

## **CSCS Purchasing Policy – DRAFT**

### **Aim**

The aim of this policy is to outline Charles Sturt Campus Services Limited (CSCS) directive on the purchasing of goods and services.

### **1.0 Purpose**

Charles Sturt Campus Services Limited has a responsibility to provide a safe and healthy workplace for employees and others. This policy outlines the responsibilities and procedures for purchasing equipment, tools, chemicals, supplies and materials in an endeavour to eliminate or minimise the risks.

### **2.0 Scope**

This policy applies to all purchases made by Charles Sturt Campus Services Limited and all workplaces under CSCS control.

### **3.0 Application**

The potential health and safety hazards associated with the purchase of equipment or materials are to be evaluated prior to placing a purchase order or requisition. The person requesting the item must complete the Safe Purchasing Checklist and forward it to the **authorised person** for checking and approval.

Purchase specifications should include detailed descriptions of the items, as well as reference to relevant legislation and standards. Any special health and safety requirements identified from the Safe Purchasing Checklist should be included in the purchase specifications.

Repeat purchases of the same item may be covered by the original Purchase Checklist.

All items are to be checked upon receipt to confirm that they meet the purchase specification.

### **4.0 Responsibilities**

CSCS maintains a procurement environment that delegates considerable decision making authority to some employees. Employees involved in the purchasing process take full responsibility for understanding CSCS's policies and procedures regarding purchasing and vendor relations. Purchasing decisions are business decisions made on

behalf of CSCS and therefore should be made with the utmost consideration for what is in the best interest of CSCS.

Management and Supervisors must:

- Consult with CSCS employees regarding proposed purchases of new equipment, substances and materials;
- Obtain the risk control strategies for the safe use, transport or storage of any new equipment or substance from the manufacturer, supplier or Australian Standards prior to purchasing;
- Train employees in the safety aspects of the purchased equipment or substance;
- Review Safe Work Method Statement (SWMS) in relation to the newly purchased equipment or substance;
- Purchase and issue the appropriate PPE for use with the newly purchased equipment or substance.

Employees must:

- Comply with this policy;
- Participate in any consultation and training relating to this policy