

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 Legislation Library.
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.

Responsibility

The Management Representative is responsible for:

1. Maintaining up-to-date listings of applicable legislations and other regulations in the Legislation Library
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 an input to Management Review

Method

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

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

Records

Records shall be retained consistent with Document & Records Management