

Ref: CINTRA/SOP/011.00	Date of issue: 07 Nov 2017	Next review date: 06 Nov 2020
Title : EEE Standard Operating Procedure on Legal and Other Requirements		
Audience : All Staff ¹ and Students		

1. **Aim**

This SOP defines the process of assessing and reviewing Health, Safety and Environmental (HSE) legislations and/or requirements for CINTRA to ensure compliance to legal requirements for its operations and meeting the NTU and/or other applicable requirements and thereupon dissemination of the information to relevant parties in CINTRA.

2. **Scope**

This SOP is applicable to CINTRA in identifying and accessing the legal and other HSE requirements that are applicable and required to keep the information up-to-date and communicate them to the relevant parties whenever there are amendments and addition to legislation and/or requirements pertaining to HSE matters.

3. **Definitions**

- 3.1 **C/PAR** - refers to Corrective and Preventive Action Report. See NTU/OHS/SOP/24.
- 3.2 **Relevant Parties**, for the purpose of this SOP, refer to selected group(s) of personnel from Centre that are or would be affected by the amended legislation/requirements.
- 3.3 **Requirements** - refers to Approved Code of Practice (ACOP), Singapore Standards (SS), Technical Advisory and other forms of references published by governing/statutory bodies relating to HSE, contractual conditions and corporate/company requirements.

¹ Staff: includes faculty and staff members

3.4 **Shall** - indicates an essential requirement.

3.5 **Should** - indicates a recommendation.

4. Roles and Responsibilities

4.1 **Director, CINTRA** shall:

- Ensure the Centre establish a process of assessing and reviewing Health, Safety and Environmental (HSE) legislation and/or requirements; implement and document the changes in compliance to these new legal requirements.
- Ensure the evaluation of compliance is conducted at least once a year.

4.2 **Office of Health, Safety and Emergency (OHSE)** shall

- Identify and evaluate the applicability and impact of legislation and/or requirements whenever amendments and/ or addition to SHE matters are made;
- Review and amend existing Standard Operating Procedures (SOP) to comply with the amended legislation or requirements; and
- Disseminate relevant changes in legislation and/or requirements to CINTRA Safety Officer.

4.3 **CINTRA Safety Officer** shall:

- Communicate the legal updates with indication of the applicable addition/amendment legislation and/or requirements to the safety Committee;
- Initiate necessary actions to comply with the amended/addition legislation requirements or SOP;
- Communicate to the relevant parties who are required to comply with the amended/ addition legislation and/ or requirements; and
- Assist in the evaluation of compliance.

4.4 **CINTRA Safety Committee** shall:

- Review the NTU legal register (section 5.1.2) to assess the impact of these legal inclusions and amendments on their operation and, if necessary, maintain the list of applicable legal register for CINTRA's operation and document the process change in compliance to these new legal requirements;
- Carry out the evaluation of compliance at least once a year and collate the findings for management review.

4.5 The **Relevant Parties** are to:

- Cooperate with CINTRA Safety Officer on implementing changes that are required so as to comply with amended/addition legislation and/or requirements; and
- Implement necessary measures in order to achieve compliance.

5. **Procedure**

5.1 **Identify and Evaluate Legislation and/or Requirements**

5.1.1 Office of Health Safety and Emergency (OHSE) shall identify amendment/addition legislation and/or requirements as and when they are published but not limited to the following methods:

- Subscription of legal updates services;
- eGazette; or
- News bulletin from Workplace Safety and Health Council;

5.1.2 OHSE shall create and maintain a legal register indicating relevant legislation and requirements, which are applicable to NTU. The legal register can be found at

http://www.ntu.edu.sg/ohs/useful_info/Pages/FormsInspection.aspx.

5.1.3 OHSE shall evaluate the applicability of the changes and disseminate relevant information to CINTRA Safety Officer for implementation.

5.1.4 A record of communication to Safety Officers/Representatives on legal updates shall be kept by OHSE.

5.2 **Implementation of Legislation and/or Requirements in CINTRA**

5.2.1 CINTRA Safety Officer shall contextualize the legal updates according to the operations in the Centre.

- 5.2.2 CINTRA Safety Officer shall communicate legal updates to CINTRA Safety Committee and indicate the applicability of the amended/addition legislation or requirements.
- 5.2.3 CINTRA Safety Committee shall review the NTU legal register (section 5.1.2) to assess the impact of these legal inclusions and amendments on their operations and, if necessary, maintain a sectional legal register and record the changes to their school SOPs in compliance with these new legal requirements.
- 5.2.4 CINTRA Safety Officer shall update the relevant parties with regards to the revised regulations or other requirements.
- 5.2.5 The relevant parties shall be responsible for the implementation to comply with the legislation or requirements.

5.3 Verifying the implementation of Legislation and/or Requirements

- 5.3.1 Upon implementing the required changes by the relevant parties, CINTRA Safety Committee is to verify that actions have been taken to comply with the amended/additional legislation and/or requirement and ensure closure to the established action plan.
- 5.3.2 Internal audit may also be conducted by OHSE to further verify the implementation of the requirements. These may be carried out during the management system internal audit, compliance audit or as technical audit.
- 5.3.3 C/PAR shall be issued the relevant parties if there is a major breach or absent of process in managing legislation and/or requirements.

5.4 Evaluation of Compliance of Applicable Legislation and/or Requirements

- 5.4.1 The Centre shall evaluate compliance of applicable legal and other requirements, which are listed in their legal registers (section 3.2), at least once a year. This can be performed by person(s), who is conversant with the identified legal requirements, within the Centre and/or using external resources.
- 5.4.2 OHSE shall create and maintain an evaluation of compliance tool, listing relevant legislation and requirements which are applicable to NTU. Schools/departments can utilise this tool to assess compliance.

The evaluation of compliance tool can be found at
http://www.ntu.edu.sg/ohs/useful_info/Pages/FormsInspection.aspx

5.4.3 The Centre shall keep records of the results of the periodic evaluations.

6. Documentation

Communication records shall be kept for at least 3 years. Evaluation of compliance records shall be kept for at least 5 years.

Version History

This Table below reflects the summary of changes made to the document. The full change information is indicated with yellow highlight in the document content.

Revision	Section	Details of Change	Document Author	Effective Date	Approved By
00	N.A	Initial Release	Dr Muhammad Danang	07 Nov 2017	Dr Dinh Xuan Quyen