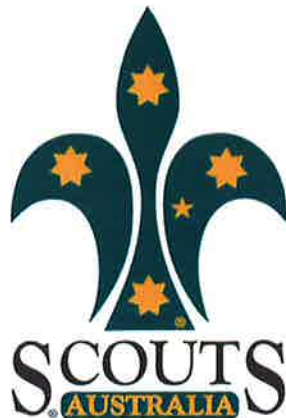




PROCEDURE

Keeping up to date with WHS legislation



Issued with the authority of the Chief Commissioner
and Chief Executive Officer of Scouts Australia NSW

Chief Commissioner signature		Chief Executive Officer signature	
Sponsor	Head of Risk		
Document type	Procedure	Date of issue	17 October 2018
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Keeping up to date with WHS legislation

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1 Purpose and scope

This document describes the procedure used by Scouts Australia NSW to remain up to date with WHS legislative changes and other relevant information. It includes the methods used to initiate changes to its Work Health and Safety Management System procedures, forms etc (WHSMS) where needed, and to communicate relevant safety related information to all workers.

2 Responsibilities

Scouts NSW Board and other Officers

In regard to the specific task of keeping up to date with legislation, the Officers of Scouts NSW are responsible for ensuring that appropriate human and financial resources are available to monitor and maintain legal compliance of the Scouts NSW WHS and workers compensation management system.

Head of Risk

Head of Risk is responsible for monitoring legislative changes and other external information related to WHS, then taking steps to initiate changes where required. More specifically, the responsibilities of the Head of Risk include:

- Identify the relevant WHS legislation and other information (eg Acts, Regulations and Codes of Practice etc).
- Facilitate access to this legislation and other information for all workers
- Determine the specific methodology that will be used to keep up to date with WHS legislation
- identify appropriate provider(s) of WHS legislative and other information
- Maintain subscriptions with appropriate providers of WHS legislative and other information
- Review the information provided and recognise when a change, or proposed change, impacts (or could impact) Scouts NSW.
- Where required, initiate appropriate action to trigger an update in WHS procedures or to communicate important WHS-related information to the relevant stakeholders.
- Whilst not responsible or maintaining currency with child protection-related legislation, Head of Risk shall liaise with the Child Protection Officer to make sure an on-going process is in place to obtain legislative updates regarding child protection legislation as well as WHS.

3 Access to WHS legislation

Whilst WHS Acts and Regulations and codes of practice are available freely in the public domain, Head of Risk shall identify the legislation that is relevant to Scouts NSW and make arrangements to 'facilitate' access to this information for all workers. This may be via links to regulator sites on the Scouts NSW website.



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4 Subscriptions and legislative reviews

Head of Risk shall identify and monitor appropriate information sources, both free and paid. Paid subscriptions tend to offer a more comprehensive collation of current legislative updates (both planned and implemented) as well as summaries or transcripts of relevant court cases for WHS and related areas.

For Scouts NSW, subscription to paid provider is normally required, in order to have an acceptable level of confidence that the full scope of information is being received and reviewed.

Head of Risk shall monitor the information received, at minimum on a monthly basis, and record this review in an appropriate 'legislative reviews' record or similar containing: 1) date 2) information source 3) item and 4) action.

5 Initiating changes

Where a legislative change or other information impacts (or potentially impacts) Scouts NSW, action must be initiated to update of procedures or to communicate the information to relevant stakeholders.

Head of Risk shall determine the appropriate actions to initiate change from the legislative review, in consultation with others as appropriate. This typically will be via one or more of the following;

- Communications via an eBulletin.
- Revision of an existing WHS procedure (to be recorded on Consultation Register of suggestions for WHS procedure or forms) – See Scouts NSW [WHS Procedure 16 WHS Consultation & Communication](#).
- Update of relevant area of Scouts NSW Health and Safety website.

6 Records & references

- Scouts NSW WHS Procedures
- Legislative reviews
- Consultation register of suggestions for WHS procedure or forms
- eBulletins
- emails pertaining to legal and other information

7 Associated forms

- Nil



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8 Appendices

- Nil



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