



PROCUREMENT POLICY

Rationale

Care of people and concern for their welfare are integral to the ethos of St Patrick's Primary School, Macksville and the school is committed to ensuring the health, safety and welfare of all workers, students and others who are legally present on the school/college premises. In keeping with this commitment the procurement policy shall:

- establish procedures consistent with WHS Legislation and ensure, so far as is reasonably practicable, that health and safety is considered prior to the decision to procurement resources.
- verify correct deliveries of goods, equipment, materials and substances.
- reduce the likelihood of injury arising from the procurement of resources.

Scriptural Context

*"Help carry one another's burdens and in this way will obey the law of Christ."
Galatians 6:2*

Aims

St Patrick's Primary School, Macksville recognises that it is responsible and accountable for ensuring, so far as is reasonably practicable, the health, safety and welfare of students, workers, volunteers and other people who provide services to the school.

Policy Content

Definition

To meet the obligations set out in the WHS legislation 2011 and the social and moral commitments of the School will provide a safe and healthy work environment through an effective Risk Management System which identifies, assesses, controls and minimises hazards and conditions which do or have the potential to cause injury or illness through the procurement of goods, materials, equipment and substances.

Policy Responsibility

Before any goods, materials, equipment or substances are procured, received and/or installed, the Principal or a person acting in the capacity of the Principal), as required under the WHS Act and the WHS Regulation 2011, is responsible for:

- ensuring, so far as is reasonably practicable, that appropriate consultation with relevant groups (eg. WHS Representative / involved workers) takes place.
- ensuring, so far as is reasonably practicable, that all potential hazards associated with the procurement are identified and evaluated prior to procurement and that there is no risk to workers, students and visitors.
- ensuring, so far as is reasonably practicable, that the goods, materials, equipment and substances conform to all relevant Australian Standards, codes and guidelines.
- ensuring, so far as is reasonably practicable, that the procurement goods, materials, equipment and substances are used for their designated purpose.
- ensuring, so far as is reasonably practicable, that safer alternatives of goods, materials, equipment and substances are used if available.

- ensuring, so far as is reasonably practicably, that any relevant Safe Operating Procedure documents have been supplied or prepared for goods, materials, equipment and substances.
- ensuring, that so far as is reasonably practicably, relevant Material Safety Data Sheets have been supplied with or prepared for goods, materials, equipment and substances.
- ensuring, so far as is reasonably practicably, that the appropriate training is conducted in the installation and safe use of goods, materials, equipments and substances to all workers and new workers.
- ensuring so far as is reasonably practicably, there is adequate supervision in the safe use of goods, material, equipment and substances.
- informing workers and visitors who bring goods, materials, equipment and substances on to school premises, not procured or approved in accordance with this policy, that they may be deemed negligent should the goods, materials, equipment and substances be assessed to have a potential detrimental effect on another person/s.
- keeping a register of the procurement of goods, materials, equipment and substances.

Procurement Guidelines

The following guidelines are provided as an aid to assist school personnel with an understanding of the implications of the legislative requirements in relation to procurements made for use within and by the school community.

1. Compliance with Legislation/Industry Standards

To ensure, so far as is reasonably practicable, compliance with WHS legislation the school should periodically:

- review legislative requirements and associated guidance material for legislative changes and availability of new information
- conduct relevant risk assessment
- conduct risk assessment after an accident/injury/illness has been recorded
- consult with workers in accordance with the school's Consultation arrangements
- review current written procedures in relation to legislative requirements
- review training requirements and ensure, so far as is reasonably practicable, appropriateness of training received

2. Consultation

As part a commitment to consultation in the workplace, workers should be consulted about issues pertaining to procurement policy and procedures

3. Assessment

To ensure, so far as is reasonably practicable, compliance with legislative requirements the following assessments should be undertaken:

3.1 Risk assessment of identifying all possible scenarios and the subsequent needs of requiring procurement control, taking into consideration:

- physical hazards
- impact or crush injuries
- electrical
- noise
- manual handling
- heat or cold
- pressure
- lighting and ventilation
- sharp edges or corners
- ergonomic
- chemical

3.2 A determination as to the **control measures** required should be made and may include a combination of information, instruction, training, safe work procedures, personal protective equipment, safety equipment and signage.

- **Eliminate:** if the goods, materials, equipment or substance is not necessary, procurement should be avoided to completely remove the hazard.
- **Substitute:** replace goods, materials, equipment or substance with a less hazardous option.
- **Engineer:** modify or apply another suitable engineering control such as using a trolley, ventilation, guarding etc.
- **Administration:** change work procedures to reduce exposure to hazards. If considering procurement of a hazardous substance, obtain a Material Safety Data Sheet *before* making the procurement and ensure, so far as is reasonably practicable, control measures are in place.

4. Determine roles and responsibilities

Legislation requires the nomination of a staff member as the primary procurement officer (though in some school there may be more than one) who is responsible for:

- procurement as per policy
- ensuring compliance with legislative requirements
- development of procedures

A person with procurement skills should be nominated to develop procurement procedures in consultation with workers. (See below for requirements regarding procedures.)

5. Induction of new and casual staff

As part of the PCBU's duty of care to provide adequate information, instruction and training, new and casual/temporary workers should be provided with relevant information regarding the Procurement Policy and Procedures.

6. Written Procedures

Written procedures must be consistent with Australian legislative and the workplace regulator's requirements. Implementation of procedures should be developed in consultation with the WHS Representative and be reviewed periodically.

Procedures should be reviewed when any legislative changes occur, following a relevant incident/accident or when new information becomes available. Procedures should be monitored to evaluate adherence and effectiveness.

WHS Representative will be invited to participate in this process.

7. Instruction

Instruction should be given in such procedures and included as part of the induction process. A person with the necessary skill and knowledge should to be chosen to provide such instruction in the procedures.

8. Training

Training as required by the initial risk assessment should be provided by suitably qualified organisations ensuring training is appropriate to the needs of the school.

Records should be kept of all persons trained in Procurement. These records must be updated and regularly reviewed to ensure, so far as is reasonably practicable, adequate training levels are held.

9. Provision of Information

Workers need to be regularly provided with information on procurement issues, policy and procedures.

For example:

- at induction training
- directly from management
- at staff meetings
- in WHS information folders/ staff handbooks/manuals/electronic alerts.
- on the staff WHS information board
- at special information sessions where necessary

10. Consultation

Workers should to be consulted on procurement issues either directly through WHS Representative or other agreed consultation arrangements.

Consultation needs to occur:

- when establishing procedures
- when any changes occur to procurement practices or requirements.
- when policy, practices and procedures are reviewed
- when training needs are being determined
- when new information relating to procurement becomes available

11. Continuous Improvement

To ensure, so far as is reasonably practicable, the effectiveness and ongoing compliance of the Procurement Policy and program with legislation and Australian Standards requirements the following should occur:

11.1 Monitoring of procurement procedures which may include:

- monitoring of the use of correct procedures mainly through consultation
- review of Procurement Policy to ensure, so far as is reasonably practicable, correct practice
- changes being made where appropriate
- workers being consulted and informed
- workers being instructed in new procedures

11.2 Evaluation of procurement procedures which may include:

- evaluations of current procedures through consultation
- procedures being changed where appropriate (input is required from suitable sources with procurement knowledge)
- training and instruction being adapted to incorporate new procedures
- evaluations made of new practices or changes in practices prior to their introduction in the workplace

11.3 Review of the following areas should be undertaken:

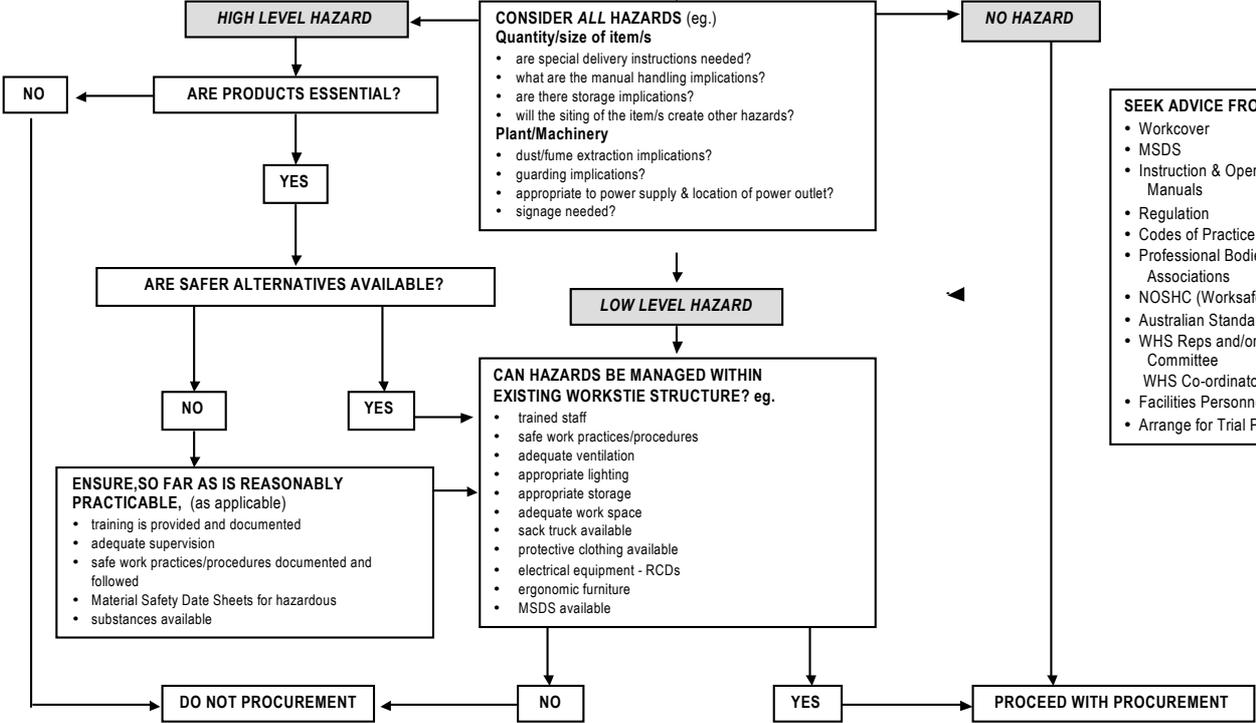
- procurement policy - on agreed time basis
- injury and incident statistics and reports (to review risk assessment and control measures) to be made available to WHS Representatives before each meeting
- training requirements
- provision of information
- legislative and industry requirements

The information obtained from regular monitoring, evaluation and review should be used to refine and improve procurement procedures. Staff will be provided with feedback, information and where necessary instruction training in new procedures.

PROCUREMENT: HAZARD IDENTIFICATION AND RISK ASSESSMENT

PERSON RESPONSIBLE FOR HAZARD IDENTIFICATION AND RISK ASSESSMENT (ENSURING CONTROLS ARE IN PLACE, WHERE APPLICABLE)
 (Procurement will not proceed until assessment on the requisition is signed by this person.)

DECIDE HAZARD LEVEL OF ITEM/S TO BE PROCUREMENTD



- SEEK ADVICE FROM:**
- Workcover
 - MSDS
 - Instruction & Operation Manuals
 - Regulation
 - Codes of Practice
 - Professional Bodies & Associations
 - NOSH (Worksafe)
 - Australian Standards
 - WHS Reprs and/or Committee
 - WHS Co-ordinator
 - Facilities Personnel
 - Arrange for Trial Periods

SAFETY INSPECTION CHECKLIST

PROCUREMENT CHECKLIST

	Yes	No
• Management Systems		
1. Is there a written Procurement Policy?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does it include consultation with suitable qualified staff?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do the procurement specifications include the requirement to comply with WHS Legislation and Australian Standards?	<input type="checkbox"/>	<input type="checkbox"/>
4. Where appropriate, is newly procured equipment inspected before acceptance?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are Material Safety Data Sheets (MSDS) required with all hazardous substances procured (e.g. request for Material Safety Data Sheets (MSDS) printed on order form)?.....	<input type="checkbox"/>	<input type="checkbox"/>
 • Pre-procurement check		
General		
1. Has an examination of the technical data and other information relevant to health and safety been completed?.....	<input type="checkbox"/>	<input type="checkbox"/>
2. If the equipment or materials are hazardous, can a less hazardous alternative be used?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have workers potentially affected by the procurement been consulted?.....	<input type="checkbox"/>	<input type="checkbox"/>
 Specific		
1. Has safe storage of the goods been considered?	<input type="checkbox"/>	<input type="checkbox"/>
2. Has safe transportation of the goods been considered?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will this be organised by the supplier?	<input type="checkbox"/>	<input type="checkbox"/>
4. Has safe maintenance of the equipment/plant been considered?	<input type="checkbox"/>	<input type="checkbox"/>
5. Has training, instruction and supervision needs for the proposed procurement been considered?	<input type="checkbox"/>	<input type="checkbox"/>
6. Have signage requirements been considered?	<input type="checkbox"/>	<input type="checkbox"/>
7. Have licencing requirements, permits to operate or registration of equipment, if required by legislation, been considered?	<input type="checkbox"/>	<input type="checkbox"/>
8. Have any potential emergency procedures associated with the procurement been considered?	<input type="checkbox"/>	<input type="checkbox"/>
9. Has the need for Personal Protective Equipment been considered?	<input type="checkbox"/>	<input type="checkbox"/>
10. Have the hazards associated with the procurement been identified?.....	<input type="checkbox"/>	<input type="checkbox"/>