



ADMINISTRATIVE PRACTICES MANUAL

SAFETY MANUAL – SAFETY RELATED PURCHASING PROCEDURES:

1.0 Scope and Application

This policy has been developed to ensure that all purchased equipment, commodities and services conform to industry standards in addition to all federal, state and local code and manufacturing requirements.

2.0 Responsibilities

Risk Manager: Support and management of this policy.

Department Heads: Ensures that the requirements of this policy and all applicable Dane County purchasing guidelines are completed as required by the Dane County Controller's office.

Supervisors: Ensure safety of purchased products and services.

Employees: Follow Departmental guidelines.

All employees are responsible for complying with the requirements contained in this policy. Failure to abide by these requirements may subject the employee to disciplinary action, up to and including discharge.

3.0 Departmental Polices and Requirements

The requirements contained in this policy represent minimum safety related purchasing procedures. Additional purchasing requirements may be applicable within each department.

4.0 Definitions

None.

5.0 Training

Employees hired or transferred into job classifications with the authority to purchase products or services will receive instruction in this policy at their time of assignment and whenever this policy is revised.

6.0 Documentation Requirements

Determined by departmental policy

7.0 Purchase Order Requirements

All Dane County purchases for equipment, (safety related and operational) and chemical products, must comply with all requirements and standards as specified by the Occupational Safety and Health Administration, Wisconsin Department of Safety and Professional Services, or applicable regulating agencies.

All guards and protectors as well as appropriate markings must be in place before delivery. Items not meeting current regulatory specifications will be refused. The supplier may be required to provide training to County employees in the operation and handling of the item and its maintenance, at the supplier's expense and at the convenience of the County.



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All Dane County purchases must comply with policies set forth by the Dane County Controller's office.

All work to be provided shall comply with all applicable Federal, State, and Local laws, rules, regulations and policies, including, but not limited to those established by Dane County, the U.S. Occupational Safety and Health Administration, U.S. Environmental Protection Agency, Wisconsin Department of Safety and Professional Services and Wisconsin Department of Natural Resources."

8.0 Insurance Requirements

All contractors and their sub-contractors providing services to Dane County will maintain adequate levels of insurance as defined by the County.

9.0 Safety Standards

Specialized equipment or chemicals are usually constructed with components that are designed, built, or tested to standards prepared by Underwriters Laboratories (UL), American Society for Testing and Materials (ASTM), American Society of Mechanical Engineers (ASME), or American National Standards Institute (ANSI). It is usually simple to determine if the certification is present. If so, such specification requirements will ensure not only the safety of the employees and user, but the usable life of the equipment as well as its appropriateness for the job. All new equipment purchases (except single cord and plug) are required to be capable of being locked out to service the unit (see lockout / tag out) policy.

10.0 Safety Data Sheets

Safety Data Sheets (SDS) will accompany all chemicals to ensure not only the safety of the employee but to outline the treatment required in the event of exposure. SDS documents shall be managed as stated in the Dane County Hazard Communication Policy.

End Policy