

Date

WHS SCHOOL PURCHASING POLICY

PURPOSE

Care of people and concern for their welfare are integral to the fabric of Catholic education. Youth & Community Learning Centre is committed to ensuring the health, safety and welfare of all employees, students and others who are legally present on diocesan school premises. In keeping with this commitment the purchasing policy shall:

- establish procedures consistent with OH&S Legislation and ensure that health and safety is considered prior to the decision to purchase resources
- verify correct deliveries of goods, equipment, materials and substances
- reduce the likelihood of injury arising from the purchase of resources

POLICY FRAMEWORK AND CONTENT

Youth & Community Learning Centre acknowledges that the dignity, safety and well being of people are central to the Church's teaching. Youth & Community Learning Centre also recognises that it is responsible and accountable for ensuring the health, safety and welfare of students, employees, volunteers and other people who provide services to the school.

To meet the obligations set out in the Qld WHS Act 1995 and the social and moral commitments of the Toowoomba Catholic Education Office Youth & Community Learning Centre will provide a safe and healthy work environment through an effective Risk Management System which identifies, assesses, controls and minimises hazards and conditions which do or have the potential to cause injury or illness through the purchase of goods, materials, equipment and substances.

RESPONSIBILITIES

Before any goods, materials, equipment or substances are purchased, received and/or installed, the Principal or a person acting in the capacity of the Principal), is responsible for:

- ensuring that appropriate consultation with relevant groups (eg OH&S Representatives/Committee/involved employees) takes place
- ensuring that all potential hazards associated with the purchase are identified and evaluated prior to purchase and that there is no risk to staff, students and visitors

The Youth & Community Learning Centre (YCLC) is an initiative of the Diocese of Toowoomba Catholic Education Office, to cater for disengaged young people for which mainstream is no longer an option.

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- ensuring that the goods, materials, equipment and substances conform to all relevant Australian Standards, codes and guidelines

- ensuring that the purchased goods, materials, equipment and substances are used for their designated purpose
- ensuring that safer alternatives of goods, materials, equipment and substances are used if available
- ensuring that any relevant Safe Operating Procedure documents have been supplied or prepared for goods, materials, equipment and substances
- ensuring that relevant Safety Data Sheets have been supplied with or prepared for goods, materials, equipment and substances
- ensuring 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 there is adequate supervision in the safe use of goods, material, equipment and substances
- informing employees and visitors who bring goods, materials, equipment and substances on to school premises, not purchased 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 purchased goods, materials, equipment and substances

POLICY REVIEW

This policy will be reviewed and evaluated within twelve months of its date of adoption, or sooner if any information, incident, injury, illness, legislative or organisational change that demonstrates the need for policy change.

POLICY DATES

Date of completion of formulation and adoption:.....

Date of effective implementation:.....

Date of review of policy: March 8, 2017

[Adapted from:

OH&S Purchasing Guidelines and Sample School Purchasing Policy Catholic Schools Office Diocese of Broken Bay