

# (Insert Organisation) Addressing Legal and Other Requirements Standard

Effective (insert date)

**Document owner:**

(Insert responsible position e.g. Chief Executive Officer)

**Application:**

Internal Health and Safety Management Practices

**Stakeholders:**

Board, Executive, Management, Employees and Contractors

**Address and contact:**

(Insert organisation address and contact details)

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# ADDRESSING LEGAL AND OTHER REQUIREMENTS

## 1.1 PURPOSE

The purpose of this standard is to outline the methods used for monitoring and addressing legal and other requirements to maintain the health and safety management system, currency of knowledge and compliant practices.

## 1.2 SCOPE

The scope of this standard applies to all board members, committee members, employees, contractors, volunteers and relevant stakeholders.

## 1.3 REQUIREMENTS

(Insert organisation) is committed to establishing, implementing and maintaining processes to:

- Determine and have access to up to date legal requirements and other requirements that are applicable to organisational hazards, risks and the health and safety management system;
- Determine how these legal requirements and other requirements will be applied and appropriate means of communication; and
- Take these legal requirements and other requirements into account when establishing, implementing and continually improving the health and safety management system.

## 1.4 IDENTIFICATION OF LEGAL AND OTHER REQUIREMENTS

(insert organisation) will remain informed of its legal requirements and other requirements through a range of information sources and consultation forums which will be subject to periodic review.

Legal, compliance and other requirements are prescribed in the following documentation:

- Acts and Regulations;
- Codes of Practice and Compliance Codes;
- Australian Standards and International Standards; and
- Manufacturers specifications and Industry Guidelines.

The primary source of health and safety legal requirements is the respective State and Territory Regulators, their websites can be accessed via the links in the table below.

State and Territory Regulator Website	Number	Email
<a href="#">SafeWork NSW</a>	13 10 50	<a href="mailto:contact@safework.nsw.gov.au">contact@safework.nsw.gov.au</a>
<a href="#">Workplace Health and Safety Queensland</a>	1300 362 128	<a href="#">Online enquiry form</a>
<a href="#">WorkSafe Victoria</a>	1800 136 089	<a href="mailto:info@worksafe.vic.gov.au">info@worksafe.vic.gov.au</a>
<a href="#">WorkSafe ACT</a>	(02) 6207 3000	<a href="mailto:worksafe@act.gov.au">worksafe@act.gov.au</a>
<a href="#">SafeWork SA</a>	1300 365 255	<a href="mailto:help.safework@sa.gov.au">help.safework@sa.gov.au</a>
<a href="#">NT WorkSafe</a>	1800 019 115	<a href="mailto:safetyadvice@nt.gov.au">safetyadvice@nt.gov.au</a>
<a href="#">WorkSafe WA</a>	1300 307 877	<a href="mailto:safety@dmirs.wa.gov.au">safety@dmirs.wa.gov.au</a>
<a href="#">WorkSafe Tasmania</a>	(03) 6166 4600	<a href="mailto:wstinfo@justice.tas.gov.au">wstinfo@justice.tas.gov.au</a>
<a href="#">Comcare</a>	1300 366 979	<a href="mailto:general.enquiries@comcare.gov.au">general.enquiries@comcare.gov.au</a>