

GUIDELINES FOR REVIEW OF ENVIRONMENT MANAGEMENT SYSTEM: LEGAL AND OTHER REQUIREMENTS

1. PURPOSE

To ensure that the University's legal and other obligations in relation to environmental management are identified, that policy, procedures and guidance materials are updated when needed, and that any necessary changes to operational practice are facilitated.

2. SCOPE

This procedure applies to all staff and students at all of The University of Melbourne's campuses and each of the University's controlled entities

3. DEFINITIONS

EnviroLaw

The EnviroLaw Directory gives the principal environmental legal obligations from Commonwealth and Victorian environmental legislation. Obligations from other legislation are also included where non-compliance with these obligations may lead directly to an impact on the physical environment (for example, obligations from *Dangerous Goods Act 1985* related to spill containment).

Environmental Legal or Other Requirements

Includes Acts and Regulations (Local Government, State and Commonwealth), Standards, Codes, industry standards and other guidance material related to environmental management.

4. PROCEDURE

The General Manager, Environment, Health & Safety shall execute the following procedure within three months of any significant change in legal or other requirements, or whenever a major change is made to the organisation's activities.

Stage 1: Identify changes in environmental legal and other requirements

When an update to [EnviroLaw](#) is received, identify all changes made since the last version which are relevant to the University's activities.

Also, at this time, identify any new obligations or requirements from other sources, for example:

- new corporate policies or directives
- new commitments to voluntary agreements
- new contracts with waste contractors and any associated external audit reports
- new agreements with community groups, industry groups or other organisations
- changes to applicable non-regulatory guidelines, eg. EPA publications (included in [EnviroLaw](#) update pages).

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If any new significant environmental aspects or impacts are identified during this review, update the Environmental Aspects and Impacts Register.

Contract a consultant to undertake an environmental Compliance Review every three years in high risk areas of the University of Melbourne.

The Director, Internal Audit, shall ensure environmental legal compliance is audited during annual internal audits.

Stage 2: Identify changes to procedures and practices

Review all procedures and documents listed in the EHS Manual (and, if applicable, emergency procedures) to identify those that need to be changed (or new procedures developed) in light of the changes in legal or other requirements.

Make a record of specific changes required to procedures or practices. Where changes are required to written materials published by the EHS Unit, cause these changes to be made.

In particular, also review the following for any required changes:

- existing entries in University Objectives and Targets
- environment-related training material.

Stage 3: Communicate Changes

The General Manager Environment Health and Safety is to advise Faculty General Managers, EHS Coordinators and Staff Environment Advocates as appropriate of changes in legal and other requirements, and any subsequent changes to procedures, practices etc.

Stage 4: Retain Records

Retain the following records generated during the procedure

- summary of changes to requirements made during the review process (Stages 1 & 2)
- communications with Faculty General Managers, EHS Coordinators and Staff Environment Advocates (Stage 3).

5. RESPONSIBILITIES

General Manager Environment Health and Safety

Director Internal Audit

6. REFERENCES

EMS Register: Legal and Other Requirements

EnviroLaw: <http://www.enviroessentials.com.au/envirolaw>

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