

<p>DATE: January 15, 2001</p>	<p>PR.674 BUS: Occupational Health and Safety Purchasing Specifications</p>
<p>REFERENCE DOCUMENTS:</p>	

Purpose: To establish a centralized purchasing system to ensure that all equipment, material, supplies, and services purchased comply with legislated health, safety, and environmental regulations y

1. Introduction

The Board is committed to provide the appropriate equipment, material, supplies and services at the right quality, quantity and price. The Board is also committed to ensuring that all equipment, material, supplies and services it provides for employees and students comply with all the legislated requirements in the Acts and Regulations pertaining to health, safety and the environment. To ensure a consistent approach is maintained, the Board has endorsed a centralized purchasing system.

2. Purchases through Purchasing & Distribution Services

The Purchasing & Distribution Services Department has an important role to play in safety and environmental standards because its staff are in a unique position to make sure that all safety and environmental aspects are adhered to for everything they order. This is especially true for all items stocked in the Distribution Centre where everything is received and inspected prior to delivery to students and/or staff.

All tenders issued by Purchasing & Distribution Services in support of schools, administrative departments and Facility Services include specifications and evaluation criteria as well as environmental and health and safety factors where applicable. These may include requirements pertaining to:

- products containing chemicals (WHMIS);
- ventilation requirements;
- guards for equipment;
- electrical standards;
- allergenic agents;
- emissions;
- noise levels;
- glare;
- flammability rating;
- weight

