Purchasing Policy

- All orders must be authorised by the Site Manager or delegate.
- The risk assessment procedure must be followed for each item on order to ensure that any hazard associated with the purchase is identified and safest option purchased and/or control measures are in place.

**USE THE HEIRARCHY OF CONTROLS**

- **Eliminate,** if the substance/item/equipment is not necessary, do not purchase, this removes the hazard completely
- **Substitute,** replace with a less hazardous option
- **Engineer,** modify or apply another suitable engineering control such as using a trolley, fume hood, guarding etc
- **Administration,** change work procedures to reduce exposure to the hazard
- **Personal Protective Equipment,** use gloves, apron, safety glasses, mask etc when appropriate

- Orders will not be processed unless the risk assessment slip is signed by the person wanting the goods.

*Please refer to the risk assessment flowchart pasted in the front of the order book. If necessary consult the Site Manager/delegate or Health and Safety Representative for clarification.*

**Suggestion:**
1. Paste a copy of your policy on the front cover of order books.
2. Place a copy of the flowchart inside the cover of the order book for quick reference, or, enlarge and pin a copy up in a prominent place.
3. Inform all staff of these procedures.
4. Include information about the purchasing policy in your induction book (staff handbook).