



Health and Safety Guideline

HSG 6.2 Health and Safety in Procurement

1. Purpose

This document outlines the health and safety requirements for procurement and purchasing goods and services (excluding contractor services) within the University's procurement system to ensure that health and safety hazards associated with the purchase of new products, plant equipment, materials and substances are controlled.

2. Scope

This Guideline applies to all health, safety and wellbeing activities of staff, students, visitors (including volunteers and contractors), Council members, and other persons interacting with the University of Newcastle (workers); the operations of staff of University aligned Research Centres and controlled entities; and all activities conducted by or on behalf of the University of Newcastle on and outside of the University's campuses.

3. Guidelines

3.1. Health and safety requirements in tendering

Health and safety specifications must be documented and considered in tender documents in accordance with the University of Newcastle Tender Procedure and Procurement Policy as required.

The selection process should include evaluation of tenders against health and safety specifications, including:

- compliance against legislation and standards;
- health and safety system documents submitted prior to engagement;
- evidence of satisfactory Work Health and Safety management performance implemented on a contract of similar nature within the past twelve months; and
- processes and reporting mechanisms in place for incidents, hazards and non-conformance with health and safety requirements.

3.2. Health and safety requirements for imported chemicals and high risk procurement items

Imported chemicals as defined by AICIS, listed in the definitions, and high risk procurement items require specific approval in TechOne. Any chemical imported by the University must not be exempt from the approval process.

Categories of high-risk procurement at the University include:

- restricted or prohibited hazardous chemicals and substances – see Definitions;
- high risk hazardous chemicals and substances – see Definitions;
- high risk plant;
- regulated biological materials; and
- radioactive materials.

Imported chemicals and high risk procurement items must not be purchased on credit card in accordance with the [University's Purchasing, Companion Card and Petty Cash Policy](#).

Requisitions for imported chemicals and high risk procurement items must have an associated safety review approval reference number as obtained via [Tick@lab](#) and in accordance with the Guideline [HSG 3.1: Health and Safety Risk Management](#). The requestor is to ensure that appropriate safety review approval reference number is noted or attached in the procurement system.

The supervisor of the work activity must ensure that all relevant risk assessments have been completed prior to purchasing imported chemicals and high risk items in TechOne in accordance with the Guideline [HSG 3.1: Health and Safety Risk Management](#). When purchasing items that have an impact on health and safety as identified by a risk assessment, consultation with the worker(s) impacted must occur.

3.3. Approval and monitoring of imported chemicals and high risk procurement items

Purchase approvers must review all purchase requests that are flagged for their approval in TechOne and must ensure that:

- the appropriate Safety Review document has been submitted in accordance with any local business rules or as set out by relevant University procedures (e.g. High Risk Scheduled Drugs and Poisons Procedure) – see [HSG 3.1: Health and Safety Risk Management](#); and
- imported chemicals and high risk items must not be purchased via credit card - the purchase must be recorded through TechOne; and
- the Health, Safety and Wellbeing Team have been consulted where relevant.

All chemicals must be recorded in the University's Chemical Management System, Chemwatch.

Prior to purchase of any chemicals directly imported (introduced) from overseas, the Health, Safety and Wellbeing Team must be contacted to ensure compliance with the AICIS regulatory requirements.

The Health, Safety and Wellbeing Team must monitor the purchase of imported chemical and high risk procurement items at least annually via a report from TechOne. Requests for reports should be submitted via the Financial Services team.

3.4. Regular repeat purchases of imported chemicals and high risk procurement items

For imported chemicals and high risk procurement items that are purchased on a regular basis, a current safety review approval reference must be provided with the procurement request.

3.5. Goods received and non-conforming products

The good received must be thoroughly checked for:

- full compliance with purchase order and purchase specification;
- damage to goods;
- damage to packaging; and
- leaking product.

If there is a non-conformance, this shall be recorded in TechOne and reported to the area supervisor or leader.

4. Definitions

In the context of the Health and Safety Management System Framework:

Executive Committee	Consisting of the Vice-Chancellor, the Deputy Vice-Chancellors, the Pro Vice-Chancellors, the Chief Operating Officer, Chief People and Culture Officer and the Chief Financial Officer, the University Secretary and the President of Academic Senate.
Hazard	A situation, condition, or event, including a person's behaviour, that exposes a worker to a risk to their health or safety during the course of work in a workplace, that has the potential to cause injury, illness or even death or to damage buildings, plant or equipment.
High risk hazardous substances	High risk hazardous chemicals are substances that are known to can cause adverse health effects such as poisoning, breathing problems, skin rashes,

and dangerous goods	<p>allergic reactions, allergic sensitisation, cancer, and other health problems from exposure.</p> <p>Many hazardous chemicals are also classified as dangerous goods. These can cause fires, explosions, corrosion, and hazardous reactions if not handled safely.</p> <p>In Australia GHS classifications are used to communicate chemicals' properties and dangers through labels, registers and safety data sheets.</p>
High risk plant	Includes high risk and/or energised equipment/plant such as furnaces, pressure vessels, constructed plant, plant/equipment requiring high risk work licence or similar equipment.
High risk procurement items	<p>Categories of high risk procurement items at the University include:</p> <ul style="list-style-type: none"> • restricted or prohibited hazardous chemicals and substances – see Definitions; • high risk hazardous chemicals and substances – see Definitions; • high risk plant; • regulated biological materials; and • radioactive materials.
Imported chemicals	<p>AICIS defines imported chemicals as:</p> <ul style="list-style-type: none"> • Importation of industrial chemicals, or products that release industrial chemicals into Australia; • Importation of finished and packaged products that release industrial chemicals - for example, labelled cosmetic products (soap, shampoo, lotion), paint, glues, engine oil and pens; • Importation of industrial chemicals that are reformulated in Australia; • Manufacture of industrial chemicals in Australia. <p>In the University context research materials as AICIS considers this the importing and creation of new chemicals as a result of the research.</p>
Incident	An unplanned event that causes, or has the potential to cause, illness or injury to a worker or damage to building, plant or equipment.
Leader / Supervisor	Any member of the University who is responsible for supervising staff and/or undergraduate or postgraduate students and/or for leading research projects.
Regulated biological materials	Means biological materials governed by a regulatory scheme or recognised set of guidelines or standards and includes for the purpose of this Procedure (i) genetically modified organisms as defined by the Gene Technology Regulations 2001 and (ii) Risk Group 3 microorganisms as defined in the AS/NZS 2243.3 Safety in Laboratories Part 3 Microbiological Safety and Containment Standard.
Restricted and prohibited hazardous substances and dangerous goods	<p>The WHS Regulations prohibit or restrict the use, storage or handling of certain hazardous chemicals in certain situations. For example, a number of carcinogens such as 4-nitrodiphenyls are prohibited from all uses except for genuine research or analysis authorised by the regulator.</p> <p>Certain chemicals can be used, handled or stored in the workplace after receiving approval from the regulator. Schedule 10 of the WHS Regulations provides further information on the hazardous chemicals that are restricted or prohibited for use.</p>
TechOne	Means the University of Newcastle's Financial Management System.

Worker	<p>Includes an employee, conjoint, student on work experience, contractor, sub-contractor, and volunteer. A person is a worker if the person carries out work in any capacity for the University or another person conducting a business or undertaking, including work as:</p> <ul style="list-style-type: none"> (a) an employee, or (b) a contractor or subcontractor, or (c) an employee of a contractor or subcontractor, or (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking, or (e) an outworker, or (f) an apprentice or trainee, or (g) a student gaining work experience, or (h) a volunteer, or (i) a person of a prescribed class.
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5. Responsibilities

A comprehensive list of health, safety and wellbeing responsibilities is provided in Guideline [HSG 2.1: Roles and Responsibilities](#).

6. References & Related Documents

The following documentation is referenced in, or applicable to this Guideline:

[HSG 1.2: Roles and Responsibilities](#)

[HSG 3.1: Health and Safety Risk Management](#)

[HSG 6.1: Contractor Health and Safety Management](#)

[University of Newcastle Tender Procedure](#)

[University of Newcastle Procurement Policy](#)

[University of Newcastle Purchasing, Companion Card and Petty Cash Policy](#)

7. Amendment History

Version	Date of Issue	Approval	Section(s) Modified	Details of Amendment
1, 2	October 2016	Manager Health and Safety	-	Original versions with latest amendment for HSG 6.2 Procurement
3	July 2023	CPCO	All	<ul style="list-style-type: none"> 1. Renamed from HSG 6.2 Procurement to HSG 6.2 Health and Safety in Procurement 2. Updated content in all sections 3. Added new/renamed Related Documents 4. Added Amendment History

				5. Amended document control header and footer
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8. Appendices

Nil