



Procurement Policy Document

Purpose

Care of people and concern for their welfare are integral to the ethos of Korowal School 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.
- reduce the likelihood of injury arising from the procurement of resources.

Policy Framework

Korowal School recognizes that it is responsible and accountable for ensuring, so far as is reasonably practicable, the health, safety and welfare of students, employees, 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, Korowal School will provide a safe and healthy work environment through an effective Risk Management System which identifies, assesses, controls and minimizes hazards and conditions which do or have the potential to cause injury or illness through the procurement of 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 Representatives/Committee/involved employees) 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 employees, students and visitors.

- ensuring, so far as is reasonably practicable, that the goods, materials, equipment and substances conform to all relevant Australian Standards, codes and guidelines.
- ensuring, so far as is reasonably practicable, that the procurement 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 practicable, that any relevant Safe Operating Procedure documents have been supplied or prepared for goods, materials, equipment and substances
- ensuring, so far as is reasonably practicable, that relevant Safety Data Sheets have been supplied with or prepared for goods, materials, equipment and substances
- ensuring, so far as is reasonably practicable, that the appropriate training is conducted in the installation and safe use of goods, materials, equipment and substances to all employees and new employees.
- ensuring, so far as is reasonably practicable, that there is adequate supervision in the safe use of goods, materials, equipment and substances.
- informing employees 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 procurements of goods, materials, equipment and substances.

Policy reviewed	October 2016
Next review	October 2018
Signed: 	