

HSW LEGAL & OTHER EXTERNAL REQUIREMENTS STANDARD

SCOPE

This standard relates to all activities under the management and control of Monash University and applies to affected workers; including staff, students, contractors and visitors.

For the purpose of this standard, references to 'the University' includes activity at Monash University Australia, Monash University Malaysia, Monash University Indonesia, Monash Suzhou, the Monash University Prato Centre, Monash College Pty Ltd and World Mosquito Program Ltd (and its subsidiaries), unless indicated otherwise.

This standard defines the process that Monash University uses to identify the legal and other requirements applicable to its HSW hazards, risks and HSW management system and to ensure compliance is achieved and maintained.

The Group Risk Management Framework outlines roles and responsibilities for managing regulatory risk.

1. Abbreviations

LCO	Legal Compliance Officer
MUM	Monash University Malaysia
HSW	Health, Safety and Wellbeing
HSWMS	Health, Safety & Wellbeing Management System
OHSE	MUM Occupational Health Safety & Environment Unit
HS&W	Monash Health, Wellbeing team, led by the Director, Health Safety & Wellbeing

2. Process and Requirements

The Legal Compliance Officer (LCO) is responsible for:

2.1 Identification of OHS Legal Requirements

2.1.1 The LCO must identify any legal requirement that should be incorporated into the Health, Safety and Wellbeing Management System (HSWMS). New requirements must be communicated in accordance with the [HSW Communication](#) Standard. Changes to OHS legal and other requirements are identified through:

- Information maintained, monitored and provided by the Monash University Group Risk, Compliance and Governance areas.
- Legislative update and information from relevant authorities (WorkSafe Victoria, Safe Work, Department of OHS Malaysia, etc.).
- Legal Subscriptions (if applicable)
- Updates and information provided by government regulators as a result of entry into a Monash University Group workplace.
- Expert advice from organisational legal advisors.

2.2 Identification of other External OHS Requirements

- 2.2.1 Group Health, Safety and Wellbeing Leaders must determine if any other external requirements should be incorporated into the Health, Safety Management System (HSWMS), i.e. new external requirements can be identified through monitoring of updates to international and national standards.
- 2.3 Current OHS Legal and other External Requirements
- 2.3.1 The LCO must ensure that all OHS legal and other requirements are documented and updated to reflect any changes, e.g. in the top-level OHS Risk register or a legal compliance register. A legal compliance calendar can be used to track compliance requirements.
- 2.4 Monitoring and Reporting
- The LCO must ensure that OHS legal and other external requirements are evaluated for compliance through:
- A review of the HSW audit program outcomes;
 - Periodic review of regulatory obligations using a set of 'Self-Assessment Questions' (SAQ) to map compliance with specific obligations; and
 - Assigning personnel with designated responsibilities to monitor and report legal requirements across all schools and units.

3. Responsibility for Implementation

- 3.1 The LCO is responsible for ensuring:
- a record of all OHS legal requirements relevant to the University is documented and maintained; and
 - legislation is monitored to identify changes.
- 3.2 Group Occupational Health Safety and Wellbeing Leaders are responsible for ensuring:
- HSWMS documentation, including policies, standards, guidelines material and forms, are amended as necessary to reflect current OHS legal requirements; and
 - all changes and amendments are communicated to relevant stakeholders in accordance with the [OHS Communication](#) Standards.

4. Records

For HSW Records document retention please refer to the University's: [Information Governance and Recordkeeping Procedure](#)

DEFINITIONS

Definitions specific to this Standard are provided below.

Key word	Definition
Legal Compliance Officer (LCO)	Legal Compliance Officer (LCO) is a University staff and/or HSW Team member with local expertise and knowledge of a particular area of the University's operations who consults with Monash University Group Risk, Compliance and Governance or Quality and Governance Unit (MUM) areas to identify and maintain the University's regulatory obligations relevant to the activities of their work area. A Legal Compliance Officer: • Works with relevant staff including Policy Owners to ensure that compliance obligations are reflected in relevant policy and standards; • Provides advice on the implications of new or amended legislation for the University; • Reviews existing controls in a Legal Compliance Register that minimise the risk of non-compliance to legislative obligations; and • Educates and promotes a culture of compliance.

HSW Legal Requirements	Health and Safety requirements listed relevant legislation (Acts, Regulations). Any international or national standards, codes or guidelines that are called up in an Act or Regulation.
Health, Safety and Wellbeing Leaders	Person or group of people who direct and are responsible and accountable for HSW at the highest level within each area of the Monash Group e.g. Director, Health Safety & Wellbeing, Occupational Health, Safety & Environment Manager (MUM), etc.
Other External Requirements	Relevant Government compliance codes and codes of practice, international and national standards.

GOVERNANCE

Parent policy	HS&W Policy
Supporting documents	Monash HSW Documents HSW Communication Standard HSW Consultation Standard HSW Monitoring Standard HSW Records Management Standard HSW Roles, Responsibilities and Committees Standard
Supporting schedules	N/A
Associated documents	Monash University Procedures Group Risk Management Framework Australian and International Standards ISO 45001:2018 Occupational Health and Safety Management Systems
Related legislation	Occupational Health and Safety Act 2004 (Vic) Occupational Safety and Health Act 1994 (Malaysia) Factories and Machinery Act 1967 (Malaysia) Fire Services Act 1988 (Malaysia) Atomic Energy Licensing Act 1984 (Malaysia) Dangerous Drugs Act 1952 (Malaysia) Register Electrical Supply Act 1990 (Malaysia) Food Act 1983 (Malaysia) Gas Supply Act 1993 (Malaysia) Pesticide Act 1974 (Malaysia) Poisons Act 1952 (Malaysia) Street Drainage and Building Act 1974 (Malaysia) Uniform Building By Laws 1984 (Malaysia) Environmental Quality Act 1974 (Malaysia)
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Content enquiries

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DOCUMENT HISTORY

Version	Date Approved	Changes made to document
1	2026	Administrative changes due to: • Conversion of Procedure to a HSW Standard • Transition Procedure out of University Policy Bank on to HSW website