



Safe Procurement Procedures Policy

CONTEXT STATEMENT

The purchasing, hiring, leasing of plant, equipment, materials and substances has the potential to introduce hazards and risks into the working environment.

It is the policy of Catholic Education SA to minimise the risks to occupational health, safety and the environment introduced through the purchasing, hiring, leasing and tendering processes.

A developed protocol for controlling purchases will ensure adherence to safety, budget, resource management and equity across all school campuses.

It is the objective of Catholic Education SA to ensure:

- Risks to OHS&W arising from plant, equipment, materials and substances are identified prior to purchase, hire or lease;
- Measures to control risks from new plant, equipment, materials and substances are identified and implemented before commissioning or usage.

DEFINITIONS

Consultation	The sharing of information and the exchange of views between employers, employees and employee representatives and the genuine opportunity for all to contribute effectively in any decision making process affecting their health and safety;
Hazard	Something which has the potential to cause injury or harm;

RESPONSIBILITIES

At Samaritan College we acknowledge the following:

As a Catholic school covered under the Catholic Church's Exempt Licence we have an obligation to identify risks arising prior to the purchase or hire of plant, equipment, materials and substances and to effect measures to control such risks and to comply with the policy and procedures in the SA Catholic Safety Manual.

Co Principals are responsible for:

- Providing consultation and adequate resources for the implementation and effective operation of the purchasing, hiring, leasing and tendering system;
- Ensuring the purchasing, hiring, leasing and tendering procedure is being correctly implemented, regularly monitored and reviewed;
- Developing, implementing and evaluating appropriate purchasing, hiring, leasing and tendering measures in consultation with employees.
- Providing suitable and adequate information and training to ensure adherence to the purchasing, hiring, leasing and tendering procedures;
- Ensuring OHS&W considerations are included and maintained in the purchasing, hiring, leasing and tendering process;
- Ensuring appropriate consultation with relevant work groups/sections /H&S representatives/committees and others has occurred;

- Ensuring all materials brought onto site have undergone a risk assessment utilizing the risk assessment flowchart;
- Ensuring the risk assessment has been documented;
- Controlling any risk to staff, students, clients or others at the worksite;
- Ensuring all materials are utilised for the designated operation;
- Ensuring safe operating procedures have been supplied with or prepared where required;
- Ensuring relevant Material Safety Data Sheets have been supplied or obtained for all hazardous substances;
- Ensuring appropriate training is conducted in the installation and safe use of materials;
- Ensuring manual handling, storage and use of personal protective equipment have been considered before purchase;
- Ensuring all materials conform with the requirements of relevant OHS&W legislation, Australian Standards and Codes of Practice;

Each employee is responsible for:

- Carrying out their OHS&W roles and responsibilities as identified in the purchasing, hiring, leasing and tendering process;
- Participating in training provided to assist them carry out their responsibilities as identified in the purchasing, hiring, leasing and tendering process;
- Participating in risk assessment of goods prior to purchase and/or use;

<p>GUIDELINES & PROCEDURE</p>
--

To achieve the objectives of this policy Samaritan College will ensure:

- The “Safe Purchasing Checklist” (Document 20a) must be used in the purchasing, hiring, leasing and tendering process;
- OHS&W specifications and requirements will be included in all relevant tendering, purchasing, hiring and lease specifications as per Document 20b which outlines process to be followed;
- Co Principals and staff responsible for the purchasing, hiring, leasing and tendering processes are provided with appropriate OHS and hazard management training to effectively carry out their responsibilities;
- Suppliers of plant, equipment, materials and substances provide appropriate manuals, instructions, training and material safety data sheets where relevant and/or required;

Plant Equipment Purchases

- Determine the type of plant/equipment suitable for the task/job/project;
- When new plant or equipment is purchased or modifications are made to existing plant or equipment, it must be assessed for OHS&W considerations and where applicable the specifications and relevant standards for that product must be included with the purchase order. An OHS&W assessment of the proposed purchase is to be conducted when there is the potential for a significant detrimental OHS&W impact;
- The item being purchased must comply with the specific requirements of Catholic Education SA’s OHS&W Policies, for example the installation of electrical equipment must comply with guidelines in Policy 9 Electrical; and new tasks/projects must comply with the contents of Policy 14 Hazard Management Policy and Procedure;
- The purchase order is to specify the related materials and services that must be provided, for example operators manuals, installation, maintenance and training;
- Upon receipt of the plant/equipment a formal check against the purchase order specifications should be conducted by the purchaser or their nominated delegate to verify conformance prior to the purchase item being accepted;
- Ensure all relevant registrations, licensing, and competency requirements are met;
- When new plant/equipment is handed over to employees for use the Co-principal’s will ensure they are provided with the appropriate instruction and training. Safe work procedures will be developed and made available to all employees;
- Where preventative maintenance is required, a preventative maintenance plan must be developed and implemented;

- The plant is included on the College's plant and asset register;

Substance/Materials Purchase

- Determine the type of substance / material suitable for the task/job/project;

Determine if the material and/or substance are hazardous:

- If the materials and/or substances are non-hazardous then the purchase can proceed in compliance with the general principles outlined above;

If the material or substance is hazardous then the purchaser must:

- Comply with Policy 19 Management of Hazardous Substances;

In brief the purchaser must:

- For any new substance or an intended new substance a project/task risk assessment must be completed and forwarded to the Co Principals. The assessment must consider the safe storage, handling, use and disposal of the substance under consideration;
- Once approved, ensure that the substance is register is updated;
- Prior to material/substance being introduced into the workplace appropriate personal protective equipment, spill, first aid and emergency equipment and procedures shall be available and implemented;
- Upon receipt of the material/substance the adequacy of labelling and information is checked;

The College Board will:

- Participate in the development, implementation and review of this policy.

TRAINING

All employees will be briefed/trained in the requirements of the purchasing policy and procedures during induction and when implemented or amended.

Employees will be trained (where applicable) in any risk assessments and/or safe work procedures developed as a result of this policy or procedure.

MONITOR AND REVIEW

Compliance with this procedure will be audited according to the Internal OHS&W Audit Policy 7.

This document shall be reviewed within three years of the date of issue. Changes in legislation, Catholic Church and/or CESA OHS&W Policies may necessitate earlier review and subsequent amendment or re-issue.

REFERENCES

OHS & W Act 1986
OHS & W Regulations 1995
SA Catholic Church Safety Manual
Policy 7 OHS&W Audit
Policy 9 Electrical
Policy 14 Hazard Management Policy and Procedure
Policy 19 Management of Hazardous Substances
Department Education Children's Services – DECS

APPENDICES

Document 20a – Safe Purchasing Checklist
Document 20b – Flowchart for purchasing, hiring, leasing & tendering

ADMINISTRATION

This policy will be reviewed triennially by the College, unless otherwise required.

Signed:	Co Principal
.....	Co Principal
.....	Chair of College Board
Date:	Ratified and Implemented
Review Date: Term	20.....