

# Purchasing Procedure (20)



Catholic  
Safety & Injury  
Management  
South Australia



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## 1. PURPOSE

To communicate the WHS requirements that need to be incorporated into the worksites Purchasing / Procurement Procedures.

## 2. SCOPE

This procedure applies to all workers under the Catholic Church Endowment Society Inc. (CCES).

## 3. DEFINITIONS

Definitions can be found on the [Catholic Safety & Injury Management Website](#).

### 3.1. Information

If the item to be purchased is a replacement and is covered by existing risk measures and meets industry standards, codes of practice and legislative requirements then a [Pre-purchase Checklist \(046F\)](#) or equivalent and / or a more detailed [Risk Assessment \(004F\)](#) or equivalent is not required prior to purchase. The person purchasing the goods must still ensure the goods do not pose a risk to health and safety before the item is used in the workplace.

## 4. RESPONSIBILITIES

Specific responsibilities for carrying out certain actions required by the CCES, have been allocated to particular position holders within the organisation. Such responsibilities are consistent with the obligations that the legislation places on officers, managers, supervisors, workers and others in the workplace.

Responsibility, authority and accountability processes have been defined in [Responsibility, Authority & Accountability Procedure \(12\)](#), and summarised in:

- [Responsibility, Authority & Accountability Matrix – Workers \(025G\)](#);
- [Responsibility, Authority & Accountability Matrix – Managers & Supervisors \(023G\)](#);
- [Responsibility, Authority & Accountability Matrix – Officers \(024G\)](#); and
- [Work Health & Safety and Injury Management Policy](#).

You are required to familiarise yourself with this procedure in order to understand the obligations that you may have in relation to its implementation and to carry out your assigned actions and responsibilities.

This Procedure is to be read in conjunction with your Organisational Policies and / or Procedures.

## 5. PROCEDURE

### 5.1. Procurement of Goods

The following provides a general overview of standard goods procured by CCES and the minimum WHS requirements to be considered. The personnel requesting the procurement of a good / product (e.g. tools, containers, workstations, machinery and vehicles) must ensure



that the minimum WHS requirements are considered (e.g. has been designed so that it can be used safely and best matches the needs of the workers) as described below.

#### 5.1.1. Tools & Equipment

All tools and equipment must be fit for purpose and purchased to be used for the purpose for which they have been designed.

A [Pre-purchase Checklist \(046F\)](#) or equivalent, outlining the hazards associated with the tools / equipment, the controls required to manage the hazards, and the equipment to be fitted with those controls must be conducted in consultation with the users / operators and documented. Consideration must be given to the elimination of any identified hazards as far as is reasonably by considering the purchase of tools / equipment that do not pose such hazards.

Mandatory requirements for manufacturers operating and maintenance instructions for using and servicing the equipment must be supplied.

#### 5.1.2. Electrical Equipment

In addition to the above requirements, the supplier of the electrical equipment must comply with AS / NZ 3760 In-service safety inspection and testing of electrical equipment.

New electrical appliances / equipment should be visually inspected to ensure that no damage has occurred during transport, delivery, installation or commissioning. New appliances / equipment are to have a label “New to Service” attached and must be documented on the Electrical Appliance / Equipment Register or similar. Refer to [Electrical New to Service Sticker \(020F\)](#).

NEW TO SERVICE  
Date: \_\_\_\_\_  
Site: \_\_\_\_\_  
Next Test Date: \_\_\_\_\_



#### 5.1.3. Hazardous Chemicals

A [Pre-purchase Checklist \(046F\)](#) or equivalent, outlining the hazards associated with the chemical, the controls required to manage the hazards, must be conducted in consultation with the users and documented. Records must be retained.

Consideration must be given to the elimination of any identified hazards as far as is reasonably practicable by considering the purchase of chemicals that do not pose such hazards. The manufacturer’s original Safety Data Sheets (SDS) must be supplied prior to the commencement of the supply contract, and prior to first delivery of the chemicals to the workplace.



#### 5.1.4. Office Furniture

A [Pre-purchase Checklist \(046F\)](#) or equivalent, outlining the hazards associated with the work location where the furniture is to be used (including ergonomic and manual handling requirements) and the controls required to manage the hazards must be conducted in consultation with the user, and records retained.

#### 5.2. Hire / Lease

Before hire / lease of plant / equipment ensure that;

- plant / equipment is suitable for its intended use;
- plant / equipment is inspected and maintained by the owner according to the manufacturer's specifications (e.g. checking the log book or maintenance manual);
- the hirer provides you with the manufacturer's information, instruction or training about the safe and correct use of the plant / equipment; and
- the end user is informed of associated risks.

#### 5.3. Donated Goods

Worksites that are not recognised donation centres, are to determine whether to accept the goods but it is not recommended. When donated items are to be accepted ensure that they are:

- visually inspected (electrical equipment to be tested and tagged prior to use);
- fit for purpose;
- age related;
- checked for compliance with legislative requirements; and
- relevant documents (e.g. risk assessments, service records) must be provided to the receiver of donated good.

A risk assessment also needs to be made in relation to safety risks (e.g. acceptance of a soft toy, not in packaging involves an infection control safety risk, or a child's seat, a safety risk as we do not know if it was involved in an accident).

#### 5.4. Purchasing Second Hand Plant / Equipment

The end user must risk assess the plant / equipment prior to the purchase and ensure the supplier of the second hand plant / equipment provides information in writing about the condition of the plant which identifies all faults and that the plant / equipment is not used until all faults are rectified.

#### 5.5. Safety Data Sheets (SDS)

Where chemicals are concerned, the manufacturer's original SDS must be supplied prior to commencement of the supply contract and prior to first delivery of the chemicals to site.



## 5.6. WHS Compliance

Where a WHS specification requires a certificate / record for WHS compliance, these must be provided prior to the first delivery of the goods to the worksite.

## 5.7. Delivery and Verification of Goods

Delivery of goods will be made to a delivery point designated on the purchase order and will be checked by the personnel at the receiving point to ensure that the goods meet the WHS specifications.

Goods verified as being compliant will be released by the requisitioner. Goods that do not comply must not be receipted into the system.

## 5.8. Addressing Non-Conformance of Goods to WHS Specifications

Identification of delivered goods that do not conform to WHS specifications is the responsibility of the person receiving the goods to site.

The type and extent of control exercised in managing non-conformance of delivered goods to WHS Specifications is dependent upon the WHS risk factors identified in the pre-purchase risk assessment as follows:

### High Risk:

- goods will be quarantined immediately and must not be used;
- the requisitioner and buyer will be notified immediately;
- goods will be sighted & non-conformance verified by requisitioner within twelve (12) hours;
- goods will be returned to supplier.

### Medium Risk:

- goods will be placed on hold immediately and must not be used;
- the requisitioner and buyer will be notified immediately;
- goods will be sighted & non-conformance verified by requisitioner within forty-eight (48) hours;
- a risk assessment will be carried out by the requisitioner and the relevant WHS Coordinator;
- based on the risk assessment the goods will be subsequently released for the use or quarantined for return to supplier.

### Low Risk:

- goods received to site;
- requisitioner notified immediately;
- goods will be sighted & non-conformance verified by requisitioner within forty-eight (48) hours;
- goods will be risk assessed for release.





Where goods do not conform to WHS specifications, the outcome is to be recorded in the relevant database by the requisitioner.

## 5.9. Records

Document used to manage Purchasing Goods as prescribed by this procedure will be produced in a format that allows tracking for verification and review and be in accordance with requirements detailed in [Document Control Procedure \(23\)](#).

## 5.10. Review

This procedure will be subject to a planned review by the document owner in accordance with the requirements outline in [Document Control Procedure \(23\)](#).

Other methods for reviewing and evaluating the performance of this procedure will include:

- audit activity;
- investigations;
- performance reports.

# 6. RELATED SYSTEM DOCUMENTS

## 6.1. Policies & Procedures

Document Control Procedure (23)

Hazard Management Procedure (14)

Responsibility, Authority & Accountability Procedure (12)

WHS & Injury Management Policy

## 6.2. Forms & Tools

Electrical New to Service Sticker (020F)

Pre-purchase Checklist (046F)

Risk Assessment (004F)

Group Legal Register (010T)

Purchasing (20) Process Flow Chart (038T)

# 7. REFERENCES

Legislation and other requirements related to this procedure are defined in the [Group Legal Register \(010T\)](#) which can be accessed via the Catholic Safety & Injury Management website.

## 7.1. Internal Resources

Responsibility, Authority & Accountability Matrix – Managers & Supervisors (023G)

Responsibility, Authority & Accountability Matrix – Officers (024G)

Responsibility, Authority & Accountability Matrix – Workers (025G)



## 7.2. External Resources

Nil

## 8. AUDITABLE OUTPUTS

The following examples of records will be used to verify implementation of this procedure:

- Pre-purchase Checklists
- Manufacturer Risk Assessments
- Specifications
- Risk Assessments
- Workstation & Home Office Checklists
- Purchase Orders
- Non-conformance Reports
- Compliance Certificates





## 9. VERSION CONTROL & CHANGE HISTORY

Version	Approved by	Approved Date	Reason for Development of Review	Next Review Date
V4	SIGC	2014	Update of WHS Legislation	2017
<b>April 2015 – Document consolidation across CCES sectors</b>				
V1	Executive Manager CSHWSA	13/10/2015	Procedure Consolidation and Review	2018
V2	Executive Manager CSHWSA	18/02/2019	Procedure Audit	2022
V3	Executive Manager CSHWSA	22/01/2021	Reviewed content, Reformatted template.	2024

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