

DHHS POLICIES AND PROCEDURES

Section V:	Human Resources
Title:	Safety and Benefits
Chapter:	Review of Purchasing Requests for Materials and Equipment
Current Effective Date:	4/1/04
Revision History:	7/1/03
Original Effective Date:	1/1/86

Purpose

The purpose of this policy is to provide a control mechanism that will:

1. Assure that specifications for applicable safety design features are considered when purchasing equipment and machinery.
2. Regulate the storage and use of highly toxic, carcinogenic, explosive, or reactive chemicals.
3. Assure proper design specifications for equipment use for safety, health protection and fire prevention and protection purposes.

Policy

1. Prior to purchase, the purchaser shall coordinate with the purchasing agent to ensure equipment, machinery, and materials requested meet applicable safety design and current standards.
2. The Safety and Health Director shall, upon request, consult with parties to maintain compliance.

Implementation

Each division/facility/school shall develop specific operating procedures to implement this policy.

For questions or clarification on any of the information contained in this policy, please contact [Human Resources](#). For general questions about department-wide policies and procedures, contact the [DHHS Policy Coordinator](#).