1. Purpose:

The purpose of this procedure is to identify and manage risks identified in Department of Education and Early Childhood Development (DEECD) workplaces as a result of the purchase of goods (materials, plant and equipment).

2. Scope:

This procedure applies to all DEECD workplaces including schools and central and regional offices.

3. References

- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007
- Dangerous Goods Act 1985
- Dangerous Goods (Storage and Handling) Regulations 2000
- Specifications for Goods, Purchasing@DEECD

4. Definitions

- **Deputy Health and Safety Representative:** An elected employee responsible for representing employees within a Designated Work Group (DWG) on matters relating to OHS in the absence of the HSR.
- **Goods:** Defined as any physical item such as plant, equipment, chemicals, furniture or Personal Protective Equipment (PPE).
- **Health and Safety Representative (HSR):** An elected employee responsible for representing employees within a DWG on matters relating to OHS.
- **Management OHS Nominee:** A position nominated by the Workplace Manager to oversee the operational aspects of implementing health, safety and wellbeing initiatives, policies and procedures.
- **Workplace Manager:** The Manager or Principal responsible for the school, central office, regional office or other DEECD workplace.

5. Responsibility:

**DEECD Workplace Manager and/or Management OHS Nominees** are responsible for:

- Ensuring that goods with OHS implications are identified and that minimum specifications for their purchase are developed;
- Ensuring that a **OHS Purchasing Checklist** has been completed for each item identified as having OHS implications prior to its purchase;
- Ensuring that risk controls identified in the **OHS Purchasing Checklist** are implemented in an appropriate and timely fashion;
Ensuring that all employees exposed to any risks associated with purchased goods receive appropriate information, training and supervision in regard to the management of those risks;

Ensuring that employees are aware of the requirements for purchasing goods with OHS implications; and

Ensuring that corrective action is taken in relation to any non conforming goods.

DEECD employees requesting goods are responsible for:

- Only ordering goods with OHS implications from suppliers on the workplace OHS Preferred Supplier List;
- Consulting with the Workplace Manager and/or Management OHS Nominee and HSR in relation to identified risks associated with the requested goods;
- Completing the OHS Purchasing Checklist for all goods requested to be purchased that have OHS implications;
- Reporting any hazards or non-conformances associated with any purchased goods; and
- Using goods only as instructed and/or specified.

Suppliers of goods are responsible for:

- Ensuring that the goods they are supplying meet the requirements of specific legislation, codes of practice and Australian Standards;
- Providing goods with all appropriate information and instruction e.g. risk assessments, Safe Work Procedures (SWP), Material Safety Data Sheets (MSDS); and
- Correcting and/or replacing goods that have an identified non-conformance either at the time of receipt (and prior to use) by DEECD and/or according to applicable warranty provisions.

6. Procedure:

6.1 Goods with OHS Implications

The Workplace Manager and/or Management OHS Nominee, in consultation with HSR and relevant employees, are to identify the kinds of goods that have OHS implications that will require an OHS Purchasing Checklist to be completed.

In general, items that have OHS implications include items such as:

- Office desks and chairs;
- Plant and equipment e.g. lathes, pedestal grinders, chain saws, lawnmowers, etc;
- Chemicals;
- Outdoor equipment e.g. shade sails, benches;
- Sporting equipment e.g. basketball rings, soccer goal posts;
- Items that could result in hazardous manual handling activities;
- Items that require OHS training and instruction; and
- Materials for specific subjects in the curriculum e.g. pre-cut wood, clay, paints, glazes etc.
6.2 Identifying specific OHS issues for purchased goods

For each item identified as having OHS implications, hazards and risk control measures are to be identified and documented by the employee requesting the item in consultation with the Workplace Manager and/or Management OHS Nominee and the HSR using the OHS Purchasing Checklist. The checklist must be completed prior to ordering goods with OHS implications.

When completing the OHS Purchasing Checklist, the employee should refer to the OHS Purchasing Guidance document to assist with identification of hazards associated with their purchase.

The Workplace Manager and/or Management OHS Nominee is responsible for ensuring that the risk control measures identified through this process are implemented in an appropriate and timely fashion. Risk control measures may include:

- Developing a SWP for the safe use of the item/s;
- Providing training and supervision to ensure competency in the use of the SWP;
- Ensuring all employees exposed to the identified risks are informed of the hazards associated with the purchased goods;
- Providing Personal Protective Equipment (PPE) where appropriate (e.g. gloves, safety glasses, dust masks etc); and
- Where appropriate, ensuring that the risk/s and controls are documented in the OHS Risk Register and, if applicable, included in the relevant Workplace Inspection Checklist.

6.3 Identifying Preferred Suppliers

Based on the information obtained by completing the OHS Purchasing Checklist, the Workplace Manager and/or Management OHS Nominee is to evaluate in consultation with the HSR and employees whether or not the supplier will meet the required OHS specifications. The details of suppliers that have demonstrated the ability to provide compliant goods shall be recorded by the Workplace Manager and/or Management OHS Nominee on the OHS Preferred Supplier List or equivalent template/list.

6.4 Ordering Goods

Goods with OHS implications must only be ordered after the Workplace Manager and/or Management OHS Nominee has confirmed that the goods to be purchased comply with the relevant OHS specifications and the necessary controls identified by the OHS Purchasing Checklist.

Goods shall be purchased in the following way:

1. All purchases of items with OHS implications will be requested by employees through the Workplace Manager and/or Management OHS Nominee following the completion of the OHS Purchasing Checklist;
2. The Workplace Manager and/or Management OHS Nominee shall ensure that the goods are ordered from the workplace OHS Preferred Supplier List, and
3. The OHS Purchasing Checklist must be attached to the purchase order.

6.5 Accepting Goods

The OHS Purchasing Checklist must be reviewed by the relevant employee (e.g. Business
Manager, requesting employee, Workplace Manager etc) once the goods have been received. The purpose of this is to ensure:

- That all goods delivered have met the defined OHS specifications; and
- All identified control measures have been implemented before the goods are introduced into the workplace.

In all cases involving the purchasing of goods with OHS implications, the Workplace Manager and/or Management OHS Nominee is required to maintain a copy of the completed checklist to verify supplier compliance and the establishment of safe systems of work.

### 6.6 Non Conformance Goods

Where goods are non-compliant to OHS specifications, the HSR, employee, Workplace Manager and/or Management OHS Nominee are to refuse acceptance of the goods into the workplace.

It is the responsibility of the Workplace Manager and/or Management OHS Nominee to contact the supplier and raise the non conformance. The Workplace Manager and/or Management OHS Nominee is then responsible for making sure the supplier rectifies the non-conformance prior to formal acceptance being granted.

In some cases, depending on the severity of the non conformance, the Workplace Manager and/or Management OHS Nominee may terminate services with non-conformance suppliers.

### 6.7 Risk Assessments and the development of SWP

Upon receiving goods, if further hazard controls are to be implemented, the Workplace Manager and/or Management OHS Nominee, in consultation with the HSR and employee requesting the goods, shall conduct a risk assessment of the delivered goods.

For plant and equipment, this shall be completed using the Plant and Equipment Management Procedure. For other goods, risks are to be documented using the methodology outlined in the Risk Management Procedure.

Where SWP are to be developed the Workplace Manager and/or Management OHS Nominee, in consultation with the HSR and relevant employees shall develop SWP using the Safe Work Procedure.

### 6.8 OHS Risk Register

When hazards are identified from newly purchased goods the Workplace Manager and/or Management OHS Nominee is to update all relevant sections of the OHS Risk Register.

### 7. Related Documentation:

- OHS Purchasing Checklist
- OHS Purchasing Guidance
- OHS Preferred Suppliers Checklist
- OHS Risk Register
- Risk Management Procedure
8. Version Control

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<td>▪ Creation of the OHS Purchasing Checklist which replaces the Pre-Purchase Checklist and Receipt of Goods Checklist;</td>
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<td>▪ Creation of OHS Purchasing Guidance; and</td>
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<td>▪ Changes to the purchasing process for ordering goods with OHS implications.</td>
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