



UNIVERSITY
OF TASMANIA

OCCUPATIONAL HEALTH & SAFETY PURCHASING POLICY

OVERVIEW

The University of Tasmania is committed to continuously improving the management and standards of Occupational Health and Safety (OH&S). The purpose of this policy is to ensure that suitable consideration (identification, assessment and control) is given to occupational health and safety hazards related to plant, equipment or substances prior to purchase, and on receipt of the item they are checked for conformance with any specification set out at the time of purchase. All service providers shall be managed in accordance with University of Tasmania Contractor Management Procedures.

DEFINITIONS

Accountable Person:

An individual, who assumes responsibility for the health or welfare of any other person in a workplace by providing instruction, direction, assistance, advice or service, is deemed an accountable person in accordance with the *Workplace Health and Safety Regulations 1998*. All management and supervisory staff (which include those with responsibility for students) are therefore considered "Accountable Persons".

Employee:

For the purposes of this procedure, employee refers to any staff member, student, contractor or visitor.

Initiator:

For the purposes of this procedure means the person who the purchase is being made for. The initiator may also be the purchaser.

Hazard:

Hazard - a situation, activity or task with the potential to cause injury or damage.

Purchaser:

For the purposes of this procedure means any employee raising a purchase order or authorised to purchase items for the University of Tasmania. The purchaser may also be the initiator.

Responsible Officer:

Deans, Heads of Division, Heads of School and Administrative Sections have been designated as Responsible Officers under the *Workplace Health & Safety Act 1995*.

RESPONSIBILITIES

Accountable Persons:

Ensure this policy is implemented within their areas of responsibility. Provide information and training in relation to purchasing and OH&S considerations.

Responsible Officers:

Provide suitable resources to ensure the effective implementation of this policy.

PROCEDURE

A quick guide to application:

This procedure must be applied before the purchase of any plant, equipment or substance for the first time at a workplace and where plant or equipment is being modified and the changes could impact on the health and safety of any person.

1. General Requirements:

- All University of Tasmania Financial and Business Services purchasing policies and procedures must be complied with.

- Contact Design & Acquisition or Asset Management Services regarding space and room / building modifications prior to making purchases that may impact on space allocation or the facilities required.
- All purchases should conform to relevant University of Tasmania OH&S Policies and Procedures. http://www.admin.utas.edu.au/hr/ohs/pol_proc/index.html
- Consultation shall be undertaken with relevant employees when new plant / equipment / substances are being purchased for the first time and where there is the potential for a significant detrimental impact on health, safety or welfare of any person. In these instances the assessment shall be documented by the initiator.
- All hazards arising or which may arise from the purchase must be identified, assessed and controlled, with consideration to any relevant legislation, standard, rule, code or specification. <http://online.standards.com.au/online/autologin.asp>
- When assessing a proposed purchase the OH&S Pre-purchase checklist can be used as a guide http://www.admin.utas.edu.au/hr/ohs/pol_proc/purchasing_check.pdf

2. Plant / Equipment Purchases:

- Determine the type of plant / equipment suitable for the task/job/project.
- Where new plant or equipment is purchased or modifications are being made to existing plant or equipment then it must be assessed for OH&S considerations and where applicable the specifications and relevant standards for that product must be included in the purchase order. It is the initiator's responsibility to perform the OH&S assessment of the proposed purchase and to document this assessment when there is the potential for a significant detrimental OH&S impact.
- The item being purchased must comply with the specific requirements of University of Tasmania OH&S policies relevant to the purchase, for example: vehicles must comply with the University of Tasmania Driving Authorised Vehicles Policy; electrical equipment must comply with the Electrical Safety in the Workplace Policy and Guidelines; and new tasks / projects must comply with the Risk Assessment and Control Procedure for Projects and Tasks.
- The purchase order should specify related materials and services that must be provided, for example operations manual, installation, maintenance and training.
- Upon receipt of the plant / equipment a formal check against the purchase order specifications should be conducted by the initiator or their nominated delegate to verify conformance prior to the purchased item being accepted.
- Ensure all relevant Registrations, licensing and competency requirements are met.
- When new plant / equipment is handed over to employees for use the Accountable Person shall ensure they are provided with appropriate instruction, training and supervision.

3. Substance / Materials Purchases:

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

If the material / substance is hazardous then the initiator must:

- Check if the substance is included on the approved substance list for the area of use. If not request a copy of the Material Safety Data Sheet (MSDS) from the supplier.
- For any new substance or an intended new substance use a project/task risk assessment must be completed and forwarded to the area Accountable Person for approval to purchase. The assessment shall consider the safe storage, handling, use and disposal of the substance under consideration.
- Once approved ensure that the relevant Substance Register(s) is updated.
- Prior to the material / substance being introduced into the workplace appropriate spill, first aid and emergency equipment and procedures shall be available and implemented.
- Upon receipt of the material / substance the adequacy of labelling and information shall be checked.

When material / substance is handed over to the employee(s) who will be using it the Accountable Person must ensure he/she is given relevant training, information and equipment, for example Material Safety Data Sheets, risk assessments and personal protective equipment.

4. Personal Protective Equipment Purchases:

- All personal protective equipment must comply to any relevant standard for example AS/NZ Standards.

5. Consultation:

- The initiator must consult with relevant employees when new plant / equipment / substances are being purchased for the first time and where there could be a significant detrimental impact on health, safety or welfare of any person.
- The Accountable Persons must consult with the employee(s) using the plant / equipment / material / substance to establish whether they have any unforeseen problems arising from the introduction of the item and resolve them as soon as possible.

6. Records:

- The Initiator shall maintain all relevant documentation associated with the purchase in a secure location for the life of the plant / equipment or while the material / substance is stored or used within their workplace.

7. References: -

Legislation & Codes

Control of Workplace Hazardous Substances National Model Regulations, National Occupational Health and Safety Commission (NOHSC)

Control of Workplace Hazardous Substances Part 2 – Scheduled Carcinogenic Substances (NOHSC)

Dangerous Goods Act 1998

Dangerous Goods Regulations 1998

Exposure Standards for Atmospheric Contaminants in the Occupational Environment (NOHSC)

Fire Service Act

List of Designated Hazardous Substances (NOHSC)

Manual Handling National Standard (NOHSC)

National Code of Practice for the labelling of Workplace Substances (NOHSC)

National Code of Practice for the Preparation of Material Safety Data Sheets (NOHSC)

National Standard for Plant (NOHSC)

National Standard for the Control of Inorganic Lead at Work (NOHSC)

Noise National Standard (NOHSC)

Workplace Health and Safety Act 1995

Workplace Health and Safety Regulations 1998

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 specific Australian Standards are available through the University of Tasmania Library.)

Approved by OH&S Committee : 4 December, 2003

Disclaimer

This Procedure was designed for use within the University of Tasmania. The University makes no guarantee and assumes no responsibility as to the absolute correctness for all circumstances or for the adaptation outside the University of Tasmania environment.