



POLICY	
Policy Number: HS2020-028	Date Approved: May 2008
Department: Health and Safety	Date Reviewed: October 2020
Safe Purchasing	

1. Policy Statement

The Corporation is committed to employee and environmental Health and Safety. The Corporation purchases many products for use in the workplace, some of which have the potential to affect the Health and Safety, well-being and the environment of our employees.

The Corporation will establish processes to ensure that:

- Any goods and equipment purchased are assessed for identifying existing or potential Health, Safety, and Ergonomic risk factors prior to the acquisition of products.
- Appropriate controls are put into place; these could be engineered Policies and Procedures or PPE.
- Assessments (Pre-start Reviews) will also be conducted on any modification projects to existing processes or equipment.
- The assessments will identify what training is required for Employees to perform their work in a safe manner.
- The assessment process will allow for consultation from the end user of the equipment and/or process, or the Safety Committee.
- Safe Operating Procedures (SOP's) will be developed if determined necessary through the course of the assessment.
- The Corporation maintains compliance with occupational Health, Safety and Environmental Legislation and/or standards.

2. Purpose

To establish the Town of Kirkland Lake's (the Corporation) procurement procedures and incorporate Occupational Health, Safety, Ergonomic and Environment Principles into the Purchasing Process by:

- Establishing an efficient, cost-effective and consistent process for identifying and addressing potential Health, Safety, Ergonomic and Environmental Risk Factors prior to the acquisition of products.
- Maintain compliance with applicable Legislation, Standards and/or Codes.
- Establish an efficient, cost-effective and consistent process for identifying and addressing potential environmental risk factors prior to the acquisition of products.
- Maintain compliance with environmental legislation and/or standards.

3. Scope

This policy will be adhered to by all employees of The Town of Kirkland Lake.

4. Definitions

Not Applicable

5. Policy & Procedures

At all times, the Management of the Corporation encourages any and all employees to bring occupational Health, Safety, Ergonomic, and Environmental concerns to the attention of Management and make recommendations for their improvement.

The Corporation will promptly respond to requests for information on Health, Safety, Ergonomic, and Environmental issues arising from any of its Employees regarding the purchasing or modification of equipment or products.

This policy will be followed when there is a:

- Change to an existing piece of:
 - Equipment
 - Tool
 - Chemical
- Change to an existing process or procedure.
- Addition of a new:
 - Piece of equipment
 - Tool
 - Chemical
- Addition of a new process or procedure.

The Corporation will endeavor to do everything reasonable to ensure that safety concerns are evaluated and controlled before an employee is exposed to any new chemical, tool, equipment, or process.

The Corporation will solicit input in advance of the any of the above-mentioned changes or additions to the chemicals, tools, equipment, or processes, regarding any safety concerns arising from the change. The following person(s) or group(s) will be contacted for their input:

- Front line Employees impacted by the change'
- All Department Heads and Supervisors of the Employees impacted by the Change;
- Safety Committee Members;
- Safety Coordinator;
- Purchasing Agent.

When advance consultation with the above noted person(s) or group(s) is not practical, the Corporation will actively solicit input on safety concerns arising from the change during the implementation phase to ensure that safety concerns are evaluated and addressed.

The Corporation will ensure that during the purchasing process, written confirmation that all applicable Health, Safety, Ergonomic, and Environmental Standards, Codes, and Legislation have been met.

As part of the procurement process, the Safe Purchasing Checklist will be completed.

A comprehensive review of the (M)SDS, if applicable, will be undertaken to determine the need for additional:

- Training
- PPE
- Ventilation
- Safe Operating Procedures
- Spills Procedures
- Employee Testing

Where practical, the Corporation will use or select the chemicals and/or products with the lowest risk to Employees and the environment.

The Corporation will endeavor to purchase products with ease of disposal or recyclability.

The Corporation will ensure that the correct PPE is available to the Employee before the new chemical is brought into the workplace.

As per the Corporation's Health and Safety Training Policy, a training review will be undertaken before any employee is exposed to any new chemical, tool, equipment, or process.

6. Summary

Training

This Policy will be communicated to all employees involved in the purchasing of any goods and services for the Corporation, in addition to members of the Safety Committee, and all Department Heads.

The above noted communication shall be considered the training regarding this Policy.

Evaluation

This Policy will be evaluated at a minimum on an annual basis. If concerns are raised the Policy will be reviewed as necessary.

Required Forms

Safe Purchasing Checklists

Legislation / Standards/ Regulations

Ontario Occupational Health and Safety Act and Regulations

Applicable CSA/ANSI Standards

Applicable Safety Codes (i.e. Ontario Building Code, Electrical Safety Authority, etc)