



# PURCHASING POLICY (OPERATIONAL PLANT & EQUIPMENT)

## 1. AIM

The aim of this policy is to outline Charles Sturt Campus Services Limited (CSCS) directive on the purchasing of operational plant & equipment.

## 2. 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 new operational plant & equipment (eg: equipment, tools, chemicals, supplies and materials) in an endeavour to eliminate or minimise the risks.

## 3. SCOPE

This policy applies to all new purchases of operational plant & equipment made by Charles Sturt Campus Services Limited and all workplaces under CSCS control.

## 4. APPLICATION

The potential health and safety hazards associated with the purchase of new operational plant & equipment are to be evaluated prior to placing a purchase order or requisition. The person requesting the item must complete the Asset & Equip Purchase Checklist (FIN.019) 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 Asset & Equip Purchase Checklist (FIN.019) should be included in the purchase specifications.

Repeat purchases of the same item (model and type) may be covered by the original Asset & Equip Purchase Checklist (FIN.019).

Procurement will comply with the University's CSR Guidelines, including considerations such as health and safety, human rights, ethical production processes, modern slavery, fair trade, diversity and other social impacts of procurement processes in the selection of goods and services.

Corporate Social Responsibility (CSR) - means procurement decisions made on the basis of social issues covering the social impacts of products and services, including:

- health and safety;
- human rights (Modern Slavery);
- ethical production processes;
- social justice;
- fair trade;
- diversity;



- access; and
- considering purchasing locally and domestically made products.

## 5. 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:

Understand and comply with CSU procurement Policy and Procedures;


- 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.

## 1. SIGN OFF

Company Representative:

Signed:  Date: 17-05-21

Name: Martin Dooner Position: General Manager