



## Couple of takeaways

- The Hydro Group has to comply with legal and other requirements that we have to, or choose to comply with.
- They may arise from mandatory requirements, such as applicable laws and regulations, permits and licences, or voluntary commitments, such as organisational and industry standards, contractual relationships, codes of practice and agreements with community groups and non-governmental organisations. It also applies to non-mandatory requirements that may affect our reputation.



## What is this procedure for?

This procedure describes how the Hydro Group identify, monitor and comply with the legal and other requirements applicable to their work health & safety (WHS) management activities. These legal and other requirements are taken into account when establishing, implementing, maintaining and continually improving our WHS management system.

The Hydro Group is required to know, understand and follow what the law expects of them (i.e. their legal requirements). However, to be a safe, ethical and socially responsible organisation, Hydro Group also needs to understand and meet the expectations of its stakeholders. This may include regulators, government, customers, contractors and importantly, its own employees. Where a need or expectation of a relevant stakeholder is identified, the Hydro Group will take measures to address them, even if they are not legally binding (i.e. “other requirements”). The Hydro Group will then implement controls and monitor their performance to ensure we are meeting these requirements.



## How do we manage our legal requirements?

**The Head of Workplace Health and Safety** ensures that the legal and other relevant requirements to the WHS Management System are identified:

- By performing a contextual analysis of Hydro Group’s operations (as part of WHS Strategy Progress Meetings), reviewing Hydro Group’s stakeholders and their expectations of the Hydro Group in terms of health, wellbeing and safety
- As part of the process for managing changes to the Hydro Group’s activities (see Management of Change Procedure)
- Using the hazards identified through the Hazards, Risks and Opportunities Process and recorded in the WHS Risk Registers.

### **The WHS Operations and Capability Manager must know and understand:**

- The legislation relevant to the Hydro Group’s activities as described in the Health & Safety Compliance Plan and the WHS Compliance obligations, under the Governance, Risk Management and Compliance module in SAP
- Hydro Group’s activities to determine how new or changed legislation (i.e. legislation not previously identified as relevant to the Hydro Group) might affect those activities.

### **The nominated WHS Team Member (as applicable), monitors and reports legal/other obligation changes applicable to their area by:**

- Reviewing the bulletins from WHS legislation subscriptions to identify any applicable legal changes
- Using the results of the annual safety contextual analysis of Hydro Group, to identify changes in stakeholder expectations and the requirements that result from them
- Looking for proposed changes so when they occur, any necessary changes to activities have already been considered, reducing the risk of a non-conformance

# Legal and Other Requirements

- Checking the issue date of the legal requirements in the Hydro Group Health & Safety Obligations Register, to ensure they are current
- Comparing any change in the legal or other requirement, against the WHS Operational Risk Registers
- Assessing the change's effect on the Hydro Group's compliance and activities
- Taking no further action (other than noting the change and the review of the requirement) if it is determined that there is no impact on operations
- Informing the Head of Workplace Health and Safety of the change details
- Including significant changes in the monthly WHS Report to the Leadership Team.

**The Head of Workplace Health & Safety** ensures the new/changed legal or other requirements (as applicable):

- Are compared against the Health & Safety Compliance Plan, and the Governance, Risk Management and Compliance module in SAP
- Are updated in the Hydro Group's Health & Safety Obligations Register with the change details (e.g. the new requirements, issue date of the new/revised legislation/obligation)
- Are discussed with the managers for the area
- Have actions decided to address them with due dates and responsibilities that have been approved by the respective managers and the Leadership Group (LG)
- Have the new/revised requirements communicated to all those affected
- Have a Change Request raised (as described in the procedure Management of Change) to change any affected documentation.

**The Line Managers** must ensure that:

- Effective controls to meet legal/other requirements in their area are implemented
- Any changes to activities, materials, equipment, personnel or location that may impact their compliance, are addressed to ensure continued compliance.
- Consult and communicate with team members about any changes that affect them.

**All Hydro Group workers must:**

- Perform their activities in accordance with the system, to ensure the Hydro Group comply with their legislative and other requirements
- Understand that when legal and other requirements address the same activity or condition, legal requirements take precedence, except when the "other" requirement is more stringent (e.g. the legal limit for blood alcohol when driving is 0.05, however the Hydro Group requirement is 0.00).

**The WHS Team evaluates the Hydro Group's compliance with legal/other requirements by:**

- Determining if activities being performed fulfil the identified legal and other requirements.
- Conducting scheduled or adhoc audits and inspections, measuring/monitoring and incident investigations
- By performing any self-assessments scheduled in SAP by the Compliance Team
- Considering potential non-compliance, where the results are not yet breaching requirements, but are approaching an unsatisfactory level
- Taking into account compliance with WHS related law when prioritising the review of system documents
- Reporting any actual or potential breach to the Corporation Compliance Officer
- Reporting on key developments in WHS legislation in management system reviews, and
- Maintaining records of the compliance evaluations.

**The Corporation Compliance Team** must maintain a register of breaches, create and circulate the Monthly Compliance Report and ensures any breaches are addressed via the Incident Management Procedure.