



## Purchasing

<b>Effective date</b>	17 June 2008
<b>Date reviewed</b>	1 June 2012
<b>Review date</b>	February 2015
<b>Guideline owner</b>	Human Resource – Work Health & Safety
<b>Applies to</b>	All Parish workers - Employees, Contractors, Sub-Contractors, Volunteers; & Visitors
<b>Legislative requirements</b>	WHS Act 2011 & WHS Regulation 2011
<b>Pages</b>	1

### Policy

The Parish will consider WHS and consult with workers when purchasing new goods and services.

For equipment and substances, a Purchasing Checklist must be completed prior to ordering. This will prompt the purchaser to consider risks and what changes may need to be made to the workplace. Where possible, equipment will be trialled prior to the purchase decision being made.

When purchasing services, the Contractor Management Policy will be followed, including the requirement for provision of licenses and insurances and safe work procedures if applicable.