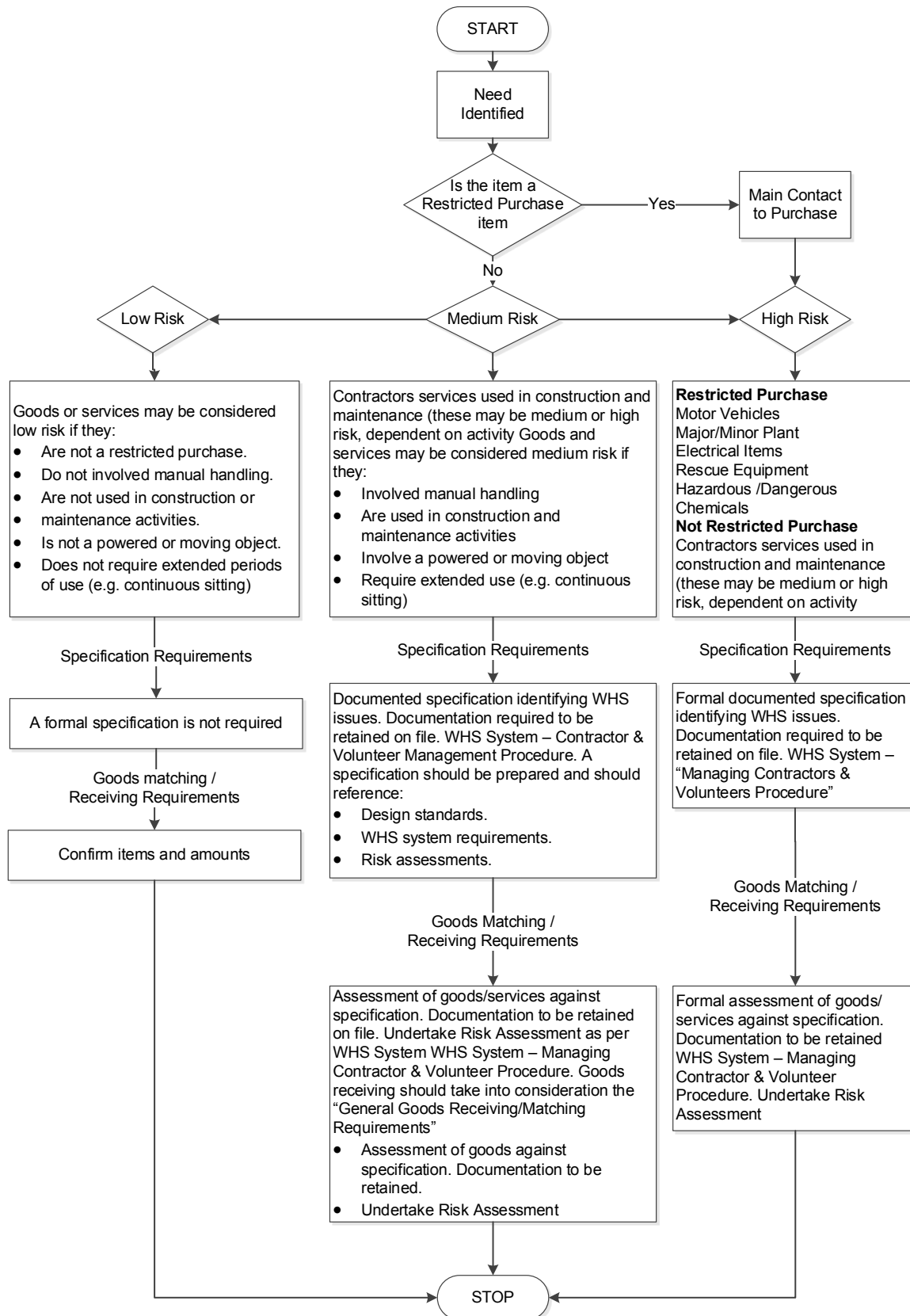


# PROCUREMENT OF GOODS

## 1.0 SUMMARY / FLOWCHART



**2.0 RESPONSIBILITY**

<b>Organisational Level</b>	<b>Health and Safety Responsibilities</b>
<p><b>Level 1</b> (<i>General Manager, Group Directors</i>)</p>	<p>Provide adequate resources to ensure that purchasing processes are implemented and effective.</p>
	<p>Provide adequate resources to ensure that workers involved in the purchasing of goods are trained.</p>
	<p>Ensure that goods are purchased in accordance with established purchasing procedures.</p>
	<p>Ensure that health and safety requirements are included in purchasing specifications for goods and that these specifications are communicated to suppliers.</p>
	<p>Ensure that purchased goods are verified against the purchasing specification, including health and safety requirements, when received or prior to being placed in operational use.</p>
	<p>Provide resources for the identification and control of receipted goods found to not comply with health and safety requirements to prevent inadvertent use.</p>
<p><b>Level 2</b> (<i>Section Manager, Unit Manager / Unit Co-ordinator, Project Manager</i>)</p>	<p>Ensure that health and safety requirements are included in purchasing specifications for goods and that these specifications are communicated to suppliers.</p>
	<p>Participate in pre-purchase risk assessments and the determination of any required acceptance or rejection criteria.</p>
	<p>Ensure that purchased goods are verified against the purchasing specification, including health and safety requirements, when received or prior to being placed in operational use.</p>
	<p>Provide resources for the identification and control of receipted goods found to not comply with health and safety requirements to prevent inadvertent use.</p>
	<p>Ensure appropriate training is provided for workers to enable them to carry out tasks associated with the purchase of goods.</p>
<p><b>Level 3</b> (<i>Coordinator within a Unit, Team Leader, Supervisor, Ganger or Leading Hand or Operator</i>)</p>	<p>Ensure that all goods delivered are verified against and comply with purchasing specifications.</p>
	<p>Ensure that a check for any non-conforming goods is completed and appropriate corrective actions taken to prevent inadvertent use.</p>
	<p>Ensure appropriate training is provided for workers to enable them to carry out tasks associated with the</p>

	purchase of goods.
<b>Level 4</b> ( <i>Team Member, Operator Attendant, Trainee, Apprentice</i> )	Participating in the risk assessment, product and supplier selection process for new purchases.
	Report any defective goods.
<b>Level 5</b> ( <i>Volunteer, Contractor, Other</i> )	Participating in the risk assessment, product and supplier selection process for new purchases.
	Report any defective goods.

### 3.0 PURPOSE & SCOPE

#### 3.1 PURPOSE

- 3.1.1 The primary purpose of this Procurement of Goods procedure is to provide guidance and define processes to be followed to ensure the following:
- 3.1.1.1 the inclusion of health and safety requirements in purchasing specifications for goods.
  - 3.1.1.2 the effective communication of purchasing specifications to the supplier of the goods.
  - 3.1.1.3 the monitoring of the supplier’s capability to meet the specification and the implementation of corrective actions when deficiencies are identified.
  - 3.1.1.4 the verification of purchased goods against the purchasing specification, including health and safety requirements, upon receipt and the implementation of processes to address any non-conformance prior to the goods being placed into service or returned to the supplier.

#### 3.2 SCOPE

- 3.2.1 This procedure applies to all Shoalhaven City Council (SCC) workers allocated responsibilities for the procurement of goods and the verification of goods upon receipt.

#### 3.3 EXEMPTIONS

- 3.3.1 Not all purchases require a risk assessment. Items that have been purchased in the past and are being updated with an identical type / model do not require a new risk assessment to be completed. The Manager responsible for the purchase will ensure that the previous risk assessment is reviewed as part of the pre-purchase process to ensure its suitability and adequacy.

- 3.3.2 Other items that, by their nature pose a minimal risk (such as stationery) will not require a risk assessment. This latter category is defined in SCC’s Purchase Policy detailing the ledger categories which do not require a formal risk assessment to be undertaken unless the unique details of the purchase identify them as being of medium or high risk.

## **4.0 PROCEDURE**

### **4.1 DETERMINATION OF HEALTH AND SAFETY REQUIREMENTS**

- 4.1.1 Any good to be purchased, subject to exemptions in section 3.3, will be evaluated to determine whether the good itself, the handling or use of the good, or any other characteristic or property of the good poses a risk to the health and safety of any person, including workers, visitors or members of the public.
- 4.1.2 In determining any adverse impacts on health and safety posed by the good or any obligations or requirements that SCC must meet, the following will be considered:
- 4.1.2.1 Could a reasonably foreseeable injury or incident occur in the course of normal or unanticipated use, storage or transport of the good to be purchased;
  - 4.1.2.2 Are there any specifications which are required to ensure the safe operation or use of the good?
  - 4.1.2.3 Does the good need to comply with any legislation, Codes of Practice or Australian / International Standard/s?
  - 4.1.2.4 Will a Safe Work Instruction need to be developed to ensure health and safety of workers using or handling the good?
  - 4.1.2.5 Do our workers have the capabilities, skills and knowledge to properly handle, use, store, and transport the item or is additional training required?
- 4.1.3 The consideration of the above will be documented within P05.F01 Pre-Purchase Risk Assessment for Goods form.

### **4.2 PURCHASING OF PLANT AND EQUIPMENT**

- 4.2.1 The purchasing of plant and equipment will be conducted in accordance P12 Managing Plant.

### **4.3 PURCHASING OF HAZARDOUS CHEMICALS**

- 4.3.1 The purchasing of hazardous chemicals is conducted in accordance with P11 Hazardous Chemicals.

#### **4.4 COMMUNICATION OF SPECIFICATIONS**

- 4.4.1 WHS requirements will be incorporated into purchasing specifications.
- 4.4.2 Purchasing specifications are documented within purchase orders, tenders or quotations.
- 4.4.3 Purchasing documentation is forwarded to the supplier by an appropriate means consistent with purchasing arrangements.

#### **4.5 VERIFICATION OF GOODS**

- 4.5.1 The verification of WHS requirements is required upon receipt of the good or goods to ensure that the WHS requirements, as defined in the purchasing specification or risk assessment, have been met.
- 4.5.2 Verification will, if reasonably practicable, be conducted by the person who ordered the item and/or conducted the risk assessment to determine the WHS requirements.
- 4.5.3 Examples of verification include the following:
  - 4.5.3.1 Checking to ensure that containers are clearly labelled;
  - 4.5.3.2 Checking that a good is labelled to indicate that it has been made to comply with the relevant Australian Standard;
  - 4.5.3.3 Checking the compatibility of the good to be stored in compliance with the hazardous chemical requirements; and
  - 4.5.3.4 Ensuring that an item of plant or equipment is fitted with the specified physical control measures such as guarding of moving parts.
- 4.5.4 In circumstances where the specified WHS requirements or control measures cannot be verified or have not been met, the good or goods will be quarantined in a specifically designated area and the appropriate tag will be affixed. Where the good is defective plant or equipment, it will be isolated in accordance with P12 Manging Plant to prevent its operation.
- 4.5.5 Items that are unable to be verified or are determined to be non-conforming may be repaired by the supplier or returned to the supplier.
- 4.5.6 If a hazard is not identified prior to purchase but becomes apparent once the good has been received or used, a hazard note will be raised. The incident report will detail the corrective actions required to eliminate or minimise the risk of injury or illness to an acceptable level.

**4.6 PURCHASING TRAINING**

- 4.6.1 All workers with responsibilities for the purchasing of goods and the verification of goods at receipt will be provided training, information and instruction to ensure compliance to the requirements.

**4.7 RECORDS**

- 4.7.1 All records resulting from the operation of this procedure will be kept and maintained in accordance with the requirements documented within P04 Document Control and Safety Records.

**5.0 REFERENCES & ASSOCIATED DOCUMENTS**

- 5.1 Work Health and Safety Act 2011
- 5.2 Work Health and Safety Regulations 2017
- 5.3 P04 Document Control and Safety Records
- 5.4 P11 Hazardous Chemicals
- 5.5 P12 Managing Plant
- 5.6 P05.F01 Pre-Purchase Risk Assessment for Goods