

## Procedure

# Health and Safety Evaluation of Proposed Purchases or Hire of Equipment and Materials

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### 1. Purpose

Ensure OHS consideration is taken when purchasing or hiring equipment, materials, facilities or substances.

### 2. Actions Required

- Consult and communicate with workers prior to purchases
- Complete pre purchase checklist.

### 3. Definitions

**GSCC**- Greater Shepparton City Council

**GSCC RO** - GSCC Responsible Officer, a Greater Shepparton City Council employee, who in their area of responsibility has a managerial or supervisory role over employees, contractors or volunteers

**WORKER** - Employees, Contractors, Volunteers and any person performing duties any capacity for GSCC.

### 4. Responsibility and Authority

#### Director

- Ensure OHS considerations prior to purchasing items
- Ensure adequate consultation with employees regarding OHS issues
- Delegate appropriate OHS responsibilities and accountabilities to all levels of Management.

### 5. Managers, Team Leaders And Supervisors

- Consult with relevant workers prior to purchase of plant and equipment
- Ensure OHS requirements of plant /equipment are considered prior to purchase or hire
- Ensure Safe Work Method Statements or Systems of Work Instructions are developed for any plant or equipment hired or purchased with identified hazards
- Ensure items of plant or equipment meet the OHS requirements and are fit for purpose.
- Ensure all operating and instruction manuals are supplied and available to operators prior to use.

#### Workers

Participate in the process of identifying OHS requirements prior to purchase or hire of plant and equipment.

### 6. Procedure

All identified OHS issues, with any product, plant or equipment, must be satisfactorily addressed prior to any purchase and use by any GSCC worker.

All workers involved in the storage, handling, operation or maintenance of the plant, equipment or substances must be consulted in the pre-purchase assessment and contribute their views before final selection is made.

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### Pre- Purchase

Prior to purchasing any plant, equipment or substance a Pre Purchase Checklist must be completed to determine OHS considerations and ensure worker consultation.

The process of completing the pre purchase checklist must ascertain:

- What workers need to be consulted with about the purchase of plant, equipment or substance? Is the item considered “fit for purpose” by the end users? Is a trial required?
- Will the supplier provide to GSCC:
  - An induction for the item
  - A risk assessment for the item
  - Safety training / DVD / material
  - Any other safety advice or materials
- Applicable legislative and Australian Standards requirements
- Are safe work procedures and SWMS required to be developed?
- What risk assessments are required to be completed?
- Will health surveillance be required?

Completed Pre Purchase checklists are to be trimmed as a documented process of considerations taken prior to purchase of plant and equipment.

Employees must not use any items of equipment that has not be purchased or approved by a GSCC Responsible Officer or OHS Committee to ensure it poses no ohs risk to any user.

Smaller or minor items with no identified hazards do not require the completion of a pre purchase checklist or approval, however, products are expected to be of good quality and meet Australian Standards

### References

*Victorian Occupational Health and Safety Act 2004* (2) Provision of Safe Plant & Equipment / Substances

### 7. Related Documents

- M11/64459: OH&S Pre-Purchase Check list (Attachment 1)
- M10/105069: Hazardous Substances and Chemical Use Procedure
- M10/113849: Manual Handling Risk Assessment Template
- M10/102269: Mobile Plant OH&S Risk Assessment

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## OH&S Pre-Purchase Checklist

Date Checklist Completed		Is this item(s) going to tender?	Yes-No
Person requesting purchase		Department/Branch	
<b>Description of Item(s) to be purchased</b>			
<b>Consultation- Please indicate what persons have been included in completing this checklist</b>			
Operators / Users		Stores Officer	
Supervisor		Installation / Maintenance employees	
Manager		Health and safety Representative	
Plant Coordinator		OHS Committee/Advisor	
<b>OH&amp;S Pre-Purchase Check</b>			
<b>Legal Requirements</b>			YES- NO-N/A
1. Have you identified any legislative requirements including AS/NZS Standards and Codes of Practice that apply to this purchase item(s)?			
2. Are any operator licences or permits required to operate or use this item?			
3. Have noise emissions or machine vibrations been evaluated?			
4. Will a Standard Operating Procedure (SOP) be required to be developed?			
5. Is this an electrical item that will be required to be tested & tagged?			
6. Will a Material Safety Data Sheet (MSDS) be required?			
7. Are potential emergency procedures required?			
8. Will emergency equipment be required? ie: First aid kit, extinguishers, spill kit etc.			
9. Is Safety signage required?			
<b>Planning</b>			
10. Has an analysis of the technical data, operators manual and other information relevant to OHS been completed?			
11. Has workplace layout and access been considered?			
12. Has installation needs been considered?			
13. Will Personal Protective Equipment & Clothing be required			
14. Will emergency stops, isolation systems or separate work area be required?			
15. Has the item been trialled, viewed or recommended to potential operator / users? List names.			
16. Has the storage and handling requirements of item by all parties been considered?			
<b>Operation</b>			
17. Is a risk assessment required for this item? <ul style="list-style-type: none"> <li>• M10/102269 Mobile Plant OH&amp;S Risk Assessment</li> <li>• M12/33518 Task Risk Assessment</li> <li>• M10/113738 Chemical Risk Assessment</li> <li>• M10/113849 Manual Handling Risk assessment</li> <li>• M11/20517 Noise hazard identification checklist</li> </ul>			

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## OH&S Pre-Purchase Checklist

18. Is training, work practices or supervision changes required?		
19. Will ongoing training or continual competencies be required?		
20. Does the supplier/manufacturer provide: <ul style="list-style-type: none"> <li>• Training to use this item</li> <li>• An induction for this item</li> </ul>		
21. Can maintenance of this item(s) be safely completed? Have the appropriate persons been consulted?		
22. Have Manual handling, Ergonomic factors, reaching or falling issues been considered?		
23. Will health monitoring be required?		
24. Have public safety issues been considered and addressed.		
25. Have the "end users" "signed off" on this item and consider it "fit for use"?		

This completed form may be used for repeat purchases and reviewed if required

I am satisfied that a reasonable effort has been made to consider the Occupational Health and Safety implications of introducing this item to Greater Shepparton City Council.

Name:	Signature	Date:
Name:	Signature	Date: