

WHS MODULE 04 – PURCHASING



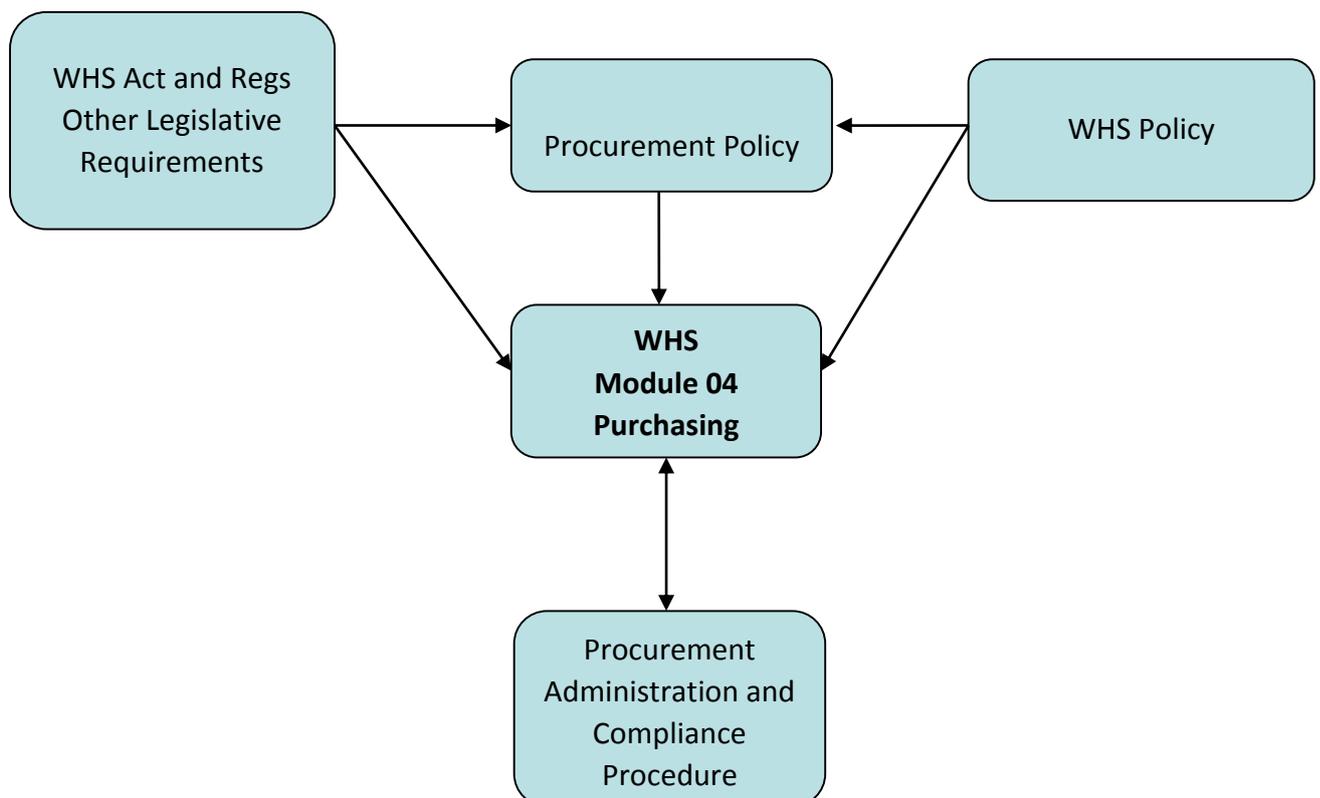
WHS Module 04 - Purchasing

Purpose & Scope

This WHS Module outlines the system for purchasing goods and services (including human resources such as contractors and labour hire). It is intended to ensure that goods and services meet WHS standards before they are admitted to the workplace and to ensure that contractors providing services or undertaking works meet the appropriate WHS compliance and performance requirements that are set by legislation.

Overview of Procurement System

The following suite of documents ensures TNSW complies with legal and other requirements to which it subscribes, including its WHS Policy.



Procurement Policy

TNSW's Procurement Policy states the preferred means for obtaining goods and services from suppliers and contractors.

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This document (as described in *Purpose & Scope*).

Procurement and Administration Procedure – Goods and Services

TNSW's Procurement, Administration and Compliance Procedure details the process of procuring goods and services, the evaluation of tenders, and the ultimate award of a contract. It also provides requirements for on-going management of suppliers and contractors following engagement under TNSW's procurement processes. A WHS site inspection checklist tool is also included.

Goods

Due to the nature of our business, it is highly unlikely that any goods purchased by TNSW introduce a WHS risk to employees and workers. Therefore there is no need to carry out a pre-purchase risk assessment. The only WHS control measure necessary shall be the inspection of the goods upon receipt. Inspection shall be carried out at the discretion of the receiving officer. If it is considered that the goods are at risk of posing a health and safety risk then the goods shall be disposed in a safe manner.

Services

Following a risk assessment in 2015, TNSW has withdrawn from organising and conducting events where TNSW is the PCBU. Services provided to TNSW are now limited to miscellaneous office-based services carried out in the TNSW office, such as photocopier maintenance.

If there is a future requirement to engage junior coaching services then the procedure is summarised in TNSW's Procurement, Administration and Compliance Procedure.

The procedure for managing all goods and services, based on their inherent WHS risk, is detailed in the Procurement, Administration and Compliance Procedure.