

Health and Safety Guidelines: HSG 6.2



Procurement

1. Purpose

This document outlines the responsibilities for ensuring that University processes for procurement and purchasing goods and services include consideration of health and safety when required.

2. Scope

This document applies to the Executive Committee, Managers and Supervisors, the Health and Safety Team, and Workers.

This document does not apply to the procurement of low risk items such as standard office supplies.

3. Definitions

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

- (a) **Dangerous Goods** mean the goods listed in Column 2 if the quantity is more than the threshold listed in Column 3:

Column 1	Column 2	Column 3
Item	Dangerous goods	Threshold quantities
1	Liquefied Petroleum Gas (LP gas) (dangerous goods Class 2.1)	If the LP gas is stored in packages outside a building, and connected by piping to appliances within the building that contain the gas-500 L (water capacity)
2	Compressed gas of Class 2.1 (excluding LP gas), Class 2.2 or compressed oxygen if:	(A) each is in one or more containers in an aggregate capacity not exceeding 50 L; and (B) the dangerous goods as a whole form part of a welding set or are used or intended to be used with a portable flame torch. Compressed oxygen or air that is used or intended to be used for medical.
3	Dangerous goods Class 3	250 L

Column 1	Column 2	Column 3
4	Pool Chlorine and spa sanitising agents	100 kg or L
5	Sodium Hypochlorite designated by UN Number 1791	100 L
6	Dangerous goods Class 9	100 kg or L
7	Dangerous goods Packing Group 1	5 kg or L
8	C1 combustible liquids	1000 L
9	Dangerous goods Class 2.3	Nil kg or L
10	Any dangerous goods other than those stated above	100 kg or L

- (b) **Hazard** means a situation in a University workplace that has the potential to harm the health and safety of Workers or to damage buildings, plant or equipment.
- (c) **Hazardous Substance** means a substance that:
- (i) is included on the [List of Designated Hazardous Substances](#) published by the National Occupational Health and Safety Commission [NOHSC:10005(1994)], which can be found on the [Safe Work Australia website](#) or;
 - (ii) has been classified as a hazardous substance by the manufacturer or importer in accordance with the [Globally Harmonised System of Classification and Labelling of Chemicals \(GHS\)](#), further information can be found at [Safe Work Australia](#).
- (d) **High Risk Plant** means:
- (i) boilers categorised as hazard level A, B or C according to criteria in section 2.1 of *AS:4343:2005 (Pressure equipment-Hazard levels)*;
 - (ii) pressure vessels categorised as hazard level A, B or C according to the criteria in section 2.1 of *AS:4343:2005 (Pressure equipment-Hazard levels)*, except LP Gas fuel vessels for automotive use, serially produced vessels, lifts, including escalators and moving walkways; and
 - (iii) gas cylinders.
- (e) **Executive Committee** means the Vice-Chancellor, the Deputy Vice-Chancellors, the Pro Vice-Chancellors, the Chief Operating Officer and the Chief Financial Officer

- (f) **Leaders and Supervisors** means any member of the University community who is responsible for supervising staff and/or undergraduate or postgraduate students and/or for leading research projects.
- (g) **Worker** includes an employee, conjoint, student on work experience, contractor, sub-contractor, and volunteer.

4. Responsibilities

4.1 Executive Committee

The Executive Committee should ensure appropriate procurement processes are implemented which require health and safety to be taken into account.

4.2 Leaders and Supervisors

Leaders and Supervisors should communicate to Workers within their areas of responsibility the requirements for compliance with the University Procurement Policy and related documentation, and incorporating health and safety considerations when procuring goods and services on behalf of the University.

4.3 Workers

Workers should comply with the University Procurement Policy and related documentation, and incorporate health and safety considerations when procuring goods and services on behalf of the University.

4.4 Health and Safety Team

The Health and Safety Team can provide advice regarding health and safety management, issues, and concerns in relation to procuring goods and services on behalf of the University.

5. Guidelines

5.1 Health and safety considerations when procuring goods and services

- (a) When purchasing goods and services on behalf of the University, consideration should be given to the health and safety impact of the item and a risk assessment conducted to determine the level of risk involved and how this should be managed, or if the risk can be reduced or eliminated by an alternative procurement approach. See section 5.2 for examples of the items that should trigger a risk assessment.

- (b) The pre-purchase checklist at Attachment 1 can assist in identifying health and safety considerations and provides an 'approval template' for use prior to purchase and on receipt of goods (to ensure that the goods meet the appropriate standards, are in good working order, and 'fit for purpose').

5.2 Specific high risk considerations in procurement

- (a) There are a number of categories of procurement at the University which may involve higher health and safety risks and require specific approval. These include:
 - (i) International work related travel;
 - (ii) Hazardous Substances;
 - (iii) Dangerous Goods;
 - (iv) High Risk Plant;
 - (v) Plant and equipment with moving parts;
 - (vi) Office furniture and fittings; and
 - (vii) Radioactive materials.
- (b) Enquiries regarding procurement within any of the above categories should be directed to the school or business unit's administrative support office in the first instance, with the professional staff to contact the Health and Safety Team for advice on how to progress the procurement process.

5.3 Consultation

- (a) When purchasing items that have an impact on health and safety as identified by a risk assessment, consultation with the Worker(s) concerned should occur as part of the procurement process, involving them in the risk assessment process if required.
- (b) Consultation with Workers should also occur at the 'design stage' of procurement which relates to modification or construction of working areas, in order to ensure that areas are 'fit for purpose' and that any inherent Hazards are 'designed out' during the work.

6. Attachments

Attachment 1: Pre-purchase Checklist

Attachment 1: UON Pre-Purchase Checklist

Auditable Record. Must be filed in relevant Area

**Completing this Checklist will assist with determining appropriate action to be taken to address identified Health and Safety issues, prior to a decision to purchase.
Not required for low risk items such as standard office supplies e.g. paper, pens.**

Name or Description of items to be purchased:

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1. Consultation <i>Do you need to consult with some of the persons listed below, prior to purchasing the item?</i>	Date Consulted	Name of Person Consulted
Relevant area leaders or supervisors (Specify)		
Health and Safety Committee Members		
Health and Safety Team		
Intended users of the goods (Management and employees)		
Installers of the item		
Maintenance personnel/contractors/others		
2. Plant, Tools and Equipment <i>(Including Furniture items e.g. chairs, tables)</i>	Yes - ✓ No - ✗	Action to be taken & Name of Person to take action
Are there any ergonomic issues that require expert advice?		
Are there any relevant Australian Standards that the item must comply with and that need to be specified to the supplier (state AS number)?		
Where relevant has the supplier of Plant provided the information (e.g. design purpose and safety) required under applicable State and Territory Plant Regulations?		
Is modification of existing plant, equipment, vehicles, required?		
Are Guards/safety devices/emergency stops provided?		
Are Operating Manuals/safe use instructions provided?		
Are maintenance manuals provided?		
Will Safe Operating Procedures (SOPs) and/or work instructions need to be developed or changed		
Will training be required for persons installing, maintaining or using item?		
Does the item need to be registered?		
Will operators require a licence, permit, or certification?		
Will this require changes to workplace layout, access, storage systems?		
Are there any specific requirements e.g. size, weight, special container?		
Are signs required?		
3. Chemicals and other Substances	Yes - ✓ No - ✗	Action to be taken & Name of Person to take action
Is it a Dangerous Good? (If so DG assessment, manifest and signage may need to be changed)		
Is it a hazardous substance? (requires a Safety Data Sheet)		
Are there any specific storage requirements? (e.g. not stored with or near other materials, store below set temperature, stored in special containers)		
Are there any requirements for packaging? (size, weight, special container)		
Any there requirements for labelling of containers/packages?		
Has a relevant Safety data Sheet been obtained?		
Are safety signs required or need to be changed?		
Is specific training in use, handling or disposal required?		

4. Personal Protective Equipment Required	Yes - ✓ No - ✗	Action to be taken & Name of Person to take action
Ear muffs or plugs		
Eye/face protection		
Hard hat		
Respirator		
Footwear		
Clothing/Overalls/		
Gloves		
Harness		
5. Emergency and First Aid Arrangements	Yes - ✓ No - ✗	Action to be taken & Name of Person to take action
Is specialised first aid equipment or training required?		
Is special fire protection/equipment required?		
Is spill containment/clean up equipment required?		
6. Workplace Monitoring and Employee Health Monitoring Requirements	Yes - ✓ No - ✗	Action to be taken & Name of Person to take action
Is workplace monitoring required for:		
Noise or vibration		
Fume/vapours		
Radiation		
Heat/Cold		
Dust		
Lighting		
Biological organisms		
Will Employee health monitoring be required?		
7. Environmental Considerations	Yes - ✓ No - ✗	Action to be taken & Name of Person to take action.
Any environmental discharges likely?		
Any special waste disposal requirements/licences?		
Any potential effects on neighbouring premises?		
8. Risk Assessment	Yes - ✓ No - ✗	Action to be taken or Name of Person to take action.
Does a Risk Assessment require to be completed? (if so the hierarchy of controls may need to be applied)		
Sign Off		
Name of Person Completing Checklist:	Signature:	
Area:	Date Checklist Completed:	
Suggested Supplier:		
Sign Off Following Delivery (where appropriate)	Sign Off	
Actions listed to be taken have been completed		
Goods or Services Received meet the appropriate standards and are fit for purpose.	YES/NO	
Name of person accepting item:		
Signature of person accepting item:	Date item accepted:	
If "NOT Accepted" identify non-conformance:		
Non-conformance rectified:	YES/NO	
Name of person finally accepting item:		
Signature of person finally accepting item:	Date item accepted:	