

Legal Requirements

ISO 45001:2018

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1.3.1 Roles & Responsibilities 4

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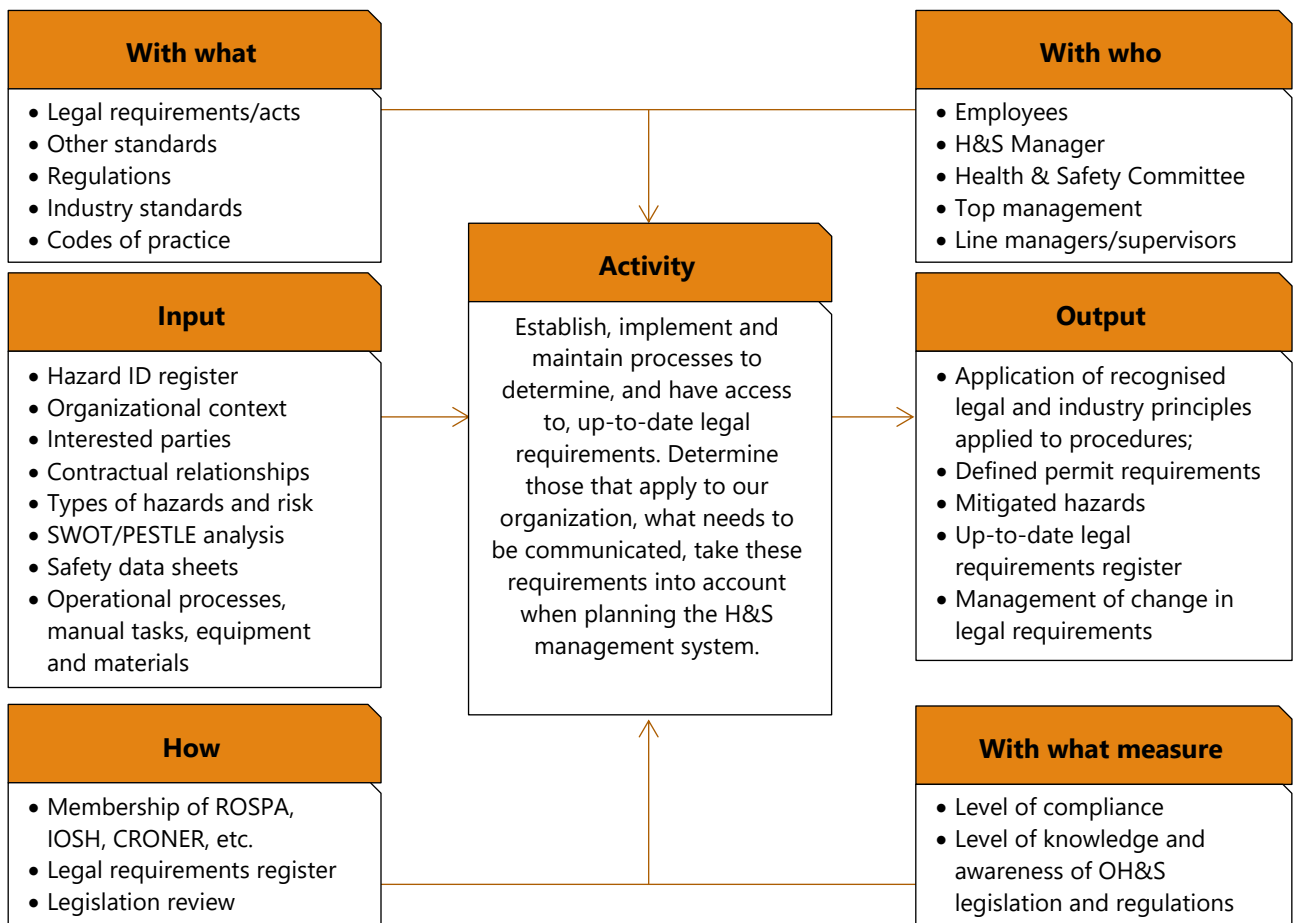
1 Procedure

1.1 Introduction & Purpose

This procedure outlines **your organization's** methodology for identifying, complying with, and monitoring health and safety-related legal requirements and other requirements that are identified when analyzing the context of our operations and product life cycle(s).

1.1.1 Process Overview

The process overview (turtle diagram) provides internal and external auditors, process owners, and participants an overview of the elements that are required by the legal requirements process:



1.1.2 References

Standard	Title	Description
ISO 45002-1:2018	Occupational health and safety	Guidance on managing occupational health
ISO 45001:2018	OH&S management systems	Requirements
ISO 45001:2018-03	Occupational health and safety	Amendment 1 Climate action changes 2024-02
ISO 19011:2018	Auditing management systems	Guidelines for auditing

1.1.3 Terms & Definitions

Term	Definition
Conformity	Fulfillment of a requirement
Legal requirements	Legal requirements that our organization has to comply with
Other requirements	Other requirements that our organization chooses to comply with

1.4 Determining Legal Requirements

1.4.1 General

Your organization strives to meet all of the mandatory and voluntary commitments made in our health and safety policy. This procedure describes how we identify and monitor applicable health and safety legal requirements and other requirements that can potentially introduce new risks or opportunities.

1.4.2 Identifying Legal Requirements

The H&S Manager forms a review team comprising relevant Department Managers to actively identify any relevant mandatory and voluntary legal and other requirements and to determine how impacts associated with non-compliance should be mitigated. The H&S Manager employs several techniques to track, identify, and evaluate applicable safety-related legal and other requirements, including;

1. Listing out all the hazardous chemicals with their maximum quantities that are stored and used at any given time.
2. Listing out the properties of all the hazardous chemicals from their respective MSDS/SDS and COSHH assessments;
3. Listing out the characteristics of all the activities, operations, and process inputs based on the available and measured data or the information provided by suppliers;
4. Conducting detailed risk assessments and determining their risk level. All risk-control methods must take the relevant legal requirements into account;
5. Taking into account arrangements for the preventive maintenance of plant and equipment, which legal requirements may also cover;
6. Determining whether a piece of legislation is 'relevant' or 'irrelevant';
7. Identifying and maintaining legal and other requirements related to safety from the interested parties;
8. Identifying statutory inspections to fulfill legal requirements, e.g., LOLER/PUWER.
9. Determining whether your organization is compliant with the legislation:
 - a. Describe how the legal requirements apply;
 - b. Describe what controls are in place to manage the requirement;
 - c. Describe what controls are in place to mitigate the related health and safety hazards.
10. Determining the applicable controls defined in the respective assessments. Applying recognized legal and industry principles to determine and demonstrate ALARP for all identified risks and hazards;
11. Preparing a list of applicable requirements from all the applicable legislation and linking them to the identified health and safety risks;
12. Defining the criteria of operational controls as specified in the rules or from other sources (manufacturer's manual, industrial best practices manual, historical data, information available in the public domain, guidelines, or from experts);
13. Determining the level of compliance in respect of all the identified requirements from all the applicable legislation as they apply to:
 - a. Procedural requirements;
 - b. Operational requirements;
 - c. Monitoring requirements.
14. Assigning responsibilities across the organization for compliance and reporting;
15. Subscribing to an external agency for regular legislation updates;
16. The above steps are repeated as and when any update or change in legal requirements occurs.

1.8 Process Map

Using a top-down approach, the legal requirements process map describes how the process is structured into a hierarchy of activities that show the sequence of steps and the responsibilities for each step or task.

