



University Students' Council of the University of Western Ontario
PROCUREMENT SAFETY POLICY

EFFECTIVE: 26th February 2016

SUPERSEDES: 15th November 2011

AUTHORITY: General Manager

RATIFIED BY: Board of Directors
26th February 2016

RELATED DOCUMENTS: • General Purchasing Policy

PAGE | 1 of 1

PURPOSE:

The purpose of this document is to ensure newly obtained equipment is in safe working condition.

1.00 SCOPE

1.01 This policy applies to all equipment purchased for or by the USC.

2.00 EXPECTATIONS AND RESPONSIBILITIES

2.01 USC Workers will ensure each piece of equipment being purchased bears the label or mark of a testing organization recognized by the Standards Council of Canada

2.02 USC workers will ensure any goods and equipment purchased are assessed for existing or potential hazards and ensure that appropriate controls are put in place

(1) Assessment applies to any modifications of existing processes or equipment

(2) Assessment includes any health and safety risks the proposed purchase may pose

(3) Assessment includes identifying if and what training is required, and for whom

(4) Assessment must be done in consultation with the end user and/or the Joint Health and Safety Committee (JHSC)

(5) Assessment to address if a safe operating procedure (SOP) is needed

3.00 COMMUNICATION

3.01 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

4.00 EVALUATION

4.01 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.