Purchasing Procedure

When Education Centre of Australia Pty Ltd is considering the design or purchase/lease or other type of acquisition of new/used plant, equipment, furniture or substance for use at work we will, in consultation with employees, workers and their WHS representatives take into account any work health and safety considerations including any hazards or risks that may arise from the use of the item and measures available to eliminate or control those risks.

This assessment will take place:
- during design activities;
- prior to purchase; and
- in the course of commissioning prior to using the item.

1. Risk assessments

1.1 A risk assessment must be undertaken for all items with regards to its potential use at the workplace. In undertaking the risk assessment the following factors are to be considered:

- manner in which it is to be used and the suitability of the item for the purpose;
- hazards and risks presented by the item (including biological and chemical products) to be purchased;
- potential impact on affected personnel;
- transport, maintenance, cleaning and storage;
- any associated needs (e.g. appropriate firefighting gear) should an emergency with the item occur;
- legal requirements such as Codes of Practice or relevant Standards;
- specifications which are required to ensure safe operation or use;
- training requirements;
- the need to change work procedures;
- the need for Personal Protective Equipment (PPE);
- technical data or information required;
- opinions of the users of the item;
- hazards and risks associated with compounds used in operating, maintaining, cleaning, transporting and storage of the items; and
- environmental impact of disposal of waste arising from the above.

1.2 All risk assessments are to be documented and undertaken in consultation with employees/workers who may be affected by the purchase.

1.3 All records of assessments, and details provided by the supplier shall be maintained in a file by the originator of the purchasing request or the life of the equipment and updated when any modifications etc. are carried out. Previous records of assessments are to be archived as appropriate.
2. **Plant and equipment**

2.1 In respect to the purchase of plant and equipment, including furniture, the supplier will be requested to provide information regarding the hazards associated with the items and recommended controls to manage these hazards.

2.2 Suppliers of second-hand plant are specifically required to inform purchasers of any reasonably identifiable faults in the plant.

2.3 All plant and equipment must comply with all relevant Australian Standards.

3. **Hazardous substances**

3.1 The Material Safety Data Sheet (MSDS)/Safety Data Sheets (SDS) and instructions for use for all hazardous substances must be obtained before the purchase of hazardous substances.

3.2 All substances must meet labelling and usage requirements of WHS legislation, standards and codes of practice.

3.3 Any associated emergency control equipment (e.g. correct type of fire-fighting gear) is to be considered regarding transport, use and storage, in a purchase of a hazardous substance.

4. **Personal Protective Equipment [PPE]**

4.1 Prior to purchasing PPE, consideration of whether other forms of hazard control from higher up the hierarchy of hazard control can be implemented needs to be taken into account.

4.2 All personal protective equipment must comply with relevant Australian Standards. Since PPE is personal, when purchasing the individual needs of staff MUST be considered. Such needs will include, but not be limited to, individual body size, impairments, capabilities etc.

4.3 All employees/workers — including managers — associated with PPE, require training in correct selection, fitting, use, maintenance and storage of the PPE.

5. **Pre-purchase trials**

5.1 Trials of equipment and substances including PPE will be undertaken where reasonably practicable, providing an opportunity for monitoring by relevant personnel and management to ensure that no previously unforeseen hazards arise during use.
5.2 Trials should also ensure consultation where appropriate, e.g. the introduction of new types or brands of PPE.

5.3 Feedback from the trial is to be recorded on the Pre-Purchase Checklist.

6. Making a decision to purchase

6.1 If after the risk assessment, trials, and/or the provision of information from the potential supplier, the level of risk associated with the item to be purchased cannot be controlled and is not acceptable, the item is not to be purchased. An alternate item is to be sourced and the process started again.

7. Verification of WHS/OHS requirements

7.1 The verification of WHS/OHS requirements is required upon arrival of goods to ensure that the requirements and/or control measures have been met as detailed on the purchase order or risk assessment.

7.2 Verification should be conducted by the person who ordered the item and/or who conducted the risk assessment to determine the WHS/OHS requirements. Examples of verification may include:

- checking that an item is labelled to indicate that it has been made to comply with the relevant Australian Standard
- checking the compatibility of the item to be stored in compliance with the dangerous goods requirements
- ensuring that an item is fitted with physical control measures such as guarding of moving parts.

8. Repeat purchases

8.1 A risk assessment can be re-used for repeated purchases of the same item or where the supplier has previously demonstrated compliance to WHS/OHS requirements. However, an awareness of package change indicating ‘New, Improved’ etc. is to be taken as a need to re-assess the product, since such variations do not necessarily mean the product is as safe as — or safer than — its earlier version.

8.2 However, if the use or quantity of the item differs and has a greater impact on health and safety, the risk assessment should be reviewed and modified accordingly.
9. Review

9.1 This procedure will be reviewed annually during the WHS/OHS Audit Program, through consultation with employees/workers and when legislative requirements change or in the event of a serious occurrence involving new plant, equipment, substances, or PPE.

10. Records

- Pre-Purchase Checklist
- Plant Risk Assessment
- Workplace Substances Checklist
- Noise Identification Checklist
- PPE Checklist
- Manual Handling Checklist
- Ergonomics Checklist
- Job Safety Analysis
- Safe Work Procedure