

1. Purpose

The purpose of this document is to ensure that current legal and other requirements that are directly applicable to the OHS activities and services of the City of Greater Dandenong (CGD) are identified and are accessible to employees, contractors and relevant parties.

2. Scope

This procedure applies to all employees, contractors, and volunteers at the CGD workplaces.

3. Definitions

OHS Legislation Register: A list of OHS legislation applicable to the CGD activities and operations.

Compliance: Meeting requirements of accepted practice, applicable legislation, regulations, industry standards, guidelines, codes of conduct, codes of ethics and organisational policies.

OHS Management System (OHSMS): That part of the overall management system which includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the health and safety policy, and so managing the health and safety risks associated with the business of the organisation.

4. Responsibilities

Refer to OHS Responsibility Procedure.

5. Procedure

5.1 Identification and Monitoring of Legal and Other Requirements

Example process:

The Team Leader Risk Management and OHS, or their delegated officer, shall identify and monitor all workplace health and safety legislation, codes of practice, compliance codes, applicable standards and any other requirements that are associated with the activities, products and services relevant to the CGD operations and workplaces. This is to be conducted by reviewing and monitoring the relevant legislation sources which include: WorkSafe, Australian Standards online, and other relevant online sources of OHS legislative information.

All identified legislation shall be documented on the OHS Legislation Register and compliance obligations are to be included in all relevant policies, procedures and documentation under the OHSMS.

Note: Currently standardised advisory service/process is being investigated by MAV Workcare and process for providing councils with access to standardised OHS legislation register.

OHS Legislative Compliance Procedure

5.2 Updating the OHSMS with New and Changed Legislation

The Team Leader of Risk Management & OHS or their delegated officer shall update and maintain policies, procedures and documentation under the OHSMS when relevant changes to legislation and other requirements occur. This includes making recommendations for review and amendment, as applicable.

The OHS Legislation Register shall be updated when new legislation is introduced or changes to legislation are made.

5.3 Communication of Legal and Other Requirements

The Team Leader of Risk Management & OHS or their delegated officer shall communicate to the CGD employees identified legislation and other requirements, and new legislation and changes to legislation affecting the CGD workplaces.

5.4 Compliance Reviews

The Team Leader of Risk Management & OHS shall ensure that OHS legislative compliance reviews occur when:

- Changes have occurred to relevant OHS legislation, codes of practice and standards
- New activities/operations are introduced into the workplace
- Any OHS compliance gap is identified
- Issues have been identified through OHSMS evaluations

6. References

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

National self-insurer OHS management system audit tool (NAT), version 3

7. Related Documents

OHS Responsibility Procedure

OHS Procedures, Development, Authorisation and Publication Procedure

OHS Document control Procedure

OHS Consultation, Communication and Issue Resolution Procedure

OHS Legislation Register

8. Document History

Version Number	Issue Date	Description of Change
0.2		Initial Draft
0.3	08/02/2018	Accepted by OHS Sub-Committee
0.4	05/03/2018	14 Day Employee Consultation completed
1.0	15/03/2018	Approval by OHS Oversight Committee

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