Lessons Learnt – PoWRA Change Management

Observation:

A system was needed to capture and prompt the supervisors to manage the changes in their work activity. Statistically, things go wrong when change isn't managed effectively.

Issues arising:

- There wasn't a system that could be easily accessed to see if PoWRAs (Point of Work Risk Assessments) had been carried out. This was important when investigating incidents following a departure from the agreed working methodology, ultimately when changes had occured being poorly managed.

Recommended actions:

- Create a system that has to be used by the supervisors as a daily check / mandatory return which makes them think about work before starting.
- This should incorporate an online form called a PoWRA where the question of change or no change has to be answered.
- In the instance of 'no change', the supervisor should submit an online form detailing the TBS number, their name and 'no change'. This instantly updates the live PoWRA dashboard.
- The form should be dynamic and changes dependant on the option selected.
- Selecting 'change' should expand the form requiring more information and a supporting paper PoWRA. This serial-numbered form should capture the nature of change, the mitigation and sign-off sheet. This is where those that have been briefed on the change & controls sign to confirm they have been briefed and agree to work in accordance with the change.
- Further development of this system could move to electronic recording of the briefing attendance via the site induction pass to eliminate paper.
- Setting up a workflow where the changes are automatically sent to the TBS WPP author where repeat changes can be incorporated within the TBS / WPP when they are revised.
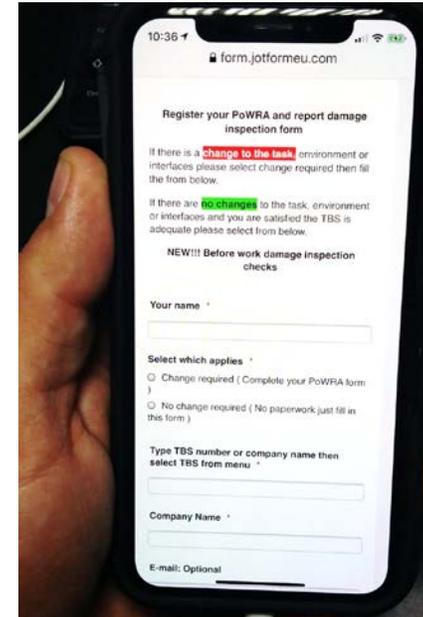
Point of Work Risk Assessment form on mobile device
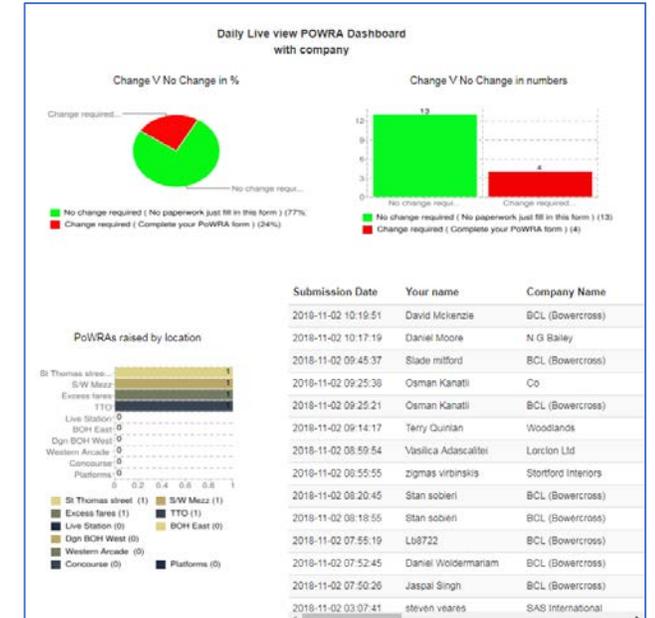
Point of Work Risk Assessment live dashboard showing change in red v no change in green