OHS Purchasing Procedure

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Purpose

The purpose of this procedure is to outline the Occupational Health and Safety (OHS) requirements in Department of Education and Training (the Department) schools and workplaces; for the purchase, hire, lease or receipt of donated goods that have the potential to create OHS risks.

Scope

This procedure applies to all Department workplaces including; schools, central and regional offices.

Procedure

The underlying principle of OHS purchasing, hiring, leasing, or receiving donated goods, is to ensure that hazards are not introduced into the workplace without assessing the risk and implementing controls to mitigate the risk.

## Identifying goods with the potential to create OHS risks

The **Workplace Manager** and/or **Management OHS Nominee**, in consultation with Health and Safety Representatives (HSR) and employees are to identify potential OHS risks associated with the purchase, hire, lease or receipt of donated of goods. Examples include:

* exposure to mechanical moving parts (e.g. Plant such as a lathe, pedestal grinder, lawn mower)
* falls from height (e.g. ladders or installation of stage lighting)
* chemicals (e.g. hazardous substances or dangerous goods)
* playground equipment and structures (e.g. basketball ring, shade sail etc.)
* manual handling (e.g. moving bulky, heavy or awkward objects/items such as high jump mat)
* ergonomic considerations (e.g. purchase or hire of bulk order office chairs and trolleys)
* electrical equipment (e.g. notebook computers).

## OHS purchasing checklist

The *OHS Purchasing Checklist* is to be completed when purchasing, hiring, leasing, or when donated goods with potential OHS risks are to be introduced to the workplace.

The Checklist can be completed by any Department employee in consultation with the HSR, and approved by the **Workplace Manager** and/or **Management OHS Nominee**.

The **Workplace Manager** and/or **Management OHS Nominee** are to ensure that‘Section 2’ of the *OHS Purchasing Checklist* is signed upon receipt of goods, if the goods conform to specifications.

It should be noted, that if the goods have previously been purchased, hired, or leased then an *OHS Purchasing Checklist* may not be required. Instead, the **Workplace Manager** and/or **Management OHS Nominee** are to ensure that the controls currently in place continue to effectively manage the risk.

## Risk assessment and safe work procedure

The **Workplace Manager** and/or **Management OHS Nominee** are to ensure a Risk Assessment is completed using the *Risk Assessment Template* for goods that require further risk controls to be implemented. The Risk Assessment can be completed by any Department employee.

The **Workplace Manager**, **Management OHS Nominee,** employee or HSR are to complete a *Safe Work Procedure* for goods that require training for safe use (e.g. wood /metal work plant and equipment, agricultural equipment etc.).

## Non-conforming goods

The **Workplace Manager** and/or **Management OHS Nominee** are to directly contact the supplier in the event of faulty or non-conforming goods to arrange replacement or return of the good(s). If the fault or non-conformance represents a safety hazard, the **Workplace Manager** must ensure goods are withdrawn from service and isolated (i.e. locked out to prevent unauthorised use).

## Management of suppliers

The **Workplace Manager** and/or **Management OHS Nominee** are to manage suppliers via their workplace’s purchasing system (e.g. CASES21).

## Disposal and decommissioning of goods

The **Workplace Manager** and/or **Management OHS Nominee** are to ensure goods belonging to, or in the care of, are decommissioned and disposed of in a way that takes into account safety, security, sustainability as well as environmental and social factors.

Responsibilities of suppliers

Suppliers of goods are responsible for:

* ensuring the goods supplied meet legislative requirements (e.g. Australian Standards, Codes of Practice)
* providing Safety Data Sheets for chemicals
* correcting or replacing non-conforming goods at the time of receipt (and prior to use) and/or according to warranty.

Defined terms

Terms defined within this Procedure can be located on the Department’s [Defined Health, Safety Terms](http://www.education.vic.gov.au/hrweb/safetyhw/Pages/definedohsterms.aspx) website. Defined roles will appear **in bold**.

Related references:

*Occupational Health and Safety Act 2004*

*Occupational Health and Safety Regulations 2017*

Related documentation:

*OHS Purchasing Checklist*

*Risk Assessment Template*

*Safe Work Procedure*

Further assistance

Further information, advice or assistance on any matters related to OHS Purchasing is available by contacting the OHS Advisory Service on ph. 1300 074 715 or email [safety@edumail.vic.gov.au](mailto:safety@edumail.vic.gov.au).