

\*This document is under review, if you have any input, please email safety@unsw.edu.au.

vital that the

University has a mechanism to enable changes in legislative requirements to be identified. This document outlines the process by which the HS Unit and campus community identifies applicable legislation, Codes of Practice and Standards and remains up to date with changes and ensures managers and staff are made aware of HS legislation and changes as they occur. This guideline also outlines the process for reviewing and updating HS documentation to reflect the legislation and changes.

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(HSMS) are identified in this document. The list of applicable standards and codes of practice is not exhaustive and aims to identify those operations where reference to guidelines is required to minimise risk of injury.

- A method exists for identifying and monitoring health and safety legislation, standards, codes of practice, agreements and guidelines relevant to the University.
- UNSW HS procedures reflect the requirements of such legislation.
- Any new or changed HS requirements are disseminated to the University as appropriate.
- Outdated information is discarded or marked to indicate it is no longer current.
- Managers and Supervisors must ensure that procedures and protocols being developed in the local area must reference the relevant current legislation, standards or guidance material being used in the writing of their document.
- The risk management form and the safe work procedure reference the relevant legislation or standards.
- Managers and supervisors are also responsible for ensuring legislative compliance for activities under their responsibility.

To ensure that the University has access to the most applicable and current legislation, the Health and Safety Unit maintains subscriptions and memberships to publications, journals and associations.

The Senior Manager of the Health and Safety Unit shall identify any relevant new legislation, standards, codes of practices and agreements or changes and initiate a legislative compliance review for any relevant HSMS documentation.

OHS Alert;

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Mechanisms are in place for alerting the UNSW community of new and changed legislative requirements. These legislative requirements are communicated through the University consultation mechanism including but not limited to Health and Safety Consultation Committee meetings, UNSW Health and Safety website and Health and Safety Newsletter.

Where appropriate, stakeholders may also receive communication directly via email of any changes or updates to legislation pertaining to their specific subject.

Access to current relevant health and safety legislation, standards, codes of practice, agreements and guidelines is primarily available through electronic media from the Health and Safety website including this document and other external internet sites. Where electronic information is inaccessible work units can contact the Health and Safety Unit who will organize hard copies of such legislation and guidance.

The Health and Safety Unit provides external links on the UNSW Health and Safety website to facilitate individuals accessing current legislative information. External links to sites containing relevant information include:

- SafeWork NSW.
- DECC (Radiation Control).
- Safe Work Australia.



Codes of practice provide practical advice for achieving the standard of safety required by the Work Health and Safety legislation for a particular area of work.

Under the Work Health and Safety Act 2011 (WHS Act), codes of practice are admissible in court proceedings. Courts may regard a code of practice as evidence of what is known about a hazard, risk or control, and rely on it to determine what is reasonably practicable in the circumstances. A person cannot be prosecuted for failing to comply with a code of practice.

A person with duties under the WHS Act can comply with their duties by following another method, such as a technical or industry standard, if it provides a standard of work health and safety equivalent to, or higher than, the code of practice.

The <u>Safe Work Australia</u> website provides Model Codes of Practice and guides that should be consulted as applicable. For example:

| • | How to Safely Remove      |  |
|---|---------------------------|--|
| • | How to Manage and Control |  |

- How to Manage and Control in the Workplace
- Spaces
- <u>Work</u>
- Work Health and Safety and



- Australian Standards are accessible for UNSW staff and students via UNSW Library, which holds a license to allow access to the standards online.
- Safety Management System (HSMS) include:
- AS4804: Occupational Health and Safety Management Systems General guidelines on principles, systems and supporting techniques
- AS4801: Occupational Health and Safety Management Systems Guidance for Use.
- HB 436:2004 (Guidelines to AS/NZS 4360:2004)
   Risk Management Guidelines Companion to AS/NZS 4360:2004
- AS/NZS ISO 19011 Guidelines for Quality and/or Environmental Management Systems
- Staff using specific Australian Standards in their activities will also be responsible for ensuring the most current version is being applied and that any updates are applied and communicated.

for such review is included in the HS319 HSMS Review Procedure and information is marked as obsolete in accordance with the HS 311 Document Control Procedure.

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|     |  |               |               | Reference to the Safe Work Australia website and Codes of Practice (section 3.7.2) Updated Branding Logo in accordance with UNSW Branding Guidelines. Modified the document identifier from OHS to HS in accordance |
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|     |  |               |               | with WHS legislation review   |
| 1.2 | Director, UNSW<br>Safety and<br>Sustainability | 30 April 2014 | 30 April 2014 | Reviewed for administrative updates   |

Director, UNSW

1.3 Safety and
Sustainability

