



“AEG”



Purchasing Procedures

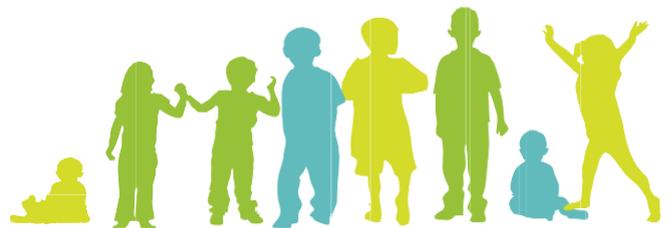
**AMBASSADOR
Education Group
Chiang Mai – Thailand
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1. PURPOSE

This procedure is to ensure compliance with EHS aspects of the purchase or supply of goods and related services for use in the workplace by all personnel in all the schools of the **AEG Group**. This is achieved by ensuring that there are adequate controls to eliminate or mitigate risks and by minimizing the likelihood of introducing new hazards into the workplace.

2. SCOPE

This procedure shall be followed by all purchase requests. It applies to the purchase of personal protective equipment, office furniture, chemicals, machinery/plant and equipment. It does not address the use of contractors which is managed under separate requirements.

3. RESPONSIBILITIES

3.1 School

All the schools of the **AEG Group** are responsible to implement this procedure and all requirements relating to safe working practices. It requires that all persons requesting purchases comply with this procedure.

3.2 School Director

- Ensure compliance of this procedure in accordance with legislative requirements when requesting purchases within their area of control.
- Purchases shall be assessed via completion of the Safe Purchase Assessment Form (see Appendix A) and records shall be kept for five years.
- Ensure notification and registration of certain plant designs and items of plant as required by the Regulations and to ensure that related records are maintained.
- Local policy and procedures, within their area of control, which address purchasing, must be cross-referenced to this procedure.

3.3 EHS Management

Provide assistance to all persons requesting purchases to ensure implementation of this procedure.

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4. DEFINITIONS

Terms	Definitions
Plant	<ul style="list-style-type: none"> ● Machinery, equipment (including scaffolding), appliance, implement or tool and any component or fitting thereof or accessory thereto. ● Machinery that processes material by way of a mechanical action which cuts, drills, punches, or grinds. ● Also includes motor vehicles, lifts, earth moving equipment, pressure equipment, hoists, plant that lifts or moves people or materials, amusement structures, scaffolds, chisels, saws, photocopiers, desks, filing cabinets and temporary access equipment.
Chemicals	<ul style="list-style-type: none"> ● Can be hazardous substances with toxicological properties that are hazardous to people's health, e.g., toxic, corrosive, irritant, carcinogenic or mutagenic. ● May be classed as dangerous goods with physio-chemical properties that are dangerous because they may be explosive, oxidizing, flammable or corrosive.
EHS	Environment Health Safety

5. PROCEDURES

5.1 Administrative Arrangements:

Persons requesting purchases for the schools of the **AEG Group** must ensure that the potential safety and health hazards associated with purchases are evaluated by adherence to this procedure and use of the **Safe Purchase Assessment Form** (*see Appendix A*).

Purchases which have associated specific hazards such as carcinogenic, mutagenic materials must be checked with local regulations.

5.2 Legal Considerations:

Purchase specifications for goods shall account for safety and health legislation and appropriate codes, guidance and standards.

5.3 Environmental Considerations:

Consideration should be given to energy and water conservation and waste minimization when selecting and purchasing new equipment and consumables. Similarly, the environmental principles of Reduce, Reuse and Recycle must be considered.

Consider whether use of a product, its emissions, its wastes or its disposal requires local Environment Protection

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Law.

Favor the following when making purchasing decisions:

- Purchasing options that are durable, not disposable or single use and reduce packaging waste.
- Products that have a high content of recycled material.
- Products that have been made locally which have been manufactured in an environmental sound and sustainable manner.
- Products which cause minimal or no environmental damage during normal use or maintenance.
- Electrical equipment that has high energy efficiency ratings, is long wearing and which has parts which are recyclable.
- Equipment which uses water does so efficiently.
- Options where safe and environmental sound disposal is available and costed for the product at the end of its lifecycle.
- Products which are non-toxic, minimally toxic and biodegradable.

5.4 Business Ethics:

5.4.1 Ethical Business Practices

- The supplier has a Code of Conduct or a written Ethics policy and covers the ten principles of the UN Global Compact.
- The supplier has a Code of Conduct or a written Ethics policy and covers the ten principles of the UN Global Compact.

5.4.2 Governance and Legal Compliance

- The supplier complies with all the laws and regulations of the countries in which it operates.
- The supplier has a system to control compliance with local labor laws, social security and taxes.
- The supplier has a process in place to ensure compliance with internationally recognized Human Rights standards, legislation and conventions, e.g., International Labor Organization (ILO).
- The supplier conducts regular internal audits of ethics practices in order to assess conformance with compliance obligations.

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5.5 Compliance with Labor and Human Rights:

- The supplier has mechanism(s) in place to permit employees to report anonymously their concerns related to labor and human rights, violations of the law or non-compliance with company’s policies.
- The supplier prohibits retaliation against workers and other stakeholders (including those that represent them) for raising concerns related to labor and human rights.
- The supplier conducts regular internal audits of labor practices in order to assess conformance with compliance obligations.
- The supplier has established, documented, maintained and continually improved Corporate Social Responsibility policy or program.
- The supplier has policies that prohibit forced labor and child labor, and the supplier has to comply with the local minimum working age laws or the ILO standards. The supplier verifies the ages of young workers.
- The supplier has written policies and guidelines to prevent discrimination in hiring, promotion, equal pay, benefits, and training based on age, gender, ethnicity, disability, pregnancy, religion, union membership, marital status. The supplier has a formal, written policy that clearly states a commitment to prevent physical and mental harassment and abuse in the workplace.
- The supplier has a policy on regular hours and overtime that is communicated to all workers. This policy must be in accordance with the applicable ILO standards and national laws and regulations concerning maximum hours and minimum breaks and rest periods. In addition, the supplier has a system to track working hours.
- The supplier has procedures in place to ensure all workers are paid at least the legal minimum wage for standard working hours and that this wage is adequate to cover basic living costs (living wage).
- The supplier provides all employees employment conditions in a clear and understandable written form in a language understood by the employee.

5.6 Quality:

5.6.1 Management System

- The supplier has a quality management system based on the latest version of ISO9001 or equivalent.
- Supplier has a documented product quality assurance plan for new product introduction. Such product quality assurance plan shall include e.g. design reviews, design FMEA, test plans, work instructions, process descriptions, inspection instructions, verification of function, packing plan, and initial sample or similar elements.

5.6.2 Process and Change Control

The supplier has an existing systematic method to identify risks in manufacturing and service processes.

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5.6.3 Non-conformities

If the supplier detects those historical deliveries could have non-conformities, the supplier has to launch a recall and inform of concerned products by scoping the issue by item codes and manufacturing time.

5.7 Tender Documents:

It is advised that this Procedure including the **Safe Purchase Assessment form** (*see Appendix A*) should be used to identify any safety and health issues that may need to be addressed in the specification of tender documents.
Pre-Purchasing

5.8 Pre-Purchasing:

Whenever items to be purchased are in the categories shown below a **Safe Purchase Assessment form** (*see Appendix A*) shall be completed as an addendum to the purchasing form. The form requires the involvement and endorsement by the Supervisor. This is to ensure that they are aware of intended purchases. It also provides notice to enable appropriate preparative actions before committing to the purchase such as checking that storage options are adequate.

As a guide, the overall relative risks associated with various purchases in are:

Personal Protective Equipment and Clothing	Risk = Medium
Office Furniture	Risk = Medium
Chemicals / Materials / Radioactive / Biological	Risk = High
Machinery / Plant / Equipment	Risk = High

For repeat purchases the *Authorizing Officer* shall verify the existence of a previously completed **Safe Purchase Assessment form** (*see Appendix A*).

5.9 Post-Purchasing:

Some purchased goods require further actions following delivery to the school to properly document, prepare, store and train staff in their safe use. The **Safe Purchase Assessment form** (*see Appendix A*) accounts for this in the 'Post-Purchase Actions' section which is ultimately endorsed by the Supervisor as completed.

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5.10 Chemicals:

For further information including guidance regarding Chemical Risk Assessment see the procedures *Chemical Management*.

5.10.1 Material Safety Data Sheets (MSDS)

By law, a MSDS must be provided with the first delivery of a hazardous substance and at any other time when requested. A MSDS for all substances should be made available to users. It is valid for five years.

- Check the MSDS before purchasing. Review the risks associated with use and whether appropriate controls can be put in place. Can a less hazardous substance be substituted?
- Add substances to the MSDS / hazardous substance register which is available in each School / Section after purchasing, where relevant. Staff shall read the MSDS prior to use of the substance.
- Review whether there are adequate, safe storage facilities available prior to purchase.
- Check if the use of this substance requires any special training.
- Should users be medically monitored?
- Is all appropriate personal protective equipment (PPE) and clothing available (e.g., if nitrile or PVC gloves are required instead of latex).
- Check if there is appropriate fire fighting equipment and is capable to be used.

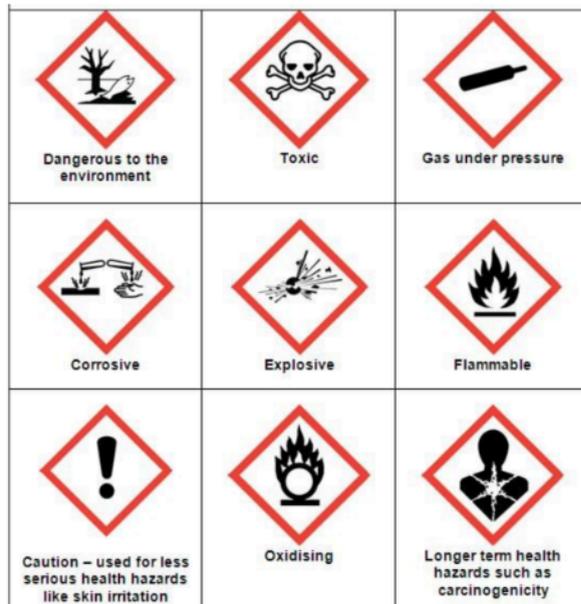
5.10.2 Labelling

When substances arrive at the work location, check the label identifies:

- The substance and strength, Dangerous Goods class, storage and handling requirements, emergency advice.

Note: not all chemicals require this information to be listed.

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5.10.3 Receiving Chemicals

The person accepting the delivery should ensure that:

- The product is the correct substance as ordered and the packaging is free from contamination.
- Delivered chemicals have clear labelling (as above) and damaged packages are returned to supplier.
- They understand how to respond to emergency incidents during loading and unloading of hazardous substances and Dangerous Goods.
- All equipment required, including personal protection equipment (PPE), is available and used.
- Acceptance documents are signed by the supplier, deliverer and the receiver.

5.10.4 Quantities Purchased

Purchase minimal quantities of dangerous goods/hazardous substances.

In accordance with the Safe Purchase Assessment:

- Check the flammability rating and capacity for safe storage in laboratory storage cabinets and site chemical store areas.
- Check there is appropriate fire fighting equipment.
- Review spill control facilities. Check that spill kits appropriate for the substances in use are available in areas of use (usually laboratories).

5.11 Plant and Equipment:

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When introducing new equipment into the workplace it can have impacts on personnel, existing working practices and the environment generally. This is a good time to review whether the new item alters known hazards or introduces new ones. In addition to preparing a *Standard Operating Procedure (SOP)* for new items, existing SOPs may be affected and require revision.

5.11.1 Machinery/Plant and Equipment

- Electrical hardware and components should be selected so they may be appropriately isolated and locked out as required.
- Ensure equipment purchased has all isolators, fuses, switches, emergency stops, indicators, guards and electrical components clearly identified. Check the marking identifies the function of these parts and which component or devices they control.
- In some areas there may be an increased fire risk due to the presence of flammable gases, liquids, powders or dust so consider whether installation of equipment creates an ignition source.
- All plant must conform to the relevant safety standards. Maintenance will increase manual handling risks. Plant and machine guarding must be present and compliant with standards.
- Plant may require licensing or registration of design.
- New equipment should be added to the register of plant items and details of inspection dates, maintenance schedules, expiry dates of registration certificates and other relevant information should be entered into relevant documents.

5.11.2 Noise

Key points to consider when purchasing equipment that may be noisy and potentially impact on hearing and/or produce noise levels that constitute an environmental hazard:

- Compare noise levels between different products available (if the same test standard has been used) and, if practical and cost effective, purchase the equipment which emits less noise. Prior to purchasing consider if there is a quieter way of performing the task with different tools, e.g., before buying a pneumatic impact wrench consider the various hydraulic and torque-controlled units available.
- Request noise level data from the manufacturer. If equipment purchased still emits noise above 85dBA or a Peak level of 140dBA, review noise control measures.
- Consider engineering controls such as the installation of acoustic absorption in the work area, administrative controls such as reduce working time in the area for staff and provide hearing protection with the correct attenuation.

5.12 Workstation Furniture:

Refer to local Occupational Health Safety for Ergonomic Principles.

5.12.1 Computers

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Key points to consider when ordering new computers:

- The design of computer peripherals i.e. mouse, keyboard and monitor in relation to the end user whenever possible.
- Laptops are not recommended for extended use in office situations. If a laptop is to be used in the office and when travelling, it is recommended that a docking station with separate monitor and keyboard is available for use in the office.

5.12.2 Chairs

Key points to consider when ordering new ergonomic chairs (or stools):

- Stable base (5 legs).
- Adjustable seat height.
- Padded backrest to provide lumbar support.
- Adjustable backrest height and angle.
- Adjustable seat angle.
- Seat sloped at the front to prevent thigh compression.
- Chairs/stools for laboratories to be made of non-porous materials.

5.12.3 Desks/Benches

Key points to consider when ordering new desks or benches:

- Optimum desk/bench height varies with the type of use. Standing / precision work or writing requires a surface at elbow height. Standing / non-precision or heavy work requires a surface at hip height. Seated work generally requires a surface at elbow height.
- Additionally, the width and depth in relation to equipment to be used must always be considered.
- Furniture should have rounded edges.
- Consider if lockable wheels are required for moveable furniture, especially trolleys.

5.13 Personal Protective Equipment (PPE):

All equipment shall comply with local standards or NIOSH standards.

Key points to consider regarding suitability:

- Correct attenuation with hearing protection devices for the noise source?
- Correct respirators and filters for hazards (e.g., fumes, vapours, particulates)?
- Correct type of gloves to protect against dermal absorption of the substance being used (e.g., nitrile, PVC, butyl, latex gloves) etc?
- Correct fitting and protection from safety glasses, face shields, visors etc?

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6. RECORDS

Copies of purchasing documents, Safe Purchasing Assessments and any associated licenses, equipment manuals and Standard Operating Procedures shall be retained for five years for auditing purposes.

7. REFERENCES

8. DOCUMENT CHANGE CONTROL

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00	R. Diep	New		Paul Whincup		

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Have instructions on use/fitting/maintenance been requested?			
OFFICE FURNITURE			
Are desks and Workstations compliant			
Are height adjustable swivel chairs compliant			
Are fixed chairs compliant?			
Has instruction manual/information about safe use been requested?			
CHEMICALS / MATERIALS			
Is the substance a carcinogen as listed in Occupational Safety and Health?			If yes refer to EHS Lead
Obtain/confirm existence of current MSDS (less than 5 years old)?			
Is the substance correctly labelled and packaged?			
Is suitable storage available? (dangerous goods, gas cylinders, banded area)			
Are suitable first aid/emergency equipment/procedures in place?			
Will training be required before use?			
All users are competent/trained to use?			
MACHINERY / PLANT / EQUIPMENT / ELECTRICAL			
Has instruction manual/information about safe use been requested?			
Can manufacturer / supplier supply a hazard assessment?			
Equipment has suitable guards/emergency stops/safety devices?			
Does it meet relevant electrical standards?			
A Standard Operating Procedure (SOP) will be written before use?			
Will training be required before use?			
Are competent/trained to use/install/maintain?			
Is an operator license/certificate of competency required?			
Is the noise level less than 85dBA?			
Electrical: inspect and tag for use in non-hostile environment?			
Electrical: test and tag for use in hostile environment?			

(to be completed prior to admission into the workplace for use)	Y	N	
Has the supplier provided manual including safety information?			
Have hazardous substances been registered?			

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Has a Standard Operating Procedure (SOP) been prepared?			
Have all users received training for safe use?			
Has the equipment been checked as suitable for use?			
Has suitable storage been carried out?			
All preparations for safe use have been completed as required.			
Supervisor Signature:			Date:

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