

Purchasing and Safety

1. Purpose
2. Definitions
3. Roles and Responsibilities
4. Procedure
5. Evaluation
6. Performance Measures
7. Documents/Forms
8. References

1. Purpose

This procedure outlines the requirements under the Work Health and Safety (WHS) Act 2012 and the ReturnToWorkSA (RTWSA) Performance Standards for Self Insurers (Standard 3 Element 8), for ensuring that safety considerations are included in the selection criteria when purchasing, hiring, leasing or designing plant, equipment or substances. This procedure should be read in conjunction with the Finance Unit's Procurement Handbook.

2. Definitions

Hazard – is a situation or thing that has the potential to harm people, property or the environment.

Plant – is defined in the WHS Act 2012, as including any machinery, equipment, appliance, container, implement or tool, and any component, fitting or connection, to any of these. It does not include any equipment that is both hand held and hand powered.

Hazardous chemicals – are substances, mixtures and articles used in the workplace that represent health and /or physicochemical hazards. Health hazards are posed by irritants, carcinogens or respiratory sensitisers. Physicochemical hazards result from substances which are flammable, corrosive, oxidising or explosive. The term 'hazardous chemicals' refers collectively to both hazardous substances and/or dangerous substances or goods.

Safety Data Sheet (SDS) – contains information on the identity of a product and any hazardous ingredients, potential health effects, toxicological properties, physical hazards, safe use, handling and storage, emergency procedures, and disposal requirements specific to the chemical. These sheets are obtained directly from the manufacturer/supplier or through the University *BackPack/GoldFFX* SDS database. Be aware of the possible differences between the manufacturer's and generic Chemwatch SDS.

Purchaser – means a person initiating a purchase, hire, or lease or authorised to approve a purchase, hire or lease, or authorised to initiate the design of plant or equipment for the University.

3. Roles and Responsibilities

Executive Deans and Directors of Research Institutes are responsible for:

- the implementation of this procedure in their area of responsibility and accountability.
- ensuring that staff or research students who initiate or who are authorised to purchase, hire or lease plant, equipment or substances conduct safety risk assessments prior to the purchase, hire, lease or design of plant, equipment and/or substances.
- ensuring that staff or research students who are authorised to purchase, hire, lease or design plant, equipment or substances ensure that all control measures are implemented prior to or on receipt of those goods.

Staff and research students are responsible for:

- not placing themselves or others at risk of injury.

- participating in the conduct of safety risk assessments prior to the purchase, hire, lease or design of plant, equipment or substances.
- referring to relevant Australian Standards and/or Codes of Practice for selection or design of plant and equipment.

The role of the Safety and Wellbeing Team is to:

- provide specialist advice with respect to legislative requirements including the interpretation of AS/NZS Standards and Codes of Practice.
- provide assistance where requested, with the conduct of safety risk assessments prior to the purchase, hire, lease or design of plant, equipment or substances.

4. Procedure

Staff and research students involved with the purchase, hire, lease or design of plant, equipment or substances are to ensure that all safety considerations including legislative requirements have been considered prior to the purchase, arranging a lease, or designing plant or equipment.

Safety consideration is to be given when purchases could impact on any of the following elements:

- confined spaces
- consumables
- ergonomics
- fumes
- infection control
- maintenance service
- manual handling
- noise and radiation
- storage requirements
- training requirements
- waste management.

The above list is not meant to be exhaustive given the diverse range of activities undertaken at the University but they highlight the key areas for consideration during the procurement process. Potential hazards associated with the purchase, hire, lease or design of plant and equipment or hazardous chemicals are to be identified and assessed prior to purchase or design using form **WHS79 - Plant & Equipment Pre-Purchase Checklist** or form **WHS12 Chemical Process Risk Assessment and Control**.

The following hierarchy of controls and their principles should be applied when considering the purchase, hire, lease, or design of plant, equipment and substances:

- **Eliminate:** if the plant, equipment or substance is identified as a risk and is not necessary, do not purchase. This removes the hazard completely.
- **Substitute:** replace with a less hazardous option that does not void any warranties.
- **Isolation:** restrict access to plant, equipment or the substance, lock away under strict control.
- **Engineer:** modify or apply another suitable engineering control such as using a trolley, fume hood or guarding.
- **Administration:** change work procedures to reduce exposure to the hazard.
- **Personal Protective Equipment:** use gloves, apron, safety glasses, mask etc. when/where appropriate.

Requisitions/orders for the supply of hazardous chemicals must include provision for the supplier to provide the appropriate SDS and notification of any change in formulation if the SDS is not already available.

Purchase orders or design specifications are to include requirements of legislation, Australian/New Zealand Standards and Codes of Practice relevant to plant or equipment along with any special safety requirements identified during the risk assessment process. Refer to Australian Standards online to locate the relevant up to date Australian Standards.

Technical advice concerning applicable legislation, Australian/New Zealand Standards or Codes of Practice can be obtained from the Safety and Wellbeing team.

Once a purchase has been completed, the purchaser must ensure that the item is entered within 2 business days into the relevant register(s) identified in the hazard management procedures for plant and hazardous chemicals.

The procedure for ensuring health and safety requirements in specifications for services, tendering processes, contract documents and contractors' safety records are incorporated in the Contractor Management Procedure.

5. Evaluation

Upon receipt of the plant, equipment or substance a formal check against the purchase order specifications or design specifications is to be conducted. Any control measures identified by the pre-purchase risk assessment are to be implemented prior to or on receipt of goods.

6. Performance Measures

- All required risk assessments have been completed prior to the purchase/hire, lease, design of equipment or substance.
- All identified control measures have been implemented prior to the use of plant, equipment or substances.
- Sampling of orders for purchase, hire, lease of plant, equipment or substances shows that they specify WHS legislative and relevant standards requirements.

7. Documents/Forms

Further advice on managing risks in university workplaces, including supporting documents and training courses are available on the [Safety & Wellbeing website](#).

- WHS Procedure - Managing Workplace Health and Safety Risks
- WHS Procedure - Safe Management of Chemicals
- WHS12 - Chemical Process Risk Assessment and Control
- WHS79 - Plant & Equipment Pre-Purchase Checklist
- [Procurement Handbook](#)

8. References

[SafeWork SA Resources](#)—WHS legislation and Approved Codes of Practice:

- Work Health and Safety Act 2012
- Work Health and Safety Regulations 2012
- Managing Risks of Plant in the Workplace
- Managing Risks of Hazardous Chemicals in the Workplace
- Hazardous Manual Tasks.

[Australian Standards online](#) (through the UniSA Libraries subscription)

[RTWSA Performance Standards for Self Insurers](#), Annexure A of

Code of conduct for self-insured employers under the RTWSA Scheme