

QUICK REFERENCE GUIDE - SAFETY HEALTH & ENVIRONMENT MONITOR

The Safety, Health and Environment Monitor (SH&E Monitor) is a regulatory updating service, delivering weekly alerts on the impact of regulatory change on 140+ business processes.

Coverage includes:

- new and amended legislation
- standards
- codes of practice
- guidance notes
- Industry practice guidelines and safety alerts
- all Australian and New Zealand jurisdictions

Logging In

To begin receiving weekly updates, you will need to create a SH&E Monitor Profile. Go to My Lawlex at <http://my.lawlex.com.au> and “Sign In”, which is located on the top left-hand side of the page.



Enter your username and password on the right-hand side of the page and click Go. Your username is your email address. If you are unsure of your password it can be sent to you by clicking the link under “Forgotten password?”

Sign In

Username

Password

GO >

Forgotten password?
[> click here](#)

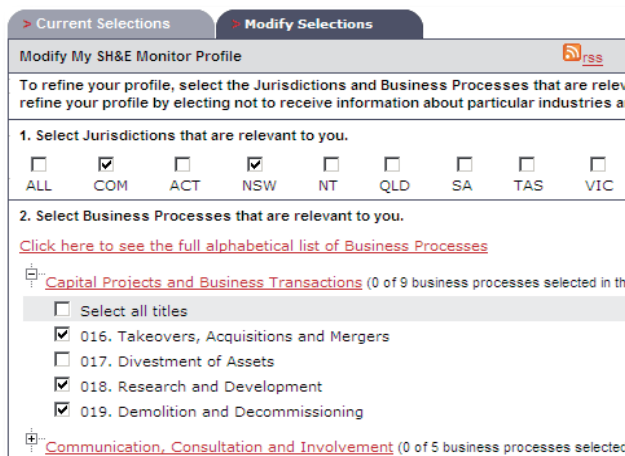
Once you have signed in you do not need to sign out – you will be automatically logged in each time you access the site.

Creating or Editing Your Profile

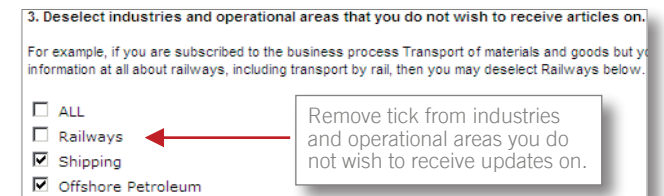
Go to My SH&E Monitor, which can be accessed from the SH&E Monitor banner, the Profiles banner or from the service panel.



All SH&E business processes are indexed into categories. To expand the categories click the + key. First select your jurisdictions and then choose the business processes that are relevant to you.



There is an optional third step which allows you to deselect industries and operational areas that you do not wish to receive articles on. For example, if you are subscribed to the business process “Transport of Materials and Goods” but you do not wish to receive information about transport by rail, then you would **deselect** Railways from the list. (See screenshot.)



If, in this example, the Dangerous Goods (Road and Rail Transport) Act 2008 No. 95 made amendments that impacted the Transport of Materials and Goods business process, this would still be included in your weekly alert, as it concerns both road and rail transport.

If, however, new Rail Safety Regulations were introduced that impacted this business process, you would not be notified of this in your weekly alert.

Tip: Be specific when creating your Profile and only make selections that are of importance to you. This will ensure that the information you receive is relevant to you.

Once complete, click Next on the bottom right-hand side of the page.

You will be presented with a summary of your selections that will be added to your Profile.

Click Save at the bottom right-hand side of the page to confirm your selections, or click Cancel to start again.

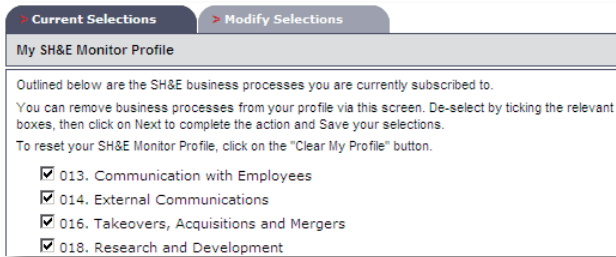
The following Business Processes will be added to your profile:

- 016. Takeovers, Acquisitions and Mergers
- 026. Workplace Committees and Representatives
- 013. Communication with Employees
- 112. Construction Work
- 019. Demolition and Decommissioning
- 030. SH&E Aspects of Design
- 014. External Communications
- 018. Research and Development
- 144. Formwork

< CANCEL

SAVE >

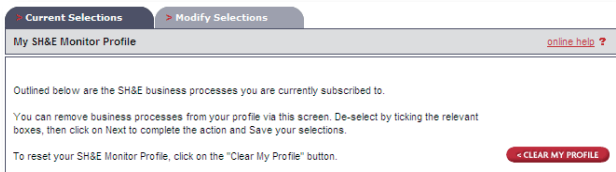
Once your SH&E Monitor Profile is set up, each time you access My SH&E Monitor you will be taken directly to your Current Selections.



You can modify your profile at any time by deselecting the checkboxes next to each business process, and clicking Save on the bottom right-hand side.

Alternatively, click on Modify Selections to add more business processes to your Profile.

To delete your profile, click Clear My Profile from the Current Selections page.



RSS Feed

RSS provides an alternative way for you to receive information on regulatory changes that have an impact on the business processes in your profile. Instead of receiving alerts via email, changes in legislation that have an impact on your business processes are accessible via a link to SAI Global, so that you can receive up-to-the-minute information.

To use RSS, go to My SH&E Monitor from the homepage and click on Modify Selections. From there, select RSS on the top right-hand side of the page. A URL will then be stored in your Favourites for you to access at any time.

SH&E Monitor Archive

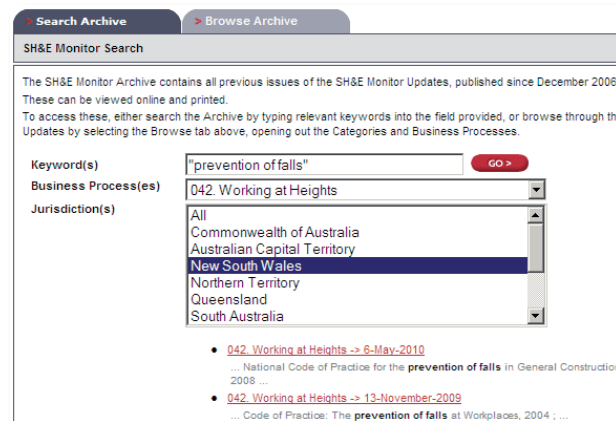
The SH&E Monitor Archive contains all of our previously published SH&E Updates.

You can access the archive via the SH&E Monitor banner or the service panel. You can then search or browse previous SH&E Updates.



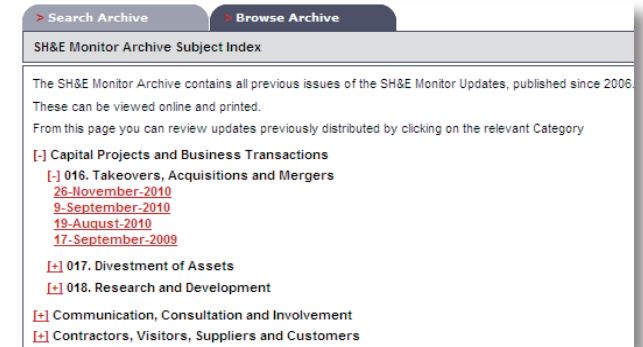
Search for items published in the past, by entering keywords and then selecting the particular business process and / or the jurisdiction.

There are certain search operators that should be used when conducting a keyword search. For example, if you are looking for a specific string of text, such as height restrictions, place quotation marks around "height restrictions" and your results will contain that exact string of text. If you do not place quotation marks around the text, the search engine will return any updates that contain height and restrictions.



Results will be displayed with a link to the summary and the text is highlighted for ease of navigation.

You can also Browse the index and view the updates sent, by clicking on the + key next to each business process.



Account Details

To change your password, access the Profiles banner and click My Account Details.



Assistance

If at any time you require assistance, feel free to contact our Helpdesk on 1300 555 595 or email helpdesk.asiapac@saiglobal.com.

To book a training session or discuss your training requirements, send an email to mylawlextraining@saiglobal.com.