

LEGAL REQUIREMENTS

Section 1. Aim of the Procedure

To provide a means of identifying, accessing and reviewing legislation applicable to the work carried out by the company.

Section 2. Responsibilities

- Directors – the identification and review of relevant legislation and ensuring compliance.
- All employees – ensuring compliance with relevant legislation.

Section 3. Process

- Identify OH & S hazards relevant to the business.
- Identify legislation applicable to the hazards and add to the legislation register.
- Identify control measures to ensure compliance with the relevant legislation.
- Periodically check compliance with the legislation through the audit system.
- Periodically check for changes to the applicable legislation.

Section 4. Training

The Operations Director is responsible for identifying training needs relating to OH & S, in particular, to ensure all employees are competent and aware of legislation relevant to the work carried out by the company. Training is documented on the Skills Matrix.

Section 5. Associated Documents

- Risk Control And Risk Management Procedure
- Training Matrix
- DOCMAS01 – Document Master Record
- The Health and Safety at work Act

Section 6. Document History

October 2016 Initial Draft

February 2019 new branding