

# PURCHASING PROCEDURE (20) V1

## PURPOSE

To provide guidance in the purchase of goods, materials, equipment, plant and substances.

## RESPONSIBILITIES

**Persons Conducting a Business or Undertaking (PCBU) must ensure so far as is reasonably practicable that they:**

- adopt a hazard management approach when purchasing goods to eliminate or minimise the introduction of hazards to the worksite (identification, assessment, control and review)
- ensure effective consultation, communication and co-ordination is established between relevant work groups, and end users where a proposed purchase is planned
- ensure notification and registration of certain plant designs and items of plant as required by the WHS Regulations 2012 and to ensure that related records are maintained
- provide all workers with information, instruction and training to ensure there is clear understanding of their responsibilities in any aspect of purchase, hire, lease, lending or borrowing
- retain records of plant selected for dismantling/disposal.

## Officers

Officers must exercise due diligence to ensure that the PCBU meets their responsibilities as above.

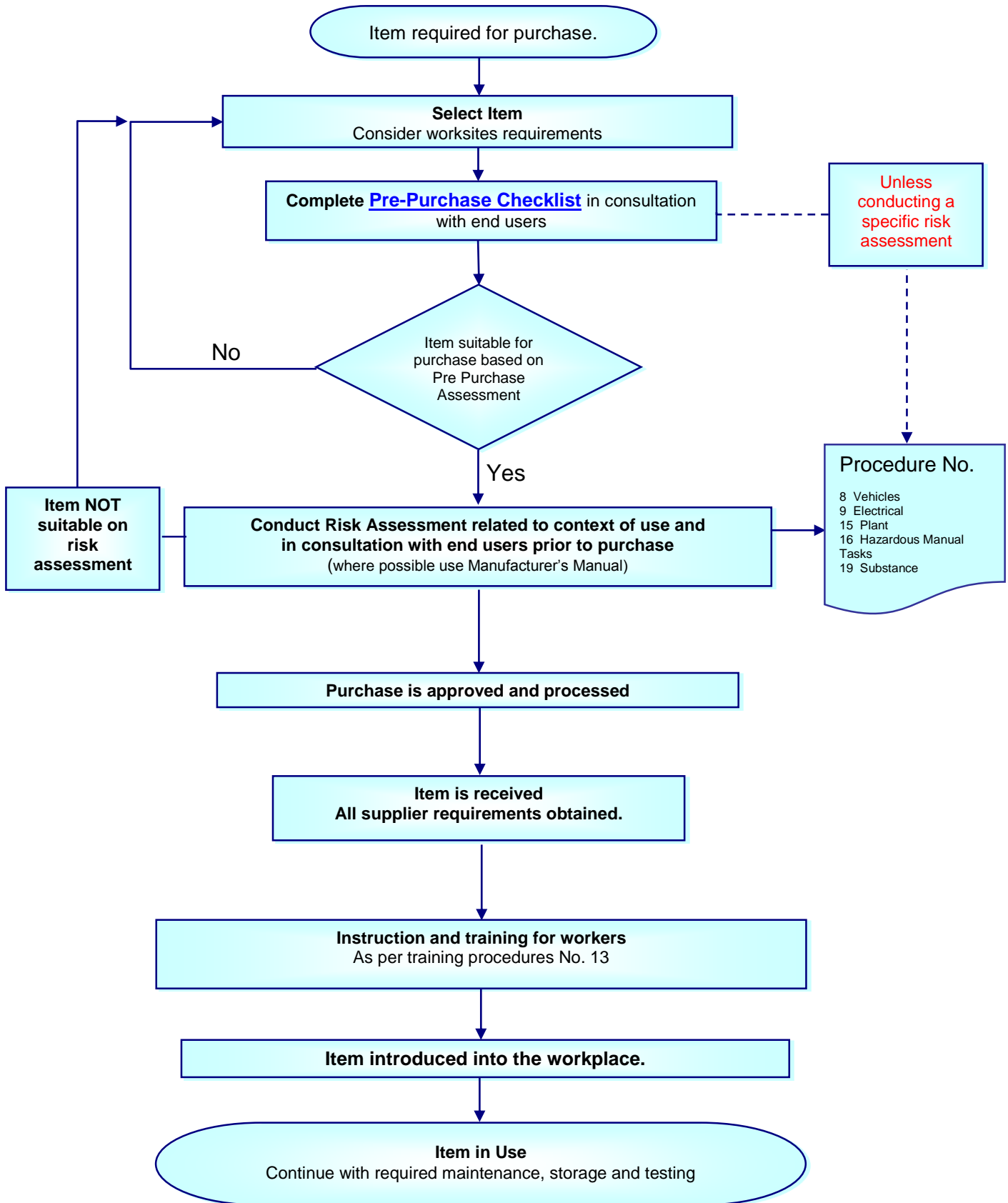
## Workers must:

- take reasonable care for personal safety and avoid adversely affecting the health and safety of others through an act or omission
- follow reasonable instruction from the PCBU and Officers.

## DEFINITIONS

Definitions of terms can be found on the Catholic Safety Health and Welfare SA website or via this link [here](#).

### PURCHASING FLOWCHART



**ACTIONS**

<b>CONSULTATION</b>		
Consider purchase in consultation with all workers who will use and maintain the item		
<b>HAZARD IDENTIFICATION</b>		
<b>Introduction of equipment</b>	<p>Consider:</p> <ul style="list-style-type: none"> <li>• What hazards, if any, are associated with the product?</li> <li>• What risks, if any, will the product introduce?</li> <li>• What control strategies need to be implemented to control the risks?</li> <li>• Does the equipment meet the required Standards/ Codes of Practice</li> <li>• Maintenance – how reliable and serviceable is the product?</li> </ul>	
<b>Pre Purchase Assessment</b>	Complete a pre purchase assessment in consultation with workers who will be using the equipment via the <a href="#">Pre-Purchase Checklist</a> .	
<b>Risk Assessment</b>	Where a hazard is identified a documented risk assessment will be completed with the workers who will be using the equipment	
<b>PRE PURCHASE</b>	<b>Chemicals</b> (Refer Doc 19)	<p>Complete a <a href="#">Hazardous Chemical Pre-Purchase Checklist</a>. To purchase a new chemical that has not been pre-approved:</p> <ul style="list-style-type: none"> <li>• check the Safety Data Sheet (SDS) before purchasing. Review the risks associated with use and whether appropriate controls can be put in place.</li> <li>• can a less hazardous substance be substituted?</li> <li>• review whether there are adequate, safe storage facilities available prior to purchase.</li> <li>• check if the use of this substance requires any special training.</li> <li>• should users be medically monitored?</li> <li>• is all appropriate personal protective equipment (PPE) and clothing available (e.g. if nitrile or PVC gloves are required instead of latex).</li> <li>• check if there is appropriate firefighting equipment and it is suitable for the chemical to be used</li> <li>• are spill kits required?</li> </ul>
	<b>Electrical/Plant</b> (refer Doc 9 and Doc 15)	<p>Complete a <a href="#">Pre-Purchase Checklist</a> risk assessment of electrical/plant equipment. Prior to purchase consider the item:</p> <ul style="list-style-type: none"> <li>• Plant and equipment should be selected so they may be appropriately isolated and locked out as required.</li> <li>• Ensure equipment has isolators, fuses, switches, emergency stops, indicators, guards and electrical components clearly identified. Check the marking identifies the function of these parts and which component or devices they control.</li> <li>• In some areas there may be an increased fire risk due to the presence of flammable gases, liquids, powders or dust so consider whether installation of equipment creates an ignition source.</li> <li>• All plant must conform to the relevant safety standards.</li> <li>• Plant and machine guarding must be present and compliant with legislation.</li> </ul>

		<p><u>Registers:</u></p> <ul style="list-style-type: none"> <li>• Plant may require licensing or registration of design.</li> <li>• New equipment should be added to the specific register of plant/electrical items and details of inspection dates, maintenance schedules, expiry dates of registration certificates and other relevant information should be entered into relevant documents.</li> </ul>
	<p><b>Workstation Equipment</b></p> <p><b>Ergonomic</b> (refer Doc 16)</p>	<p><u>Consider:</u></p> <ul style="list-style-type: none"> <li>• Placement of workstations</li> <li>• Placement of equipment, such as computers, laptops, tablets</li> <li>• Furniture style <ul style="list-style-type: none"> <li>○ preferably have rounded edges</li> <li>○ mobile equipment will have appropriate wheel sizes and should be lockable</li> </ul> </li> </ul> <p><u>Computers</u></p> <p>Key points to consider when ordering new computers:</p> <ul style="list-style-type: none"> <li>• The design of computer peripherals i.e. mouse, keyboard and monitor in relation to the end user whenever possible.</li> <li>• Laptops/mobile devices (e.g ipads/tablets) are not recommended for extended use in office situations. If a laptop is to be used in the office and when travelling, it is recommended that a docking station with separate monitor and keyboard is available for use where applicable.</li> </ul> <p><u>Chairs</u></p> <p>Key points to consider when ordering new ergonomic chairs (or stools):</p> <ul style="list-style-type: none"> <li>• Stable base (5 legs).</li> <li>• Adjustable seat height (gas lift).</li> <li>• Padded backrest to provide lumbar support.</li> <li>• Adjustable backrest height and angle.</li> <li>• Adjustable seat angle.</li> <li>• Seat sloped at the front to prevent thigh compression.</li> <li>• Chairs/stools for laboratories to be made of non-porous materials</li> <li>• Consider weight bearing capacity of chair</li> </ul> <p><u>Desks</u></p> <p>Key points to consider when ordering new desks or benches:</p> <ul style="list-style-type: none"> <li>• Optimum desk/bench height varies with the type of use. Standing / precision work or writing requires a surface at elbow height. Standing / non-precision or heavy work requires a surface at hip height. Seated work generally requires a surface at elbow height.</li> </ul>
	<p><b>Noise (refer Doc 30)</b></p>	<p>Key points to consider when purchasing equipment that may impact on hearing and/or produce noise levels that constitute an environmental hazard:</p> <ul style="list-style-type: none"> <li>• Purchase the equipment which emits less noise, if practical and cost effective.</li> <li>• Prior to purchasing consider if there is a quieter way of performing the task with different tools.</li> <li>• Request noise level data from the manufacturer. If equipment purchased still emits noise above 85dBA or a Peak level of 140dBA, review noise control measures.</li> <li>• Consider engineering controls such as the installation of acoustic absorption in the work area, administrative controls</li> </ul>

	such as reduce working time in the area for staff and provide hearing protection with the correct attenuation.
<b>Hire/Lease</b>	<p>Before hire ensure that the plant is</p> <ul style="list-style-type: none"> <li>• suitable for its intended use</li> <li>• inspected and maintained by the owner according to the manufacturers specifications e.g. checking the log book or maintenance manual and</li> <li>• hirer provides you with the manufacturer's information about the safe and correct use of the equipment.</li> </ul>
<b>Donated Goods (In /Out)</b>	<p>When items are donated ensure all are:</p> <ul style="list-style-type: none"> <li>• visually inspected</li> <li>• fit for purpose</li> <li>• checked for compliance with legislative requirements</li> <li>• Relevant documents (eg risk assessments, service records) must be provided to the receiver of donated goods</li> </ul>
<b>Purchasing second hand equipment</b>	<p>The supplier of the second hand plant must ensure they:</p> <ul style="list-style-type: none"> <li>• provide information in writing about the condition of the plant, any identified faults and if relevant, that the plant is not used until faults are rectified.</li> </ul> <p>The end user must risk assess the equipment prior to purchase.</p>

<b>CONTROLS</b>	
<b>Post Purchase/ Installation/ Commissioning</b>	<p>Delivery method, location of item, site preparation, and installation and storage requirements must be considered.</p> <p>Some items may require commissioning by an external party (eg Lifts)</p> <p>Item is placed onto specific Registers as required eg Electrical, Plant/Asset</p> <p>Instruction and training of workers prior to use must be provided as required by the manufacturer and/or risk assessment.</p> <p>Records of receipt, installation, registration and training are retained</p>

<b>FINANCIAL RECORDS</b>	
<b>Record of Purchase</b>	<p>A record of purchase should be retained. A Purchase Order/ Tax Invoice is the usual record retained.</p>
EFT Transactions/Credit Card/Petty Cash Purchases	<p>Where EFT Transactions, Credit Card and Petty Cash payments are made obtain and retain evidence of payment (eg email receipt).</p>
Financial Delegations Matrix	<p>Develop a worksite Financial Delegations Matrix to ensure appropriate purchasing and approval processes are followed at the site.</p>

<b>DISPOSAL</b>	
<b>Disposal/De-commissioning</b>	<p>Determine that goods are suitable for disposal if:</p> <ul style="list-style-type: none"> <li>• no longer required</li> <li>• unserviceable or beyond economic repair</li> <li>• technologically obsolete and operationally inefficient</li> <li>• surplus to current or immediately foreseeable needs</li> <li>• part of an asset replacement program</li> </ul> <p>Follow relevant procedure for specific item disposal Electrical Procedure 9, Management of Hazardous Chemicals Procedure 19.</p> <p>Update relevant registers (electrical/chemical/asset) to reflect the disposal/de-commissioning process.</p> <p>Complete <a href="#">Equipment Disposal/Write Off Form</a> or a site specific process to evidence decommissioning</p>
<b>INFORMATION, INSTRUCTION AND TRAINING</b>	
	<ul style="list-style-type: none"> <li>• Inform workers of this procedure at induction</li> <li>• Inform workers of the specific worksite purchasing process at Induction</li> </ul>
<b>DOCUMENT CONTROL</b>	
	All documents related to the purchase of equipment and substances must be retained for the periods outlined in Document Control Procedure 24.
<b>MONITOR AND REVIEW</b>	
	This procedure will be monitored for compliance and effectiveness by Catholic Safety Health & Welfare SA as per the Audit Procedure 7.

## RELATED DOCUMENTS

### External Documents

SA Work Health and Safety Act 2012  
SA Work Health and Safety Regulations 2012

### Internal Documents

Work Health & Safety and Injury Management Policy

## FORMS

[Pre-Purchase Checklist](#)  
[Hazardous Chemical Pre-purchase Checklist](#)  
[Equipment Disposal/Write Off Form](#)



**VERSION CONTROL AND CHANGE HISTORY**

Version	Approved By	Approved Date	Reason for Development of Review	Review Date
V4	SIGC	2014	Update of WHS Legislation	2017
<b>April 2015 – Document consolidation across CCES sectors</b>				
V1	Executive Manager CSHW	13/10/2015	Procedure Consolidation and Review	2018

Approved for Publication: \_\_\_\_\_ Date: 13 October 2015 \_\_\_\_\_