

PROCUREMENT, ADMINISTRATION AND COMPLIANCE PROCEDURE – Goods and Services



Introduction

This Procedure summarises the procedures undertaken to ensure compliance with WHS legislation, in the areas of procurement of goods that we use and the management of services that we interact with.

It also details the WHS responsibilities of the Technical Delegate at events.

Employers, Workers and Contractors Responsibilities

Under OH&S legislation employers are obliged to provide:

- Safe premises
- Safe machinery and substances
- Safe systems of work
- Information, instruction, training and supervision; and
- A suitable working environment and facilities

The Chief Executive (CE) is responsible for ensuring that the procurement of goods and services includes appropriate WHS specifications. For example, the inclusion of WHS clauses in a specification for the supply of goods, or the requirement for a Working With Children check prior to engaging a junior coach.

At all Event Sites, The team leader of the technical team, for the purpose of WHS compliance, is **the Technical Delegate (TD)**, who is responsible for understanding the hazards of the site, and then passing this information on to the technical officials. This requires liaising with the Event Site Manager (or representative) prior to the event, then conducting a pre-race toolbox talk with the technical team.

At coaching sessions and coaching camps, **the Head Coach (HC)** is an employee of TNSW and he/she is responsible for providing a safe environment for all workers, contractors, children and visitors. This includes interacting with any assistant coaches or staff that are engaged by TNSW. The Head Coach is TNSW's representative.

Under OH&S legislation workers and contractors are obliged to:

- Work safely and not endanger themselves or others in performance of their tasks
- Report incidents, injuries, hazards or near misses; and
- Comply within reason with employer's requests

Summary of Compliance Activities

	GOODS	SERVICES					
	Inspection on Receipt	WHS Clauses in Specification (inc'l SWMS)	Accreditations or Licenses Required (eg. Working With Children)	Site Induction	Site Inspection Prior to Start	Workplace In-Progress Inspection	Site Inspection on Completion
All Goods	As required	As required	N/A				
All Office Services	N/A	As required	As required	As required	As required	As required	As required
Officiating	N/A	Included in training	By TD	By TD	By TD	By TD	No
Junior Coaching	N/A	By CE	By HC	By HC	By HC	By HC	No