

Background



The purpose of the OHS legislative compliance procedure 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.

Responsibilities



- Managers
- Coordinators
- Supervisors
- Team Leaders

Actions



- Make sure all workers can access the relevant OHS legislation via the internet or hard copies (where necessary), advise your OHS team if you cannot access the relevant OHS Regulations through the internet and a hard copy will be made available
- Communicate this procedure to all workers in your local area

Evidence / Records



- A procedure for creating and reviewing procedures and work instructions that checks applicable legislative and other requirements.
- Procedures and work instructions that reference current requirements
- Minutes of meetings that record discussion of new legislative requirements
- A list of the applicable site licensing or registration requirements with matching records
- A current register or current record of licence holders
- A list of plant requiring registration and copies of current registrations
- Copies of current licences and verification of competencies (VOC)
- Minutes of meetings where the organisations current work practices are reviewed against the latest industry or legislative requirements
- All workers are able to demonstrate access to OHS legislation through the internet or hard copy

Questions



- Can workers nominate the location or contact person for reference information?
- Can you explain how licences and similar documents are kept current?
- Can relevant workers nominate the legal requirements for specific work or equipment?
- Can you explain how the organisation ensures that procedures meet relevant requirements?
- Do all workers know that they can access OHS legislation through the intranet or if necessary in hard copy?

If you require further assistance or information, please contact a member of the OHS Team:

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