

Safe-T-Works Management System

Purchasing - OHS Considerations

Source policy

These Procedures and Guidelines support and must be read in conjunction with the following:

- VPMP Purchasing, Contractor Management and Workplace Design – OHS Considerations
- Occupational Health and Safety Act 2004

Application

Procedures and Guidelines are provided to support the interpretation and application of rules and responsibilities. They include recommended good practices and assessment tools to help employees make lawful, ethical and professional decisions. Employees should use the **Professional and ethical standards** to inform the decisions they make to support interpretation of Procedures and Guidelines.

Procedures and Guidelines are not mandatory requirements on their own. However, where rules and responsibilities state that employees must have regard to Procedures and Guidelines, the Procedures and Guidelines must be used to help make decisions in support of the rules.

Procedures and guidelines

1. Purchasing – OHS Considerations

As stated in **VPMP Purchasing, Contractor Management and Workplace Design – OHS Considerations**, prior to purchasing goods or services where OHS requirements may be a factor, Work Unit Managers, Project Managers, Contract Managers and Purchasing Managers must:

- consult with the OHS Consultant or Health, Safety and Wellbeing Division to establish the required safety assessment of the goods or service prior to purchase or tender
- ensure that the manufacturer/supplier:
 - knows and understands in what capacity the goods or service will be used within Victoria Police

- has addressed, as far as is reasonably practicable, risk in the design of any goods, service, plant, substance or building required to be used by employees or used by contractors on Victoria Police premises
 - provides a documented risk assessment outlining the hazards, risks and recommended controls
 - guarantees the safety of the goods or service when it is used for the purpose intended and instructions provided
 - has conducted the appropriate testing on goods or service prior to use by Victoria Police employees
 - provides specific information on the purposes, results of the testing, and any safety information
 - provides any updates in relation to subsequent testing
 - provides, where required, any relevant training to employees, and
 - has met any relevant Victoria Police and Australian standards and legislative requirements.
- complete and document a risk assessment to ensure the highest level of control is implemented to minimise any risk. This may include conducting a trial prior to the large scale purchase and rollout of goods.
 - where use of DG/HS is considered necessary, have regard to **VPMG Hazardous Substances and Dangerous Goods**.

2. Training

Where the purchase of goods or services identifies a requirement for associated training, provision of such training from the service provider should be sought as part of the contractual arrangements, to ensure that all relevant employees are trained and assessed as competent prior to using the newly purchased goods or services.

3. Further information

For more information on design considerations when purchasing ergonomic equipment such as desks, chairs and computer accessories, refer to the Victoria Police Purchasing and Design Guidelines for Ergonomic Workstations.

Related Forms, Tools and Links

- VPMG Plant and Equipment
- VPMG Hazardous Substances and Dangerous Goods
- OHS Risk Assessment Form
- Procurement, Contracts and Commercial Division Tools and Templates

- Purchasing and Design Guidelines for Ergonomic Workstations

Further advice and information

For further advice and assistance regarding these Procedures and Guidelines, contact the local OHS Consultant, OHS and Strategy Branch, Health, Safety and Wellbeing Division and Procurement, Contracts and Commercial Division, BSD and APU.

Update history

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Date updated	Summary of change	Force File number
22/01/13	Updated to reflect organisational governance and structural changes.	FF-075631