

Workplace Safety and Wellbeing Management System

Legal Requirements, Document Control and Information Management

Standard 5

Our Values:



Collaboration



Communication



Integrity



Efficiency



Leadership

TOGETHER WE PROUDLY ENHANCE THE QUALITY OF LIFE FOR OUR COMMUNITY

Intent

Relevant legal, regulatory, industry and other Workplace Safety and Wellbeing (WSW) requirements are identified, accessible, understood and complied with, with the intention of continuous improvement. WSW legal and other requirements are integrated into council's Enterprise Risk Management Framework and related systems. It outlines the requirements for the arrangements which need to be established to ensure that council is compliant with the requirements of all acts and regulations applicable to its operations.

Performance Requirements

- Systems and procedures are in place that identify, ensure access and compliance to all applicable WSW legislation, regulations, standards, Local Government and other regulatory authority by-laws, licenses, permits, and other requirements directly applicable to council's activities, products and or services.
- Legal information relevant to council's WSW compliance is documented and easily available via link on the WIRE.
- External sources provide updates on any changes to the legal requirements. These are reviewed for impact on council's operations. Any legislative change that impacts the council will trigger documentation review.
- As part of its compliance, council will follow the requirements within a code of practice and or the requirements within AS/NZS ISO standards as a minimum safety benchmark.
- Where there is no standard, code of practice, regulation and or guideline that prescribes a WSW standard, council will utilise a risk management approach to ensure compliance to their WSW legislative obligations.
- Each worker is vigilant in conducting their duties and demonstrates commitment and adherence to WSW standards, procedures and regulatory requirements.
- Systems are in place to ensure which WSW documents are controlled and to ensure that these documents are controlled with current versions that are readily available.
- Systems are in place to ensure that WSW records are established, maintained, accurate and identifiable and also to manage the archiving and disposal of WSW records.
- WSW records have established, retentions times consistent with legal requirements and knowledge preservation and are assigned to responsible custodians.
- Workers health, medical and occupational exposure records are maintained and retained as necessary with appropriate confidentiality in place.