

PURPOSE

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

DEFINITIONS

H & S	Health and Safety
HS Legal Obligations Register	A document providing reference to the health and safety legislation applicable to activities within the University
University	Refers to Curtin University
Worker	As defined by the relevant Health and Safety legislation

1. Identification and monitoring of legal and other requirements

The Health and Safety department will monitor and advise workers of changes in the health and safety legislation relevant to the University's activities. Relevant legislation sources include:

- [Department of Mines, Industry Regulation and Safety \(DMIRS\)](#)
- [Safe Work Australia](#)
- [Legislation WA](#)
- [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 Procedures](#).

1.1. Access to Legislative Information

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

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

Legislative and other relevant updates are also available to all University workers from the following resources:

- [Worksafe WA](#)
- [Safe Work Australia](#)

Curtin [Compliance and Legal](#) 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

The Health and Safety department 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 worker, Health and Safety Representatives and Health and Safety Committees
- Curtin Weekly / VC Note to Staff
- Safety Bulletins/Alerts
- Health and Safety Training

3. Identification of Applicable

All Health and Safety policies, procedures and guidelines will identify relevant H&S legislation, code of practice or Australian Standards that support the content of that particular document.

4. Responsibilities

Health and Safety is responsible for:

- Obtaining health and safety legislative information updates
- Liaising with Compliance and Legal when seeking legal advice in respect to WHS legislation
- Informing Compliance and Legal if they become aware of new or changed H&S legislation relevant to the University's activities
- Disseminating information to stakeholders as required.
- Updating the H&S Legal Obligations Register.

Managers and supervisors are responsible for:

- Implementing relevant legislative updates within their area specific documentation.

EXEMPTIONS

- International and interstate campuses are required to follow and monitor local health and safety legislation applicable to their jurisdiction.

RELEVANT DOCUMENTS/LINKS

[Health and Safety Policy](#)

[Health and Safety Management Standards](#)

[Compliance Policy](#)

CONTACT DETAILS	
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