

Legal and other requirements identification procedure

PURPOSE

The purpose of this procedure is to describe the following:

1. Identification of Environmental, Occupational Health and Safety [“EHS”] and information security legal requirements, including environmental permit requirements;
2. Inclusion of Environmental, Occupational Health and Safety [“EHS”] and information security legal requirements into the organisation’s Environmental, health and safety management system;
3. Evaluation and review of EHS legal requirements; and
4. Access to EHS legal requirements and information.

SCOPE

This procedure is applicable to all operations, activities and services of the organisation.

DEFINITION

LEGAL REQUIREMENT

“Legal Requirement” refers to all applicable UK and European (and any other relevant) legislation or regulations. “Other Requirements” refers to guidelines or codes of practice adopted by the organisation on its own or because of these laws or Regulations. It also refers to any international standards or treaties to which the UK Government is a signatory, or under which they have agreed in principle to operate.

RESPONSIBILITY

HSE Officer

- Ensure resources needed for implementation of this procedure is adequately provided
- Identify all applicable legal requirements in consultation with the EHS Representative
- Monitor that this procedure is effectively implemented and maintained.
- Responsible for evaluating the compliance with legal requirements.
- Responsible for reporting to the MD on the performance of this procedure and any need for improvement.
- Responsible for identifying all applicable legal requirements and communicating it throughout the organisation.
- Responsible for evaluating the compliance with legal requirements.

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PROCEDURE

The **HSE Officer** shall track and update relevant EHS legal requirements through the use of sources such as those listed below:

Legal:

- SAR environmental permit
- UK Government Repository for all legislation - <http://www.legislation.gov.uk/>
- The Health & Safety Executive [HSE] - <http://www.hse.gov.uk/legislation/>
- The Environment Agency – <https://www.gov.uk/government/organisations/environment-agency>
- UK Government Waste Regulations Repository - <https://www.gov.uk/guidance/waste-legislation-and-regulations>
- European Environment Agency - <http://www.eea.europa.eu/>
- ASSER Institute Centre for International and European Law - <http://www.asser.nl/EEL/>
- The Information Commissioner's Office [ICO] - <https://ico.org.uk/>

Other:

- Agreements with public authorities
- Agreements with customers
- Non-regulatory guidelines
- Voluntary principles or codes of practice
- Voluntary environmental labelling/product stewardship commitments
- Requirements of trade associations
- Community group/NGO agreements
- Stated public commitments
- Corporate/parent organisational requirements
- Property lease agreements
- Supplier agreements

The **HSE Officer** or their representative shall collect, track and update the applicable Environmental, Health and Safety laws and regulations.

The **HSE Officer** shall track, identify, and evaluate applicable laws and regulations through databases, information from the National and Sector Regulatory Authorities.

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The **HSE Officer** shall update the EHS Representative with any new or modified EHS legal or other requirements applicable to the organisation.

The **HSE Officer** is responsible for reviewing and revising tracked applicable Environmental, Health and Safety laws and regulations and evaluating their potential impact on the organisation's operations.

The **HSE Officer** compiles and maintains updated electronic copies of applicable Environmental, Health and Safety laws and regulations or links to them should they be available via the internet.

The **HSE Officer** in co-ordination with the **Managing Director**, correlate these regulations to the business activities and the EHS hazards and risks associated with them using the **Legal and other requirements register**.

The concerned Head of the Department or their designate shall be responsible for adhering applicable legal regulations as appropriate to their scope of work and maintaining appropriate records.

The organisation shall ensure that the **Legal and other requirements register** is kept up to date.

This procedure will be followed at least annually, or when a significant change occurs/is planned within the organisation.