



Purchasing Work Health and Safety Procedure

UNDER REVIEW

Related Policy	<i>Work Health and Safety Policy</i>
Responsible Officer	Executive Director – Human Resources
Approved by	Executive Director – Human Resources
Approved and commenced	November, 2013
Review by	November 2016
Responsible Organisational Unit	Work Health and Safety Unit – Human Resources

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1 Objective

The objectives of this Procedure are to ensure that:

- appropriate consideration (risk identification, assessment and control) is given to work health and safety hazards relating to plant, equipment or chemicals prior to purchase and
- on receipt of an item it is checked for conformance with any specification set out at the time of purchase.

2 Scope

This Procedure applies to the purchasing of plant, equipment or chemicals for University use where a work health safety risk is present, or may reasonably assumed to be present.

Service providers are managed separately, in accordance with University's Contractor Management Procedures.

3 Procedure

3.1 General Requirements

- All University of Tasmania Financial and Business Services purchasing policies and procedures are to be complied with
- Infrastructure Planning and Compliance is to be contacted regarding space and room/building modifications prior to making purchases that may impact on space allocation or the facilities required
- Purchases are to conform to relevant University of Tasmania WHS Policies and Procedures
- Consultation is to be undertaken with relevant workers when new plant, equipment or chemical is being purchased for the first time and where there is the potential for an impact on the health and safety of a person. In these instances the assessment is to be documented by the initiator
- Hazards arising, or which may arise, from the purchase are to be identified, assessed and controlled through a documented risk assessment and with reference to manufacturer's information and relevant, legislation, standard, rule, code, or specification
- When assessing a proposed purchase the WHS Pre-purchase checklist may be used as a guide (*available on the WHS website*).

3.2 Plant/Equipment Purchases

The person initialising a plant/equipment purchase is to:

- determine the type of plant / equipment suitable for the task/job/project
- assess for WHS considerations where new plant or equipment is purchased or modifications are being made to existing plant or equipment
- include the specifications and relevant standards for that product, in the purchase order
- document the assessment when there is the potential for a significant WHS impact

- ensure the item being purchased complies with the requirements of University WHS Minimum Standards and Procedures for example, vehicles; electrical equipment and new tasks / projects
- ensure the purchase order specifies related materials and services that are to be provided, for example operations manual, installation, maintenance and training
- upon receipt of the plant / equipment undertake a check against the purchase order specifications to verify conformance prior to the item being accepted
- ensure all relevant registrations, licensing and competency requirements are met
- ensure workers are provided with appropriate instruction, training and supervision when new plant / equipment is handed over for use.

3.3 Material/Chemical Purchases

The person initiating a materials/chemical purchase is to:

- determine the type of material / chemical suitable for the task/job/project
- determine if the material / chemical is hazardous. If the material /chemical is non-hazardous then the purchase can proceed in compliance with the general principles outlined above.

If the material / chemical is hazardous then the initiator is to:

- check if the chemical is included on the approved substance list for the area of use and if not, request a copy of the Safety Data Sheet (SDS) from the supplier
- complete a project/task risk assessment for any new substance or an intended new chemical use and forward to the area Manager/Supervisor and Hazardous Chemical Coordinator for their approval to purchase. The assessment is to consider the safe storage, handling, use and disposal of the chemical under consideration
- update the relevant Chemical Register(s) (ChemWatch) once approved
- prior to the material/chemical being introduced into the workplace make available and implement appropriate spill, first aid and emergency equipment and procedures
- upon receipt of the material/chemical check the adequacy of labelling and information.

When the material/chemical is handed over to the worker(s) using it the Manager/Supervisor is to ensure relevant training, information and equipment, (for example Safety Data Sheets (SDS), risk assessments and personal protective equipment (PPE) is provided.

3.4 Personal Protective Equipment (PPE) Purchases:

Personal Protective Equipment (PPE) is to comply to with the relevant Code of Practice or Standard.

3.5 Consultation

The initiator is to consult with relevant workers:

- when new plant / equipment / chemicals are being purchased for the first time and
- where there could be a significant impact on health or safety of any person.

The Manager/Supervisor is to consult with the worker(s) using the plant/equipment or material/chemical to:

- establish whether they have any concerns arising from the introduction of the item and
- resolve issues as soon as practicable.

3.6 Records:

The initiator is to maintain documentation associated with the purchase in a secure location:

- for the life of the plant / equipment or
- while the material/chemical is stored or used within the workplace.

Records may include, but are not limited to, completed copies of:

- Pre-purchase checklist
- Project/task Risk assessment

Records are to be kept in accordance with the University's Records Management Policy and Guidelines

3.7 Reference:

3.7.1 University Policies and Procedures

- Records Management Policy and Guidelines

3.7.2 Legislation & Codes

- *Work Health and Safety Act 2012*
- *Work Health and Safety Regulations 2012*
- *Hazardous Manual Tasks Code of Practice*
- *Labelling of Workplace Hazardous Chemicals Code of Practice*
- *Managing Risks of Hazardous Chemicals in the Workplace Code of Practice*
- *Managing Noise and Preventing Hearing Loss at Work Code of Practice*

3.7.3 Australian Standards

- AS 1269 Noise Management
- AS 1270 Acoustics – Hearing protectors
- AS 1319 Safety signs for the occupational environment
- AS/NZS 1337 Eye protectors for industrial applications
- AS 1657 Fixed platforms, walkways, stairways and ladders, design, construction and installation

- AS/NZS 1715 Selection, use and maintenance of respiratory protective devices
- AS/NZS 1716 Respiratory protective devices
- AS/NZS 1800 Occupational protective helmets – selection, care and use
- AS/NZS 1801 Occupational protective helmets
- AS/NZS 1891 Industrial fall-arrest systems and devices, Part 1 Safety belts and harnesses
- AS/NZS 1892 Portable ladders
- AS/NZS 2161 Occupational protective gloves
- AS/NZS 2210 Occupational protective footwear
- AS/NZS 2243 Safety in laboratories
- AS 3000 Electrical Installations
- AS 3765 Clothing for protection against hazardous chemicals
- AS 4024 Safeguarding of machinery
- AS/NZS 4602 High visibility safety garments

(Note: This is not an exhaustive list. Access to other Australian Standards is available through the University of Tasmania Library.)

4 Responsibilities

Managers/Supervisors and their delegates	Implement this Procedure within their area or responsibility.
Officers	Provide suitable resources to ensure the effective implementation of this Procedure
Workers	Comply with directions and training provided relating to the purchase of plant, equipment and materials/chemicals.

5 Definitions and Acronyms

Term/Acronym	Definition
Academic Unit	Means the secondary organisational unit in the academic structure of the University, reporting directly to the College Executive Deans, as per Ordinance 14 – Academic Structure.
College	Means (a) the primary organisational unit in the academic structure of the University, as per Ordinance 14 – Academic Structure (b) the University College

Executive Dean	Means: (a) the Executive Dean of the relevant College, or (b) in relation to the University College, the Principal of the University College
Head of Academic Unit	Means the head of the relevant Academic Unit
Organisational Unit	College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.
Manager/Supervisor	Assumes responsibility for the health and wellbeing of any other person in a workplace by providing instruction, direction, assistance, advice or service (which includes those with responsibility for students).
Worker	Refers to any University staff member, student gaining work experience, contractor or volunteer
Purchaser	A person raising a purchase order or authorised to purchase items for the University. The Purchaser may also be the initiator.
Initiator	A person who the purchase is made on behalf of.
Officer	Members of Council, Executive Deans, Heads of Academic Units, Heads of Divisions and Sections and Members of Boards having strategic management responsibility are considered to be Officers pursuant to Section 27 of the Act

6 Supporting Documentation

- WHS – Pre purchase Checklist

7 Versioning

Former Version(s)	<p>Version 1 – <i>Occupational Health and Safety Purchasing Policy</i>; approved December, 2003; revoked by the Work Health and Safety Committee 27 August 2013.</p> <p>Version 2 – <i>Purchasing Work Health and Safety Minimum Standard</i>; reviewed and updated to comply with the new <i>Work Health and Safety Act 2012</i> approved November, 2013.</p> <p>Version 3 – Purchasing Work Health and Safety Procedure content translated into Procedure format to meet compliance under University Policy Framework; removal of form from document; amendment approved by Executive Director,</p>
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	Human Resources, August, 2014. Amended in December 2016 to incorporate Colleges.
Current Version	Version 4 – <i>Purchasing Work Health and Safety Procedure</i> (current document); approved August 2014, amended in December 2017 to incorporate finalised academic structure.