

Policy Hierarchy link	Work Health and Safety Act 2011 Work Health and Safety Regulation 2011 Work Health and Safety Policy		
Responsible Officer	Director, UNSW Safety and Sustainability		
Contact Officer	Manager, UNSW Health & Safety		
Superseded Documents	OHS316 OHS Purchasing Guideline v3.1 HS316 Health and Safety Purchasing Guideline v4.1		
File Number	2016/00370		
Associated Documents	HS633(a) Pre-Purchase Checklist for Equipment HS633(b) Pre-Purchase Checklist for Hazardous Materials		
Version	Authorised by	Approval Date	Effective Date
5.0	Director, UNSW Safety and Sustainability	21 March 2016	21 March 2016

1.	Introduction and Scope	1
2.	Definitions.....	1
3.	Procurement at UNSW	2
3.1	Purchase of Services – WHS implications.....	2
3.2	Plant / Equipment (Goods).....	2
3.3	Hazardous Chemical/Material.....	3
3.4	Suppliers to meet H&S specifications	3
3.5	Induction and training.....	4
3.6	Competency of purchasing staff	4
3.7	Recordkeeping	4
4.	Review and evaluation	4

1. Introduction and Scope

The purpose of this guideline is to ensure that all equipment, hazardous materials and services purchased by UNSW have been assessed prior to purchase or engagement and meet health and safety requirements.

This guideline applies to the purchase of goods and services at UNSW. Goods and services include but are not limited to:

- plant and equipment;
- furniture;
- hazardous materials (e.g. chemicals, radioactive substances, genetically modified substances);
- Specialist labour hire (see definition of services in section 2).

The purchase of non-hazardous items such as stationery, office supplies, books, journals, travel, conference and other membership fees, accommodation, computer software, minor hardware items and non-hazardous chemicals are not subject to the requirements of the guideline.

2. Definitions

Services: Services in this context refers to labour hire personnel or specialists consultants / service technicians engaged by a local area for specific specialist work. It does not include contractors engaged to conduct building or refurbishment work – instead their requirements are outlined in HS801 Contractor Management guideline.

3. Procurement at UNSW

Overarching requirements related to the selection, acquisition and delivery of goods and services to UNSW is available on the Procurement website:
https://www.fin.unsw.edu.au/Procurement/About_Us.html

This website also points to the University's procurement policy, procedure and guideline which outline requirements related to obtaining quotations, tendering, preferred suppliers, writing contracts or agreements (if of tenderable value), evaluating contracts, managing contracts, monitoring performance etc.

3.1 Purchase of Services – WHS implications

Before an external party/contractor is engaged to conduct work on behalf of UNSW, the Work, health and safety issues associated with the work must have already been identified by the person requesting the service (not the person raising the purchase order).

Items that may have to be considered

- Legislative obligations to be met
- Responsibilities of the various parties
- Processes, people and equipment to be used
- The standard of work to be achieved
- How UNSW's obligations will be adhered to by the contractor

Template contracts are available from Strategic Procurement for large contracts which include WHS specifications. However, for smaller jobs e.g. engaging a manufacturer to commission/maintain their own specialist equipment, the HS803 Contractor Evaluation checklist should be used to determine the capacity of the contractor to meet minimum WHS requirements.

The contractors need to be inducted (unless always escorted) so that relevant WHS information can be exchanged including how site specific risks are to be managed, whether particular competencies are required etc.

3.2 Plant / Equipment (Goods)

Sufficient information must be sought by the person requesting the goods (not the person raising the purchase order) before new plant or equipment is introduced into the workplace so that the health and safety implications can be assessed in advance. It is necessary to consider impacts such as:

- where the equipment will be located;
- whether workers will need extra training;
- whether Safe Work Procedures will need to be updated;
- whether the equipment produces noise, fumes, extra heat etc.;
- if additional PPE might be required

This will enable any risk control measures required for its safe use to be in place prior to arrival. Refer also to HS327 Plant and Equipment Procedure.

Such information gathering will also identify whether the relevant legislation, standards or codes of practice applicable to the equipment can be complied with e.g. notification, licensing, certification etc.

To assist with considering the implications of introducing new plant and equipment into the workplace a pre-purchase checklist: HS633(a) Pre-purchase checklist for equipment can be used. Questions from this can be incorporated into local area purchase requisition processes (e.g. if a local purchase requisition is being used which has the ability to incorporate H&S specifications).

Once the plant has arrived in the workplace it should be checked to ensure it meets health and safety specifications. The post purchase declaration should be signed to confirm that specifications have been met.

Any equipment which does not meet specifications, is faulty or damaged should be placed in a quarantined area (any area where it cannot be accessed). The supplier should be contacted so that the equipment can be returned, rectified or replaced as applicable.

Risks must be assessed before the plant is **used** in the workplace (i.e. by completing the HS017 Risk Management Form or on SafeSys).

3.3 Hazardous Chemical/Material

The need to complete a pre-purchase checklist for hazardous material has been eliminated for all those business units raising requisitions in SciQuest ERM; a hazardous material inventory management system. However, all workers making requests for hazardous material must have read the Safety Data Sheet (SDS) and understand the risks of the material prior to placing the request. They must also be satisfied that the risk control measures, as advised on the SDS, are in place in their work area prior to the introduction of the material (e.g. working fume cupboard, Australian standard designed storage cabinets, recommended personal protective equipment, secondary containers for transport etc.).

Risks must be assessed before the hazardous chemical is **used** in the workplace (i.e. by completing the HS017 Risk Management Form or on SafeSys).

Refer also to HS332 Hazardous Chemicals Procedure.

Any business unit NOT raising requisitions in SciQuest ERM should complete the HS633b Pre Purchasing Checklist for Hazardous Chemicals/ Materials by the person requesting the material (not the person raising the purchase order).

3.4 Suppliers to meet H&S specifications

The health and safety specification for the goods and services being procured should be defined by the person requesting the goods or services (not the person raising the purchase order).

For larger contracts such specifications should be included in tender documents and contract templates as per the UNSW Procurement Procedure.

For procurement in the local area, the health and safety specifications will depend on the goods and services being procured but could include items such as the following (as relevant):

- Supplier submit a copy of their WHS Policy
- Supplier submit relevant aspects of their WHS system
- Safety Data Sheets are supplied for hazardous chemicals (or access to supplier SDS website is available)
- Equipment manual, including WHS information, is supplied with equipment
- Evidence that equipment is manufactured to Australian Standard (or similar)
- Is a safe work procedure or Safe work method statement required for the work? (e.g. if engaging contractors)
- Evidence of competency supplied as relevant e.g. license, permit, certificate of competency etc.

All supplier records obtained should be maintained in the local area e.g. with an area supervisor, custodian for the plant, laboratory manager etc.

3.5 Induction and training

UNSW must develop and implement induction and training programs relevant to the work activity of the service provider or engaged labour hire employee. As a minimum, all external parties must undergo a local HS induction unless they are only on site for a short period and will be escorted for the duration of their visit (e.g. photocopier service technician).

3.6 Competency of purchasing staff

All staff designated to purchase goods and services must be appropriately skilled and experienced and, where required, hold the necessary qualifications. Purchasing responsibilities designated to staff must be defined in position descriptions or similar, e.g. HS responsibility matrix.

3.7 Recordkeeping

All records relevant to documenting HS specifications for goods and services, compliance checking, pre-purchase checklists, completed contractor evaluation checklists etc. should be maintained in accordance with HS733 Health & Safety Records Procedure.

4. Review and evaluation

HS requirements and procedures developed for the safe purchase of goods and services shall be reviewed to ensure currency and relevance.

Corrective actions identified by the non-conformance of suppliers with HS requirements shall be implemented to ensure continuous improvement.

This guideline shall be reviewed in accordance with the HSMS Review Procedure.

Appendix A: History

The authorisation and amendment history for this document must be listed in the following table. Refer to information about [Version Control](#) on the Policy website.

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Director Risk Management Unit	July 2002	July 2002	New document
2.0	Director Human Resources	28/05/2003	28/05/2003	Document modifications not adequately recorded
3.0	Director Human Resources	01/01/2007	01/01/2007	Document reformatted and content revised.
3.1	Director Human Resources	05/11/2010	05/11/2010	Document reformatted and content revised.
4.0	Director Human Resources	19/3/2013	19/3/2013	Updated with WHS legislation links Split pre-purchase forms into one for equipment and one for chemicals. Also introduced a post purchase declaration on the end of the pre-purchase checklist for equipment.
4.1	Director, UNSW Safety and Sustainability	30 April 2014	30 April 2014	Reviewed for administrative updates
5.0	Director, UNSW Safety and Sustainability	21 March 2016	21 March 2016	Section 3: reference to overall UNSW procurement procedures Section 3.1 clarified

				requirements related to purchases of services and linked to procurement procedures Section 3.2 minor modifications to section on plant Section 3.3 introduced new requirements due to the built in pre-purchase checks within SciQuest Section 3.4 amended section on Suppliers to meet HS specifications – gave suggested examples of how this can be achieved. Eliminated the need for a supplier declaration form
--	--	--	--	---