

OHS - PURCHASING

POLICY

Rationale:

- Health and safety hazards can be unnecessarily or unknowingly introduced into our school as a result of goods and services being purchased by staff members. A stringent purchasing policy can eliminate or significantly reduce such hazards.

Aims:

- To implement a purchasing policy that eliminates or significantly reduces health and safety hazards that may occur as a result of the purchase of goods or services for our school by staff members.

Implementation:

- **OHSR for the Underbool Primary School refers to the Principal.**
- Some goods or services have an inherent health or safety risk. For example, machinery such as electric saws are dangerous, and many chemicals are poisonous.
- The principal will, in consultation with the Occupational Health and Safety Representative and staff, identify risks associated with goods or services to be purchased, and identify the minimum OHS specifications for the item to be purchased.
- An OHS Preferred Supplier List will then be developed which matches potentially hazardous goods and services with the school's preferred supplier.
- The principal will, in consultation with the OHSR, ensure an OHS Purchasing Checklist has been completed for each item identified as having OHS implications prior to its purchase.
- When completing the OHS Purchasing Checklist, the employee will refer to the OHS Purchasing Guidance document to assist with identification of potential hazards associated with the prospective purchase.
- Only goods that have an inherent health or safety risk that have had an OHS Purchasing Checklist completed will be considered for approval by the principal, and only from a supplier detailed on the OHS Preferred Supplier List.
- All OHS Purchasing Checklists will be stored in the school office.
- The school will ensure that a copy of OHS Purchasing Checklists are attached to official school order forms for suppliers to consider.
- Only goods that are consistent with the official school order form and that comply with the OHS Purchasing Checklist will be accepted by the school. Any non-conforming items will be returned to the supplier.
- The principal will, in consultation with the OHSR, ensure that risk controls identified on the OHS Purchasing Checklist are implemented in an appropriate and timely manner.
- Materials Safety Data Sheets are required to be supplied with any chemicals or potentially dangerous goods or hazardous substances.
- This will include ensuring Safe Work Procedures are developed for each purchased item as required, ensuring all staff that will use or be exposed to any potential risks associated with purchased goods receives appropriate information, training and supervision with regards the goods and any potential risks they pose, the provision of personal protective equipment as necessary,

- All staff will be made aware of the requirements for purchasing goods with OHS implications, and will require approval from the principal before purchasing any goods or services that require an OHS Purchasing Checklist to have been completed.
- Goods requiring an OHS Purchasing Checklist will be entered on the OHS Risk Register and if appropriate, will for part of routine workplace inspections.

- The principal should seek advice from the OHS Advisory Service on **1300 074 715** for information regarding any areas in concern.

Evaluation:

- An annual Occupational Health and Safety review will be conducted by the appointed OHSR in consultation with the principal and nominees from the OHS committee or after any serious incident or near miss.
- The outcomes of this review will be placed on the OHS notice board and will be included within the Buildings and Grounds committee's report to School Council and the community.
- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council on....

November 2014