

# Legislation & Legal Compliance

## Aim

The aim of this procedure is to:

1. Ensure that all relevant and current legislative and regulations are recorded and maintained in the organisation's Register of Legislation.
2. Ensure that the Organisation has a documented means of evaluating compliance with relevant legislation and regulations (legal requirements) associated with its operations.

## Scope

This procedure determines how the relevant government's legislations and regulations apply to the organisation's:

- Environmental Aspects as recorded in the Register of Environmental Aspects
- Work Health & Safety Legislation, Regulations and Codes of Practice.
- Other requirements as identified.

## Definitions

**Act:** an Act of Parliament, applying to all workplaces in the relevant State.

**Regulations:** support the Act, setting minimum requirements for specific hazards and work practices, including reference to national standards developed by the National Work Health and Safety Commission, and Australian Standards developed by Standards Australia.

**Codes of Practice:** details preferred methods or courses of action to achieve particular standards of health and safety.

**Australian Standards:** can have different legal status according to whether it is 'called up' in a Regulation, gazetted as an 'approved code of practice', or referred to for 'guidance' only.

**Guidance Notes:** provide guidance for particular topics, have no regulatory status.

**Legal Requirement:** are legislative requirements such as Parliamentary Acts & Regulations and Codes of Practice, Australian Standards and Guidance Notes which are referenced in the Acts & Regulations.

**'Other' Requirements:** refer to industry Codes of Practice and Australian Standards (not referenced in Acts & Regulations), local council requirements, public regulatory authorities agreements and client requirements.

## Responsibility

The Management Representative is responsible for:

1. Maintaining up-to-date listings of applicable legislation and other regulations in the organisation's Legislation Register. This Register is reviewed annually. Results of this review are detailed in the Compliance Review log. This review forms part of the Management Review process.
2. Assessing the business processes to ensure their regulatory compliance. The results of this review shall be recorded using individual Reviews for each item of legislation. The results of these reviews are reviewed as part of Management Review

## Method

The Legislation Register is accessible to all staff that are required to make references to applicable legislation and other requirements in the course of their work.

This Legislation Register is taken into consideration in establishing, implementing and maintaining the organisation's Management System.

Impacts identified as applicable to company activities are communicated to relevant employees through SWMS, Toolbox meetings, training and induction programs, all of which the employee must sign for attendance.

## **Records**

Records shall be retained consistent with Document & Records Management