

# St Patrick's Catholic School

## Procurement Policy



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<b>Version No</b>	<b>0</b>
<b>Responsible Person</b>	<b>Rodney Linhart</b>
<b>Approved By</b>	<b>Rodney Linhart</b>
<b>Review Date</b>	<b>2015</b>
<b>Related Documents</b>	<b>13a Contractor Safety Information Brochure, 13b Generic Safe Work Method Statement</b>

## CSOHS Procurement Policy

### **PURPOSE**

Care of people and concern for their welfare are integral to the ethos of St. Patrick's Catholic School, Latrobe 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 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 procure resources.
- verify correct deliveries of goods, equipment, materials and substances.
- facilitate safe access and observation of service provider or contractor safety practices
- reduce the likelihood of injury arising from the procurement of resources.

### **POLICY FRAMEWORK**

St. Patrick's Catholic School, Latrobe 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 St. Patrick's Catholic School, Latrobe 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 services, 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/s / Committee / 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 services, goods, materials, equipment and substances conform to all relevant Australian Standards, codes and guidelines.
- ensuring, so far as is reasonably practicable, that the procurement of services, 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 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.

## **POLICY REVIEW**

This policy will be reviewed and evaluated within 24 months of its date of adoption, or sooner if any information, incident, injury, illness, legislative or organisational change that demonstrates the need for policy change.

<b>POLICY DATES</b>			
<i>Formulated</i>	2012	<i>Adopted</i>	2012
<i>Implemented</i>	2012	<i>Reviewed</i>	
<i>Next Review Due</i>	2015		
<b>POLICY AUTHORISATION</b>			
<i>Principal</i>	Rodney Linhart	<i>Signature</i>	

## **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 of 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 schools 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 Committee/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 Committee and/or WHS Representatives 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 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/college.

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 be consulted on procurement issues either directly through WHS Committee and/or WHS Representative/s 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 Committee/ 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.