



## Legislative and Regulatory Compliance Guideline

### PURPOSE

These guidelines support the [Health and Safety Policy](#) and the [Health and Safety Management Standards](#).

The aim of these guidelines is to:

- Outline the process in which HSEM identifies applicable legislation and remains up to date with legislative changes.

### DEFINITIONS

**HSEM:** Health, Safety and Emergency Management.

**HSEM Legal Obligations Register:** A document providing reference to the health and safety legislation applicable to activities within the University.

**University:** Refers to Curtin University.

### 1. Identification and monitoring of legal and other requirements

The Health, Safety and Emergency Management department (HSEM) will monitor and advise staff of changes in health and safety legislation relevant to the University's activities. Relevant legislation sources include:

- [Worksafe WA](#)
- [Resources Safety](#) (Department of Mines and Petroleum)
- [Safe Work Australia](#)
- [State Law Publisher](#)
- [Standards Australia](#)
- [Australasian Legal Information Institute](#) (AustLii)
- [SAI Global Legislation alerts and research](#) (Lawlex)
- [Australian Institute of Occupational Hygienists](#)

[Legal and Compliance Services](#) will keep abreast of new or changed legislation relevant to the University's activities and will inform appropriate areas of the University of these legislative developments as outlined within the [Compliance Procedure](#).



### 1.1. Access to Legislative Information

To ensure compliance with current legislation, the University maintains subscriptions and memberships to publications, journals and associations. These include:

- [Health & Safety Handbook](#)
- [Workplace OHS](#)
- [Australia University Safety Association](#)

Legislative and other relevant updates are also available to HSEM staff from the following resources:

- [Workplace Safety](#)
- [Lexology](#)
- [Health & Safety Bulletin](#)
- [Worksafe WA](#)
- [Safe Work Australia](#)

Curtin [Legal and Compliance Services](#) provides additional information in relation to legislation, policies and procedures.

## 2. Updating the Legal Obligations Register

The Health and Safety [Legal Obligations Register](#) provides guidance on applicable legislation relating to the operations within the University and is reviewed three yearly or when changes to legislation or licencing requirements are identified. The register provides a detailed list of Acts, Regulations, Standards, Codes of Practice, and Guidance Notes.

### 2.1. Communication of Legislative Information

HSEM will communicate identified legislative changes or updates to relevant stakeholders. Information may be disseminated using the following methods but not limited to:

- Information emailed to relevant staff, Safety and Health Representatives and Health and Safety Committees
- HSEM Legal Obligations register
- Curtin Weekly / Note to Staff
- Safety Bulletins/Alerts
- HSEM Training

## 3. Identification of Applicable Legislative Information

All HSEM policies, procedures and guidelines will identify relevant legislation, code of practice or Australian Standard that supports the content of that particular document.



#### 4. Responsibilities

HSEM is responsible for:

- Obtaining legislative information updates.
- Liaising with Legal Services when seeking legal advice in respect to OHS legislation.
- Informing Legal Services if they become aware of new or changed legislation relevant to the University's activities
- Disseminating information to stakeholders as required.
- Updating the HSEM Legal Obligations Register.

Managers and supervisors are responsible for:

- Implementing relevant legislative updates within their area specific documentation.

#### 5. EXEMPTIONS

- Legislation related to radiation, poisons and biological agents is updated by the relevant Compliance Officer.
- International and interstate campuses are required to follow and monitor local health and safety legislation applicable to their jurisdiction.

#### 6. RELEVANT DOCUMENTS/LINKS

[Health and Safety Policy](#)  
[Compliance Policy](#)  
[Compliance Procedures](#)  
[Legal Obligations Register](#)

#### CONTACT DETAILS

Contact	Health, Safety and Emergency Management Ph: (08) 9266 4900 <a href="mailto:healthandsafety@curtin.edu.au">healthandsafety@curtin.edu.au</a>
Approval Authority	Director, Health, Safety and Emergency Management

#### REVISION HISTORY

Revision #	Date	Amendment Description
1	04/04/2018	New Guideline