

Insert your company's name or logo, and address.

ISO 45001:2015

Legal & Other Requirements Procedure

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Approval

The signatures below certify that this health and safety management system procedure has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name	Signature	Position	Date
Prepared by				
Reviewed by				
Approved by				

Amendment Record

This procedure is reviewed to ensure its continuing relevance to the systems and processes that it describes. A record of contextual additions or omissions is given below:

Page No.	Context	Revision	Date

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The electronic version of this procedure is the latest revision. It is the responsibility of the individual to ensure that any paper material is the current revision. The printed version of this procedure is uncontrolled, except when provided with a document reference number and revision in the field below:

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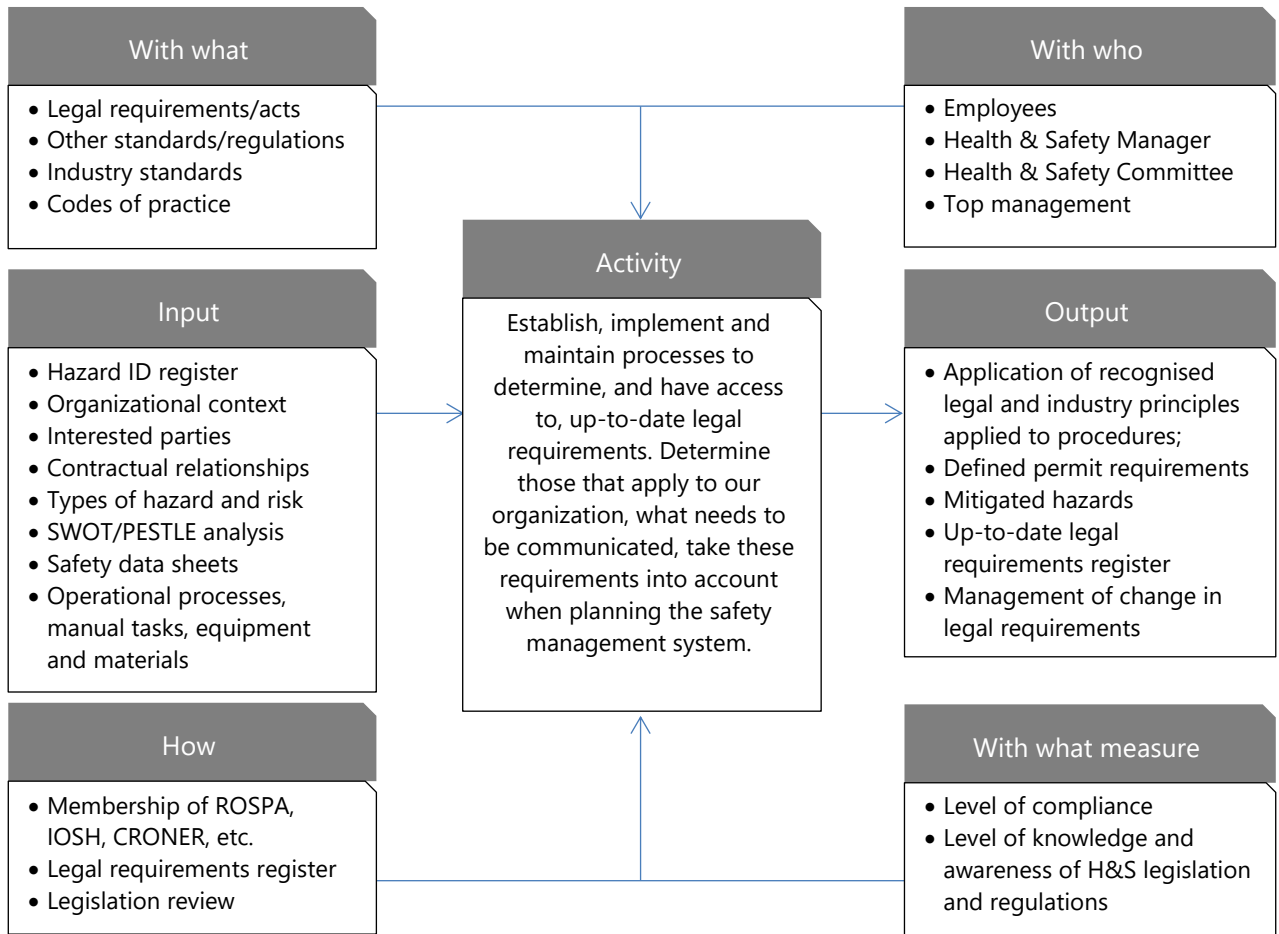
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1 Legal & Other Requirements

1.1 Introduction & Purpose

The purpose of this procedure is to outline *your organization's* methodology for the identification of relevant legal and other requirements and ensuring the inclusion of the resulting safety requirements into our health and safety management system. The evaluation and review of relevant legal requirements is achieved through the provision of access to legal requirement databases and resources.

1.1.1 Process Turtle Diagram



1.1.2 References

Standard	Title	ISO Clauses	Manual Sections
BS EN ISO 45001	OH&S management system requirements	6.1.3 & 9.1.2	6.1.3 & 9.1.2
BS EN ISO 45002-1	Guidance on managing occupational health	0	

1.1.3 Terms & Definitions

Term	Definition
Legislation	An Act/Law that imposes a legal requirement upon our organization
Legal requirement	A law-based requirement that our organization has to comply with
Other requirement	Industry specific requirements, voluntary requirements, standards, and codes of practice

1.2 Application & Scope

First and foremost, [your organization](#) ensures that, at a minimum, all legal requirements that apply to work place safety are identified and met; and secondly, that elements of work place health and safety legislative requirements, safety management standards and practices are incorporated where necessary to establish and maintain a health and safety management system that effectively supports the implementation of best available techniques.

1.3 Responsibilities

The [Health & Safety Manager](#) is responsible for:

1. Determining whether legislation, amended, current or new legislation is 'relevant' or 'irrelevant';
2. Determining whether our organization is compliant with the legislation;
3. Describing how the requirements apply and what controls are in place or absent;
4. Determining other relevant compliance obligations and those that we should adopt;
5. Updating and communicating the legal and other requirements register to relevant staff;
6. Maintaining records or periodic compliance reviews;
7. Scheduling legal compliance audits at least once a year;
8. Ensuring that the most up-to-date copies of the requirements are available to the relevant employees;
9. Controlling hard copies of documents (e.g. code of practices, technical memoranda, etc.);

The [H&S Committee](#) is responsible for:

1. Establishing and reviewing the legal and other requirements register,
2. Ensuring that the most up-to-date copies of the requirements are available to the relevant employees.

[Top Management](#) is responsible for:

1. Approving the legal and other requirements register;
2. Ensuring that applicable legal and other requirements are considered in establishing, implementing and maintaining the SMS;
3. Ensuring organizational compliance with legal and other compliance.

1.4 Determining Legal & Other Requirements

1.4.1 General

[Your organization](#) strives to meet our entire defined 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 which have the potential to introduce new risks or opportunities.

1.4.2 Identifying Legal Requirements

The [Health & Safety 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 [Health & Safety 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.