



Couple of takeaways

- Purchasing any item has the potential to introduce new hazards and risks into the business. Even a similar item being purchased to replace another could introduce any number of different variables.
- The pre-purchase evaluation process, as outlined in this document, is a formal method of assessing the potential of introducing a health, safety or environmental hazard or risk.
- This process is to be applied to the purchase of any item that may introduce a risk or hazard.



What is this procedure for?

This procedure outlines the necessary considerations and evaluation process that need to be carried out prior to the purchase of an item that may have the potential to introduce a health, safety & environment risk, or hazard if the item was to be procured and used or implemented in the workplace. In evaluating an item, consideration must be given to the entire life cycle of the item and any potential impacts its application or use may have throughout that period.

This procedure must be applied to the purchase of any item (e.g., an item of plant or substance) that has the potential to introduce a risk or hazard into the workplace (see Pre-Purchase HSE Evaluation Criteria to determine if you need to complete Pre-Purchase HSE Evaluation form which has detailed step by step instructions).



What are the roles and responsibilities?

Asset owner shall

- Maintain procurement systems that evaluate and identify hazards
- Assess and control hazards as far as reasonably practical.

Person procuring shall

- Initiate the pre-purchase evaluation as governed by this standard
- Facilitate pre-purchase evaluations of plant and equipment and identify subject matter expert (SME) input where required
- Ensure relevant items are checked upon receipt, to confirm that they meet the pre- purchase evaluation.

Planner/ Scheduler shall

- Determine the resources for the work, consider what additional plant and equipment is required within the scope of application of this standard.

Hydro Tasmania group Job Manager shall

- Authorise the work to be done.

Workers shall

- Follow reasonable instruction provided by Hydro Tasmania group
- Where requested, contribute to a pre-purchase evaluation

WHS and environment team shall

- Contribute to WHS and environmental advice and support in the conduct of pre-purchase evaluations risk assessments
- Maintain and review HSE pre-purchase evaluation documentation
- Where identified, communicate, and promote this procedure throughout the business.



How is the process managed?

Pre- purchase evaluation process

The potential WHS and environmental risks, or hazards associated with the purchase of an item are to be evaluated prior to placing a purchase order or purchasing outright through credit transactions. The worker requesting the item, along with other relevant workers, must complete a Pre-Purchase HSE Evaluation Criteria form to determine if they need to complete Pre-Purchase HSE Evaluation form which has detailed step by step instructions.

In addition to completing the Pre-Purchase HSE Evaluation, the product must first be assessed as appropriate for the intended purpose and use in the workplace by completing a needs analysis. This should be documented in section 1, statement of requirements, of the Pre-Purchase HSE Evaluation form.

Repeat purchases of the same item may be covered by the original pre-purchase evaluation where the item or its proposed use has not been changed in any significant way.

The outcome of the pre-purchase consideration as governed by the Pre-Purchase HSE Evaluation form should form part of the basis of final decisions to purchase the item and shall be taken into consideration where more than one supplier or 'version' of the item is considered for purchase.

All items are to be checked upon receipt, to confirm that they meet the pre- purchase evaluation. This remains the responsibility of the workers purchasing the item and / or their **Supervisor / Manager** to ensure the worker taking receipt of the item is aware of these requirements.

Purchasing of items covered by this evaluation

Mandatory items to be evaluated

The following plant and equipment shall be evaluated using the Pre-Purchase HSE Evaluation form prior to purchase.

- Height safety equipment
- Personal protective equipment
- Any test equipment (e.g., electrical testing equipment)
- Portable pneumatic and electrical equipment
- Hazardous substances or dangerous goods.

This evaluation must also be applied to any item that has been assessed and has the potential to introduce an unacceptable HSE risk or hazard into the workplace if introduced e.g.

- Fixed or mobile plant
- Office furniture and equipment.

Purchasing of items not covered by this evaluation

Where this evaluation does not apply to the item to be purchased, other procedures, guidelines, standards, or specifications for acquisition may apply. This procedure acknowledges that alternate systems are in place to assess HSE and the following areas are to be excluded from this evaluation:

- Contract for services
- High voltage and secondary and primary power station plant and equipment
- Computerised field and office equipment
- Standard range of PPE
- Any substance used at the workplace for personal or sanitary use not related to work
- Vehicles and associated equipment

Timing of pre-purchase evaluation

Pre-purchase HSE evaluation should take place as early as possible in the purchasing activity after the person requesting purchase of the item has obtained sufficient documentation or information from the supplier or requested a 'trial' of the item to be successfully able to evaluate the item. Section 1, guidelines of pre-purchase evaluations, in the Pre-Purchase HSE Evaluation form should be used to provide information to the assessor and / or workgroup conducting the evaluation.

Documentation of pre-purchase considerations

The pre-purchase considerations shall be documented, using the Pre-Purchase HSE Evaluation form which should be attached to the purchase order and signed by the workers who conducted the evaluation and the **Supervisor / Manager** who will approve the purchase.

Consultation

Who should be involved in the evaluation?

The following workers should be consulted throughout the pre-purchase evaluation:

- Workers who will be using / interacting with the item to be procured
- The **Supervisor / Team manager** or worker who requests the item
- A worker or supplier who understands the technical and functional requirements of the item (SME). Depending on the item that is being assessed, the SME may need to have an engineering background.

Follow up on identified requirements

Where the pre-purchase consideration has identified any requirements, it is the responsibility of the worker who requests the item and their **Supervisor / Manager** to ensure these requirements are met, or to facilitate the process e.g., HSE risk assessments or the review of policy, procedures, or training, need to be organised or conducted by the purchaser or their **Supervisor / Manager**, prior to, or in association with the purchase of the item.

All relevant information gained from the evaluation process should form part of the training, policies, procedures or work instructions and methodologies relating to the item to be procured.

Where applicable the purchaser and their **Supervisor / Manager** shall ensure requirements are met prior to the use of the item purchased.

Post-delivery check up

The worker taking receipt of the item shall, (to the best of their ability), check that all the relevant information and documentation is supplied with the item, and the item conforms to the pre-purchase purchase evaluation.

Where identified by the pre-purchase evaluation, the product shall not be released until training has been delivered to all end users.