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## GV-003-01

# Regulatory Compliance Procedure

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### 1. Purpose

OTHR must maintain an up to date awareness of the Rail Safety National Law (RSNL) and other relevant safety legislation including Work Health and Safety Laws for the area in which it operates.

OTHR is required to ensure that all legal information and/or regulatory requirements that have the potential to affect rail safety, work health and safety, environmental impact, and local government requirements are identified, maintained, understood and adhered to.

### 2. Scope

Applies to relevant Acts, Regulations, Codes of Practice, Standards and/or other requirements directly applicable to the activities for which OTHR has control.

### 3. Definitions

- RSNL – Rail Safety National Law.
- WH&S – Work Health and Safety.
- OEH- NSW Office of Environment and Heritage
- EPA - Environment Protection Authority
- LCA – Local Government Authority
- NOC-Notice of Accreditation

### 4. Responsibilities

The OTHR Management Committee and Safety Manager will be responsible for maintaining a register of Acts relating to OTHR's activities, products and services that relate to Rail Safety, Work, Health and Safety, Environmental and Human Resources Legislation.

The OTHR Management Committee will ensure that rail safety workers have access to and understand relevant parts of the SMS and are trained where applicable in any changes that occur.

### 5. Legislative Compliance

Compliance to relative legislation shall be initiated by the OTHR Management Committee and Safety Manager and evaluated through review meetings, checklists, routine inspections and internal audits as detailed in *AR-002-02 Safety Audit Arrangements*.

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Compliance and awareness of local government regulations shall be sourced through local press and communication with the local authority.

Information shall be monitored and updated by the Safety Manager.

### **6. Document Register**

Relevant documents will be stored in the OTHR Document and Information data base maintained by the Administration Manager, who will be responsible for maintaining and distributing documents as either a source of reference, information, responsibility or legislation as determined by the OTHR Management Committee.

Current copies of rail safety and other relevant legislation will be available via the OTHR Website.

### **7. Monitoring Legislative Documents**

The OTHR Safety Management Committee and Safety Manager shall ensure that current Acts, Regulations, Codes of Practice, Standards and/or other requirements are regularly reviewed for currency and relevance.

The Safety Manager shall refer updated or relevant new Acts, Regulations, Codes of Practice, Standards and/or other requirements to the OTHR Management Committee for review.

OTHR will ensure that all Members and contractors who have access to its site can access the relevant legislation and the OTHR Notice of Accreditation at any time.

### **8. Managing Change**

Acts and Regulations will be reviewed and monitored to ensure that they are current by the OTHR Management Committee and Safety Manager. All OTHR policies and procedures will be developed in accordance with applicable legislation and reviewed regularly to maintain compliance.

New or updated Acts, Regulations, Codes of Practice, Standards, news and information from various states will be sourced by the Safety Manager via the ONRSR, Safe Work Australia or Environmental Protection Agency websites.

The OTHR Safety Manager shall advise the OTHR Management Committee of any relevant changes to RSNL, WHS and Environmental Acts, Regulations, Codes of Practice, Standards and/or other requirements, for review and approval prior to dissemination to Members and contractors.

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# Governance

## Regulatory Compliance

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OTHR Management Committee meeting minutes shall reflect discussions about changes in legislation or associated publications, such as Codes of Practice, Guidelines and Fact Sheets. OTHR will ensure that Managers and Supervisors discuss proposed and current changes to legislation in management meetings and that they consider the impacts on the SMS when regulatory change occurs.