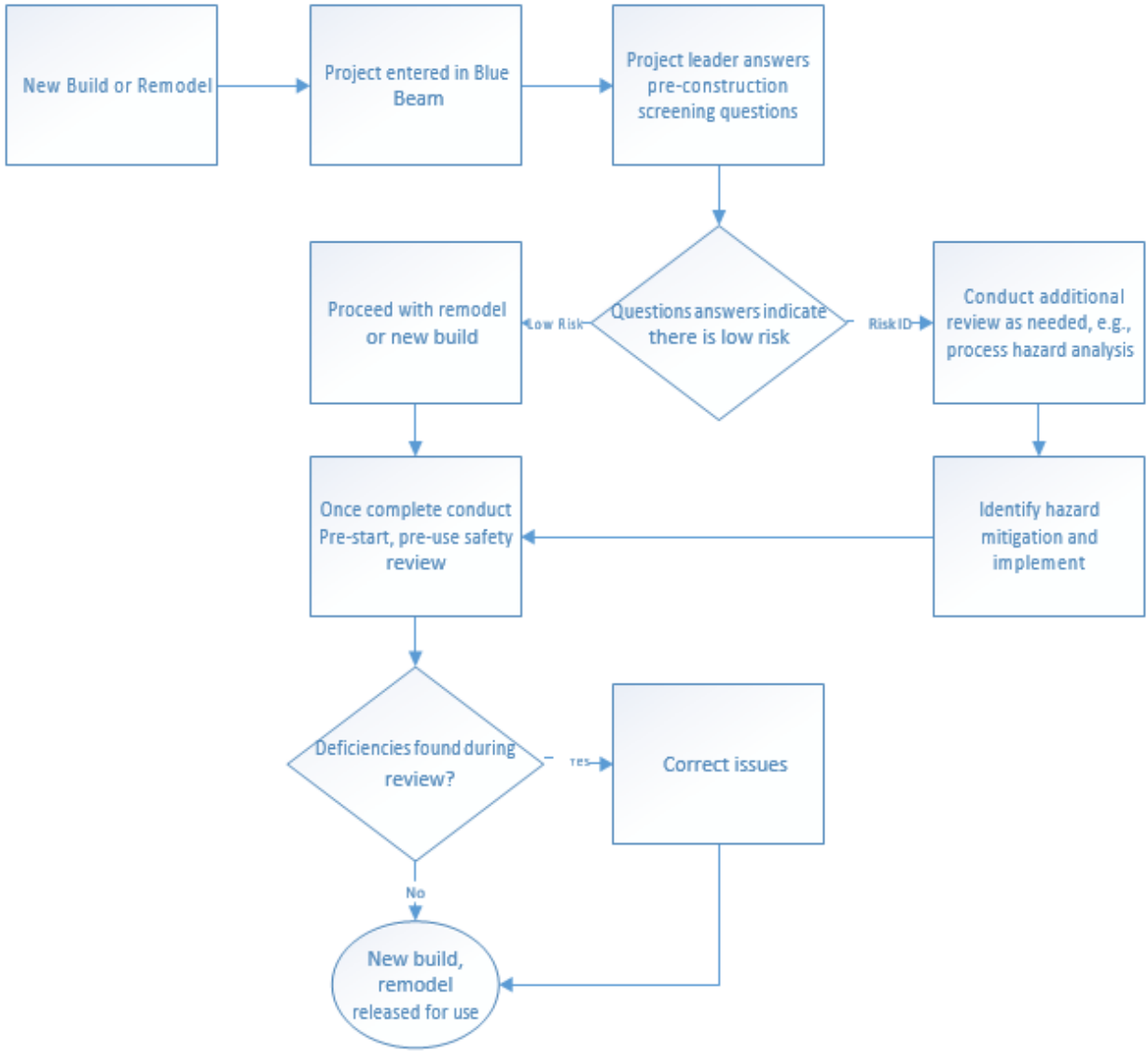
9.2. This form guides the user using a series of question sets to evaluate the change and ensure that critical safety aspects have been considered and addressed prior to startup of the new system or equipment.

10. EXCLUSIONS

10.1. One for one replacement of equipment, or the installation of new equipment that is operationally familiar to staff, or equipment that does not pose a safety hazard to employees is exempt from this process.

Appendix A

Flow Diagram for Large Scale Projects



It should be noted that should additional reviews be necessary the revisions would be noted in Bluebeam with updated documents indicating the changes warranted based on the review. Subsequent design phase reviews would observe the change and have a second chance to question them if not sufficient.

Appendix B

Flow Diagram for Medium to Small Projects