



Rethinking safety through
INCLUSION
+
WELLBEING

HEALTH + SAFETY

SYSTEM REQUIREMENT

11/04/2025

LEGAL OBLIGATIONS AND RECORD MANAGEMENT

PURPOSE AND SCOPE

This System Requirement describes how Laing O'Rourke monitors and complies with its legislative obligations under the different jurisdictions in which we operate. It also describes the minimum expectations for the retention of health safety and environmental (HSE) documentation and records.

Our robust Health, Safety and Environmental Management System (HSEMS) and proven assurance framework maintains compliance underpinned by clear lines of operational accountability and competence to assure delivery excellence.

1.0 PROJECT/WORKPLACE LEGAL OBLIGATIONS

The System Requirements and Primary Standards are designed to comply with legislative requirements, codes of practice and where applicable Australian Standards. Relevant legislative references are contained at the end of the requirements and standards. The corporate health and safety legal register is maintained in iGMS for each project and operation to reference. This register identifies the key health and safety legislation, regulations and codes of practice which apply to each Australian state and territory in which we work.

Each project/workplace is responsible to maintain a register of legal references as part of their Construction Health and Safety Plan Management Plan, which is to include any relevant local legislation relevant to their scope of works.

Project/Workplace Health and Safety Managers are to advise the project management team and the workforce of changes/impacts to the HSEMS in their area of responsibility and adopt those changes in the project plans.

Workers are to be advised about how to access HSE legislation (i.e. Acts and regulations), Australian Standards, Codes of Practice and other relevant documentation. This may be done by workplace induction, toolbox talks, site notices or other ways deemed appropriate to a particular worksite.

2.0 MONITORING AND MANAGING LEGISLATIVE CHANGES

Laing O'Rourke subscribes to Enviro Essentials and Safety Law to monitor and provide a comprehensive update/change notification service of all Australian legislation changes and likely impacts to Laing O'Rourke in these areas. These notifications are monitored through the HSE Governance and Legal Team and communicated to the HS Project Team Distribution email list to ensure any project specific impacts are identified and implemented.

On a quarterly basis the HSE Governance team and Legal team conduct a review of changes /updates to legal requirements to ensure changes/updates are considered and incorporated into the HSEMS.

All changes/updates considered, and any actions taken as a result will be recorded in a legal review document held by the HSE Governance Team.

The changes, updates and new requirements will be formally communicated to all projects.

The corporate health and safety legal register in iGMS will be updated with changes in legislation. A full review of the register is undertaken by the legal department on an annual basis. Any changes identified through these processes will be communicated to every project/worksites for updating their legal registers.

3.0 ROLES AND RESPONSIBILITIES

Table 1 Legal compliance Roles and Responsibilities

ROLE	RESPONSIBILITIES
DIRECTORS/ LEADERS	<ul style="list-style-type: none"> Understand and keep up to date on the legal requirements and safety matters that apply to their business Provide resources for legal requirements to be identified and complied with Verify legal compliance occurs
MANAGERS	<ul style="list-style-type: none"> Understand legal requirements relevant to their role and responsibilities. Implement measures to comply with legal requirements. Verify that requirements have been identified in compliance registers and measure to comply. Receive training in relation to legal requirements relevant to their responsibilities.
HSE GOVERNANCE LEAD	<ul style="list-style-type: none"> Monitor and review any updates to HS legislation against the current HSE management systems and advise recommendations or actions required to update System Requirements, Primary Standards or plans to the HS General Manager or nominated delegate. Conduct quarterly review of state and territory regulations for changes and updated
ENVIRONMENTAL LEADER	<ul style="list-style-type: none"> Monitor and review any updates to environmental legislation against the current Environmental management systems and advise recommendations or actions required to update System Requirements, Primary Standards or plans to the Environmental and Sustainability General Manager or nominated delegate Specific details about environmental legal obligations are provided in Environmental System Requirement Compliance Obligations.
RAIL SAFETY AND COMPLIANCE MANAGER	<ul style="list-style-type: none"> Monitor changes to rail safety legislation against the current LOR Rail Management System and advise recommendations or actions required to update Elements or plans to the Rail Safety Manager Communicate changes to projects involved in railway operations.
PROJECT HSE TEAM	<ul style="list-style-type: none"> Communicate changes to legislation, to project management team and workforce. Disseminate changes to HSEMS Update Management Plans in line with legislative changes/updates. Ensure changes to legislation have been incorporated into any relevant project documentation
LOR LEGAL DELEGATE	<ul style="list-style-type: none"> Undertake annual review of the health and safety legal register in iGMS. Monitor legislative updates via legislative change notification services. Review proposed changes to LOR HSE management system as a result of legislative changes or updates.
WORKERS	<ul style="list-style-type: none"> Comply with the information, instruction, processes, and systems provided for legal compliance.

4.0 WHS OBLIGATIONS/DUE DILIGENCE TRAINING

WHS obligations and due diligence training is delivered by the Laing O'Rourke Legal function or external legal provider as determine by Laing O'Rourke Legal function. This training is for senior leadership as outlined in the LOR Training and Competency Matrix.

WHS obligations and due diligence training is delivered to site managers and supervisors via the HSEMS Delivery Excellence Training as outlined in the LOR Training and Competency Matrix.



5.0 RECORD MANAGEMENT AND ARCHIVING

5.1 RECORD MANAGEMENT

Document control requirements associated with the Laing O'Rourke HSEMS will be implemented in accordance with **Document Control – Records and Filing**.

Workplaces and projects will establish a record management system that allows for the ready access to HSE information. This may include hard copy folders, server-based electronic systems or proprietary document management systems such as A-site. Individuals with responsibilities for work packages must maintain and upkeep the workplace/project record management system to ensure:

- Files and records are kept up to date
- Records are not lost, damaged or inadvertently destroyed
- Records are maintained in accordance with the contractual, statutory requirements and timeframes.

5.2 ARCHIVING

The business has certain legal obligations to retain HSE documentation. **Table 2** outlines the information to be archived in accordance with jurisdiction requirements and **Archiving**.

Table 2 HSE Archived Information Requirements

RECORD TYPE	RETENTION DURATION
<p>General HSE records (other than dust diseases etc) such as health and safety plans and appendices, EMPs, monitoring records and reports, Safe Work Method Statements (SWMS), Pre Start briefings, toolbox talks, training records.</p>	<p>10 years from the date of final project completion unless a Head Contract is signed as a Deed and a longer period applies.</p> <p>Note: specific records of in relation to plant such as plant risk assessments, plant maintenance and inspection are to be kept for the period the plant is used or until control is relinquished.</p>
<p>Employee records where asbestos, lead exposure or other health surveillance is required.</p> <p>Note: health surveillance records are to be kept confidential at all times.</p>	<p>Life of company. No limitation.</p>
<p>Employee records where there have been claims or are potential claims.</p>	<p>Life of company. No limitation. Until the claim has been settled and finalised by Legal.</p>
<p>Environmental management and compliance records associated with environmental licences and permits.</p>	<p>Minimum four years and as per State and Commonwealth jurisdiction requirements.</p>

6.0 STATE AND TERRITORY AUTHORITIES

Key HSE State and territory authorities include those listed below. However, there may be others relevant to your particular project or issue.

Table 3 State and Territory Authorities

STATE/TERRITORY	AUTHORITY
NEW SOUTH WALES	<ul style="list-style-type: none"> • SafeWork NSW • NSW Environment Protection Authority.
VICTORIA	<ul style="list-style-type: none"> • WorkSafe Victoria • Victoria Environment Protection Authority.
QUEENSLAND	<ul style="list-style-type: none"> • Worksafe Queensland • Queensland Rail Regulator • Queensland Department of Environment and Science.
WESTERN AUSTRALIA	<ul style="list-style-type: none"> • Western Australia WorkSafe • Environmental Protection Authority Western Australia.
SOUTH AUSTRALIA	<ul style="list-style-type: none"> • SafeWork SA • Environment Protection Authority South Australia.
TASMANIA	<ul style="list-style-type: none"> • WorkSafe Tasmania • Tasmania Environmental Protection Authority
NORTHERN TERRITORY	<ul style="list-style-type: none"> • NT WorkSafe • Northern Territory Environment Protection Authority.
ACT	<ul style="list-style-type: none"> • WorkSafe ACT • ACT Environment Protection Authority.

7.0 NATIONAL AUTHORITIES

Key HSE National authorities include those listed below. However, there may be others relevant to your particular project or issue.

- Safe Work Australia
- [Office of the Federal Safety Commissioner](#)
- [Comcare](#)
- [Office of the National Rail Safety Regulator](#)
- [Australian Transport Safety Bureau \(ATSB\)](#)
- [Rail Industry Safety and Standards Board \(RISSB\)](#)
- [Commonwealth Department of Climate Change, Energy, the Environment and Water.](#)

8.0 LEGISLATION, CODES OF PRACTICE AND STANDARDS

Key HSE Australian Legislation and Codes of Practice Directories are listed below. However, there may be others relevant to your state or territory.

- [Australian Legal Information Institute](#)
- [SafeWork Australia Codes of Practice.](#)
- EnviroLaw and SafetyLaw legal obligations directories.
- Australian Standards SAI Online

9.0 PLANS, FORMS AND TEMPLATES

LOR Corporate Health and Safety Legal Register (Internal Access Only IGMS).

For relevant plans, forms and templates see the Laing O'Rourke HSEMS at www.lorhsems.com.