

COMMUNITY LIVING BRANT
POLICY AND PROCEDURE MANUAL

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FILE UNDER SECTION: 2	REVISION DATE: November 2013 APPROVAL DATE: November 2013

PURPOSE

Community Living Brant is committed to providing a safe and healthy working environment for all the employees and individuals receiving services. Community Living Brant recognizes the importance of ensuring the purchasing of any new equipment or the modification of existing processes or equipment is done with safety, cost, effectiveness, and practicality as key decision elements. Any goods purchased are to be assessed for existing or potential hazards and appropriate controls are to be put in place. Regulatory compliance and industry standard safety practices are expected to be adhered to at the design stage, in the purchase specifications, during construction/installation phases. Community Living Brant is committed to reviewing, evaluating and improving the safe purchasing program annually in consultation with the Joint Health and Safety Committee.

POLICY

Community Living Brant is committed to the prevention of occupational illness and the injury in the provision of human service. To achieve such compliance relevant legislation includes the Occupational Health and Safety Act, The Health Care and Residential Facilities Regulations Section 9.

SCOPE:

This policy applies to anyone that purchases materials and products for use within the Agency.

DEFINITIONS

Hazard: A source of potential damage, harm or adverse health effects on something or someone under certain conditions at work

Risk: The chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard. It may also apply to situations with property and equipment loss.

RESPONSIBILITIES

1.0 The responsibilities for ensuring a safe workplace rest with all employees of

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Community Living Brant as well as the Agency itself. Through this joint responsibility, the workplace will be made safe and healthy for all.

1.1 Employer

- Provide fiscal resources and human resources to establish and maintain a safe purchasing program
- Take every precaution reasonable under the circumstances to protect the health and safety of employees, people receiving services and visitors
- In consultation with the JHSC review at least annually the safe purchasing policy and procedures
- Approve, review and/or revise policies and implement quality improvements as required
- Enforce policies and procedures

1.2 Managers/Supervisors

- Prior to purchasing or modification of equipment, supplies, or services conduct hazard identification and risk assessments
- If hazards exist, first attempt to eliminate the hazards, if hazards cannot be eliminated, identify appropriate controls
- If applicable, ensure Safe Operating Procedures are developed
- Where Safe Operating Procedures are required, ensure Safe Purchasing /Modification checklist is complete in conjunction with the Health and Safety Representative prior to purchases.
- Ensure staff receive all required training and document training
- Maintain equipment as per manufacturer guidelines
- Maintain a written list of equipment requiring pre-use inspections
- Maintain a schedule when equipment is to be inspected and who should perform the inspection
- Ensure pre-use checklists are completed as required
- Take every reasonable precaution for the protection of the employee
- Enforce policies and procedures

1.3 Employees

- Comply with policies and procedures at all times
- Participate in regular training as established by the Community Living Brant
- Use and care for equipment provided by the employer correctly, including following Safe Operating Procedures
- Report any hazards, accidents, injuries including near misses to the supervisor/delegate immediately
- Participate in accident and incident investigations as required.

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1.4 Joint Health and Safety Committee

- As part of the monthly workplace inspections review site specific Safe Operating Procedures.
- If requested, participate in the initial pre-use inspection
- Review all incidents/accidents/injuries related to the use of equipment, supplies or services
- At least annually, review the Safe Purchasing Program and make recommendations to Senior Management as required.

PROCEDURES

Hazard Identification and Risk Assessment

- Prior to purchasing any product there shall be the identification of any potential risk factors or hazards associated with the product use, transport or storage and review any relevant legislative requirements
- A risk assessment shall be conducted to determine the level of risk and any controls, if any, that are required.
- Health and Safety hazards to consider may include, but are not limited to, the following:
 - Chemicals –hazardous materials (WHMIS) products, designative substances
 - MSD and ergonomics –manual handling, individual supported handling, furniture, equipment, layout
 - Physical –noise, radiation, laser, vibration electrical
 - Biological –infection control
 - Slips, trips, falls (i.e. cleaning product proportions, flooring type, trip hazards lighting)
 - General and machine safety (i.e. equipment guarding forklifts, ladders)
 - Personal protective equipment
 - Accessibility issues/needs
- If hazards exist first attempt to eliminate the hazard(s). If hazard(s) cannot be eliminated, ensure the appropriate controls, including Safe Operating Procedures, are put in place using the Hazard Risk Registry.

Purchasing of Equipment and Devices

- A proactive approach must be used in the purchasing of equipment, all parties should be involved in assessing the necessary equipment
- All new equipment, supplies, services, or modifications, must meet all appropriate legislation and standards (i.e. CSA Approved)
- For purchases of equipment, supplies, services, or modifications that require Safe Operating Procedures, the Safe Purchasing Checklist shall be completed.
- File the completed Safe Purchasing/Modification checklist in the White Health

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and Safety binder in the site specific location

- When any new equipment, supply, service, or modification is brought into the workplace, it shall be communicated to all staff at the location. Information shall include where to access instructions and/or the Safe Operating Procedures.
- If applicable, staff shall be trained in the use of the equipment, supplies, service, or modification.

Pre-Use Inspection Use

- Equipment must always be in good working order to avoid unnecessary accidents and injuries. If concerns are identified, follow the Lock Out/Tag Out Policy (Policy #2.26).
- If applicable, complete pre-use checklist and /or Safe Operating Procedures.

Preventative Maintenance of Lifting Equipment

- Lifting equipment will be serviced according to manufacturer requirements or at least annually
- Manufacturer information about the weight capacity must be posted on all the lifting equipment.
- The services of the manufacturer providing the equipment, or an authorized contractor, will be purchased to provide maintenance, as recommended
- Documentation of all inspections will be kept in the Red Inspection binder

Evaluation and Continuous Improvement

- The evaluation will include a review of workplace inspections, incidents and investigation reports, and any formal assessments.
- Recommendations for improvements in the Safe Purchasing Program will be provided to Senior Management for consideration through the Joint Health and Safety Committee.