

IMPLEMENTATION OF LSR

Example Readiness Checklist

	YES	NO	N/A
Leadership Team Engaged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management of Change Plan Developed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communications Plan Developed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Internal Communications Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• External Communications Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stakeholders Engaged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Health and Safety Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Communications Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Human Resources Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Contracts Management Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Learning and Training Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Facility Security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Legal Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Key Service Providers (Contractors)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change Leaders Identified per Area/Function Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Installation Team Identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Identified Materials to be Changed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Integration with H&S Management System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Training Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Standards/Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ID Cards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Stickers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Banners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• HR Policy and Accountability Model	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Service Provider Contracts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Other Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Installation Team Identification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rollout Materials Identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rollout Materials Developed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>