

LEGAL AND OTHER REQUIREMENTS

PURPOSE AND SCOPE

BESIX Watpac will take positive steps to keep abreast of any legislative changes and comply with community expectations regarding WHS/OHS. To achieve this objective, BESIX Watpac shall maintain processes that regularly review applicable WHS/OHS legislation, as part of the organisation's ongoing commitment to fulfil its duty of care obligations and maintain the currency of information developed internally for BESIX Watpac use.

Ensuring that timely legislative reviews are undertaken with respect to monitoring and updating the relevance of the WHS/OHS system material, these requirements are applicable throughout all of BESIX Watpac's workplaces and the organisation's operations.

DEFINITIONS

Term	Definition
<i>Legal and Other Requirements:</i>	Includes all relevant WHS/OHS, workers' compensation and injury management Acts, Regulations, Codes of Practice, Guidance Notes, Australian/New Zealand Standards and agreements with authorities and other interested parties.

PROCEDURE

1. The **HSEQ Systems Manager**, in consultation with the relevant State Safety Managers, shall ensure procedures and documented processes are established that identify and ensure compliance with relevant WHS/OHS legislation, Codes of Practice and Australian Standards.
2. All Work Health Safety legislation, Codes of Practice and Australian/New Zealand Standards applicable to BESIX Watpac workplaces shall be readily available electronically, and accessible on site. These documents can be accessed online through government websites and via BESIX Watpac's standards subscription service.
3. The HSEQ Systems Manager and relevant State Safety Manager shall maintain knowledge of legislative changes through the review of relevant WHS/OHS websites, Australian Standards registers, attendance at industry awareness training sessions, or consultation with specialist external providers.
4. As a result of any legislative or regulatory change, relevant procedures shall be reviewed and amended if necessary by the HSEQ Systems Manager. Any project documentation amendments and subsequent implementation will be undertaken in consultation with Health and Safety Representatives and employees as necessary. This may include reviews of the Project Safety Management Plan, Safe Work Method Statements and work procedures and may include the need for additional training. Assistance may be required from a Legal practitioner to ensure compliance in revised Policies, Procedures and other documents
5. Any legislative change noted will be brought to the attention of General Managers, Operations/Construction Managers at Steering Committees. Health and Safety Representatives will be informed at Site WHS/OHS Committees and employees and other workers through the consultative process and this may include using legal practitioners to facilitate the training sessions.
6. Once policies, procedures or other systems have been updated, the State Safety Manager in consultation with the Operations/Construction Manager shall determine additional or review training needs (**S04-02 Training**).
7. The HSEQ Systems Manager will maintain a National **S02-01-01 Legal and Regulatory Compliance Register** outlining all of the National Acts, Regulations, Australian Standards and Codes of Practice relating to the work being undertaken.

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8. The HSEQ Systems Manager and State Safety Managers shall review the Legal and Regulatory Compliance Register at intervals not exceeding 12 months, but will update it when there is any change to legislation.
9. WHS/OHS legislation, Codes of Practice and relevant Australian Standards should be considered when purchasing plant and equipment, and during the risk assessment process in accordance with **S06-01 Purchasing** and **S05-02 Risk Assessment**.
10. The **S02-01-01 Legal and Regulatory Compliance Register** will be reviewed at the commencement of each project and the relevant legal and compliance requirements applicable to the project, and the works being undertaken, will be identified. The register will be reviewed by project teams when developing the Project Safety Management Plan, Project Risk Register and reviewing Safe Work Method Statements (SWMS) for the project. The register will be included with the **S08-01-01 Project Safety Management Plan**.

STATE SPECIFIC REQUIREMENTS

- State Legal and Regulatory Compliance Register

REFERENCES

Document Title	Standard / Section No.
Occupational Health and Safety Management Systems Office of the Federal Safety Commissioner Audit Criteria Evidence Guide Work Health and Safety Act (Commonwealth, ACT, NSW, QLD, NT, SA) Occupational Health & Safety Act (VIC) Health and Safety at Work Act 2015 (NZ) Work Health and Safety Regulation (Commonwealth, ACT, NSW, QLD, NT, SA) Occupational Health & Safety Regulation (VIC) Health and Safety at Work (General Risk and Workplace Management) Regulations 2016 (NZ)	ISO 45001 Section 4.3.2 WH3

DOCUMENTATION REQUIRED

- S02-01-01 Legal and Regulatory Compliance Register