



**Australian Government**

# **TLIF4104 Manage change in the rail safety environment**

**Release: 1**

# TLIF4104 Manage change in the rail safety environment

## Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

## Application

This unit involves the skills and knowledge required to manage change in a rail safety environment and associated risks. Change may be required because of organisational restructuring or the introduction of new equipment, systems or practices.

It includes establishing the context for change, developing a risk management strategy, advertising workplace change, implementing a change management strategy and monitoring change process outcomes.

People achieving competence in this unit will need to fulfil the applicable state/territory legislated rail safety requirements and to comply with relevant codes of practice and/or guidelines and rail regulations.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

## Pre-requisite Unit

Not applicable.

## Competency Field

F – Safety Management

## Unit Sector

Not applicable.

## Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

### 1 Establish the context for change

1.1 Requirement for change is confirmed through consideration of changes to legislation, business or organisational requirements

- 1.2 Key stakeholders are identified and consulted on proposed change
  - 1.3 Benchmarking is conducted with other similar organisational/functional/best practice standards to confirm preferred methodology for managing change
  - 1.4 Specialists and experts are consulted as required to assist in identifying major change requirements or opportunities
  - 1.5 Overall life cycle and phases of change are identified
- 2 Develop risk management strategy**
- 2.1 Risk assessment is conducted to identify risks and hazards related to change
  - 2.2 Identified risks are evaluated and controls are established so far as is reasonably practicable in accordance with organisational policy and procedures
  - 2.3 Responsibility for managing established controls is determined
- 3 Develop implementation plan**
- 3.1 Complexity of change is identified and appropriate phases and transition plans are developed
  - 3.2 Communications strategy is developed in collaboration with key stakeholders
  - 3.3 Modifications to systems and infrastructure are identified
  - 3.4 Resources required to implement change are identified
  - 3.5 Affected personnel and required training/up skilling is identified
  - 3.6 Updating of risk registers and other safety documentation is identified
  - 3.7 Procedures for post implementation monitoring and review are established
  - 3.8 Changes are documented and approval by key stakeholders is obtained in accordance with regulatory and organisational requirements
- 4 Communicate workplace change**
- 4.1 Anticipated change is advertised to appropriate organisational personnel who will be affected by change
  - 4.2 Range of strategies is used to foster a positive attitude to change, especially from individuals on whom organisational

change will have the most effect

- 4.3 Advice is provided to key stakeholders on strategies for effective change management and sensitivity is shown to people's individual responses to change
- 4.4 Leadership and communications strategies are used to assist others to deal with ambiguity and to adapt to change

## **5 Implement workplace change**

- 5.1 Policies, practices and procedures are altered and implemented as required to support change management strategy
- 5.2 Modifications to systems and infrastructure are implemented
- 5.3 Required training/up skilling of affected personnel is facilitated
- 5.4 Risk registers and other safety documentation are updated to reflect implemented change

## **6 Monitor and review change process and outcomes**

- 6.1 Organisational safety management system is reviewed and revised to reflect change
- 6.2 Ongoing process are monitored following implementation of change to ensure it is meeting organisational requirements

## **Foundation Skills**

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

## **Range of Conditions**

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

## **Unit Mapping Information**

This unit replaces and is equivalent to TLIF4104A Manage change in the rail safety environment.

## **Links**

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>