**Name of Directive: Procedure for approving and controlling the introduction of new risk agents to Tel Aviv University**

(See appropriate form for approval of changes in Appendix A).

1. **General**

Various processes that include new risk components are performed by researchers in the laboratories and by other entities in all areas of the University, and therefore a suitable procedure in this regard is necessary.

1. **Goal**

The purpose of this procedure is to handle authorization and control of the introduction of new risk factors that could have a serious impact on the level of safety at Tel Aviv University.

1. **Responsibility**

Details of new risk factors include:

* Changes in various processes in laboratories, workshops, etc.
* Preparation of new equipment
* Setting up new laboratories (chemical, biological, laser, etc.)
* Changes made to existing systems
* Any new agent that entails risk

1. **Below are guidelines for performing the “Change Management” processes**
   1. The process of managing changes will be performed using a dedicated form that is appropriate for each subject, which is approved by the responsible entity that is supposed to introduce the new risk factor or other significant change.
   2. The change includes a change in a material, installation, process or method of operation that would have an effect on safety.
   3. Special care should be exercised concerning activities or work methods that are unfamiliar or out of the ordinary.
   4. Approval of the change by the University’s Safety Unit will be given only after a risk management procedure has been documented, which includes identifying risk factors derived from the expected or proposed change, assessment of the risk level that includes potential damage scenarios in the wake of such change, and recommendations for reducing the expected risk level due to the change.
   5. In the case of a complicated change, and at the recommendation of the Safety Unit director – a document “change plan” will be prepared that includes all the components relating to executing the change, including informing the relevant workers and officials about implementing the change plan, the order to actions to be undertaken and a time frame for implementing the change.
   6. Managing the change will include a process for controlling and validating implementation of the change. The change plan will include applicable safety indices for controlling implementation of the change and, wherever relevant, conditions and approvals for moving from one stage to the next.

**Appendix A**

**Approval Form for Performing a Change**

Description of the proposed change

Person responsible for implementing the change

Date change was approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date implementation is completed

Signature of system head

|  |  |  |  |
| --- | --- | --- | --- |
| **Risks created by the change** | **Recommended control methods to control the change** | **Implemented by** | **Follow up** |
|  |  |  |  |
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Approval by Safety Supervisor

Signature of person in charge