

Victoria Police Manual – Policy Rules

Safe-T-Works Management System

Purchasing, Contractor Management & Workplace Design – OHS Considerations

Context

These Policy Rules give an overview of OHS considerations in the procurement process and aim to provide an awareness of when and how OHS considerations are incorporated into purchasing decisions, and specialist contracting arrangements relating to high risk activities (e.g. construction related activities).

Victoria Police are obliged to comply with the Victoria Government Purchasing Board Policy to ensure value for money in 'whole of life'. These Policy Rules do not replace the Government Purchasing Board Policy, nor stipulate all aspects of contract and contractor management provisions. For specific information and detail regarding the broader aspects on contractor engagement, seek advice from the Procurement, Contracts and Commercial Division, Business Services Department.

Application

Policy Rules are mandatory and provide the minimum standards that employees must apply. Non-compliance with or a departure from a Policy Rule may be subject to management or disciplinary action. Employees must use the **Professional and Ethical Standards** to inform the decisions they make to support compliance with Policy Rules.

These Policy Rules apply to employees involved in the procurement process.

Rules and Responsibilities

1. Purchasing goods or services

- Prior to purchasing goods or services where OHS requirements may be a factor, it is the responsibility of the Work Unit Manager, Project Manager, Purchasing Manager and Contract Manager to ensure that:
 - advice is sought in relation to the specific OHS issues/requirements from the relevant branch in the Health, Safety and Wellbeing Division; and
 - the purchase is registered with the Procurement, Contracts and Commercial Division (PCCD), BSD if it is expected to be over \$25,000 (inclusive of GST).

- Before goods and services are purchased, the Manager responsible for the purchase must:
 - ensure the OHS aspects of any new equipment or service have been considered and recorded in a relevant risk assessment to support tender or specification development,
 - determine if the goods or services have the potential to cause harm or risk to employees, contractors or the public in consultation with the health and safety representative (HSR)
 - consult with employees (or their HSR) who may be impacted by the proposed introduction of any goods and services which have the potential to impact on their health and safety,
 - have regard to **VPMG Purchasing – OHS Considerations** for requirements that must be communicated to the manufacturer/supplier
 - where appropriate, trial the goods, service, plant, substance or building to ensure suitability of purpose. A trial, prior to broad implementation, may also identify secondary hazards, and
 - ensure procurement is undertaken in accordance with the Victorian Government Purchasing Board (VGPB) Policies, APU Policies and that PCCD are consulted.
- 'Goods' include; any plant, equipment, materials, furniture, chemicals, personal protective equipment (PPE) or property.
- 'Services' include; a person or group of individuals who perform work(s) for Victoria Police, via a contractual agreement.
- 'Purchasing' is the procurement of goods and/or services for use within Victoria Police.

2. Contracted arrangements

- Where goods, equipment or services are to be purchased and acquired through contractual arrangements, the Manager responsible for the contract must comply with the process in **VPMG Contractor Management – OHS Considerations**.
- Contractors must provide an OHS Management Plan, detailing how they will safely undertake the contracted works whilst on site. A contractor is a company or an individual who is engaged:
 - to provide goods, works or services which implement a decision;
 - to perform all or part of a new or existing ongoing function in order to assist Victoria Police carrying out its defined activities and operational functions; and
 - to perform a function involving skills which would normally be expected to reside within the organisation, but which Victoria Police has decided to outsource.

- Contractors must undertake works consistent with the OHS Management Plan provided and legislative requirements. If contractors are observed to be working in an unsafe manner, it is the site/Work Unit Manager's responsibility to instruct the contractor to cease unsafe work practices and advise the Contract Manager immediately.

3. Non-contracted arrangements

- Where a workplace needs to purchase goods or services that are not covered by a contractual arrangement, the Work Unit Manager must ensure health and safety issues have been considered before the purchase is authorised.
- They should also consider the Victoria Government Purchasing Board Policy and consult with PCCD. All engagements exceeding \$25,000 (including GST) must be registered with PCCD.

4. Workplace Design

The OHS Consultant or Health, Safety and Wellbeing Division must be consulted and involved in the design stages of new and refurbishment works to ensure consideration and inclusion of safety requirements and incorporation of legislative provisions. Have regard to **VPMG Workplace Design – OHS Considerations**.

5. Other Procurement Items

The OHS Consultant or Health, Safety and Wellbeing Division must be consulted and involved at the specification development stage of the procurement process of other items, such as vehicles, temporary staff (e.g. induction, appropriately qualifications), information technology, stores, personal protective equipment (PPE), digital communications, operational equipment, furniture and/or capital works.

Specific information and detail regarding the broader aspects on procurement must be sought through the PCCD.

Related Documents

- VPMG Purchasing – OHS Considerations
- VPMG Contractor Management– OHS Considerations
- VPMG Workplace Design – OHS Considerations

Further Advice and Information

For further advice and assistance regarding these Policy Rules, contact the OHS and Strategy Branch in the Health, Safety and Wellbeing Division or Procurement, Contracts and Commercial Division, BSD.

Update history

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