

Category: Health and Safety

Subject: Equipment Purchases/Replacements

Purpose:

The goal of this procedure is to ensure that health and safety consideration is part of the purchasing process and is assessed prior to purchasing decisions being made. It is the practice of the Independent Living Centre of Waterloo Region that products, equipment and services which are purchased, will provide the best possible quality and price with the lowest possible risk to ILCWR, associates and the environment. Samples from suppliers will not be accepted unless the requirements of this procedure are met.

Procedure:

1. Any purchase should be in compliance with the Ontario Occupational Health and Safety Act, and the Regulations that apply to the workplace.
2. The application of Regulation 851, Section 7 of the Occupational Health & Safety of Ontario may be required on such purchases of equipment or contracting of work. The procedure should be part of any purchasing discussions.
3. The equipment to be purchased should be approved by the Canadian Standards Association or other recognized associations. (Hydro, UEL, and/or any Federal or Provincial requirements).
4. Purchase is not in contravention to Company's Health & Safety policy.
5. Any purchases must have relevant technical data, information or standards accompanying the purchase.
6. The purchase should be of the least hazardous available.
7. The Employee Health Coordinator and/or the Co-chairs of the Health & Safety Committee should review for safety implications both technical and Material Safety Data Sheets where applicable. MSDS sheets should not be more than three years old.

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This policy is to be communicated through regular training and staff meetings with each department. All new employees will receive notification of this policy in their orientation.

All individuals responsible for purchasing will be trained on this procedure, Documentation of the training is to be provided to the Health & Safety Department/Human Resources. All directors, supervisors and associates must ensure that proper training is both available and taken for any new equipment or material before attempting to use.

Pre-use Inspection where new lift equipment (overhead, floor, transfer) are purchased, the equipment is not operated until the inspection has been completed and there are no measures identified as being unsafe. (Reg. 851, Sec. 7(3). See Equipment Purchases and Replacement Inspection Form.

If the lifting device is in or on a supporting structure originally designed for it and its capacity does not exceed the capacity provided for it in that original design, a safety inspection is not required. (Reg 851 Sec. 7 (9).

List of potential equipment purchased: (MSDS not required)

- Infection control supplies.
- Surgical masks.
- N95 masks.
- Nitrile gloves.
- Alcohol based hand sanitizer.
- Safety glasses.
- Disposable Isolation gowns.
- Lift equipment, slide sheets.
- Portable overhead/floor model lifts (i.e.: cranes, engine hoist).
- Transfer equipment.
- Office supplies/Furniture.