



## Purchasing and OHSW

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### Purpose

This procedure outlines the requirements under the Occupational Health, Safety and Welfare Act 1986 and the WorkCover Performance Standards for Self Insurers (Measure 3 element 8), for ensuring that OHSW 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](#).

### Definitions

**Hazard** – is a situation that has the potential to harm a person, the environment or damage property.

**Plant** – is defined in the OHS&W Act, 1986 as including any machinery, equipment, appliance, implement or tool, and any component, fitting, connection, mounting or accessory used in any workplace. It does not include any equipment that is both hand held and hand powered.

**Hazardous Substance** – is a substance that contains ingredients that may be harmful to health in the medium or long term. This includes substances that are lethal and non-lethal - corrosive, toxic, irritant, sensitising, mutagenic, teratogenic or carcinogenic. The concentration level of each ingredient in a mixture is taken into account in determining whether the mixture as a whole is determined to be hazardous.

**Material Safety Data Sheet (MSDS)** – are information sheets that provide technical information in relation to substances. These sheets are obtained directly from the manufacturer or through the University ChemWatch MSDS database. Be aware of the possible differences between the manufacturer's and generic MSDS's.

**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.

### Roles and Responsibilities

Line Managers are responsible for:

- the implementation of this procedure in their area of responsibility and accountability.
- ensuring that staff who initiate or who are authorised to purchase, hire or lease plant, equipment or substances conduct OHSW assessments prior to the purchase, hire, lease or design of plant, equipment and/or substances.
- ensuring that staff 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.

OHSW Services are responsible for:

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

Staff are responsible for:

- not placing themselves or others at risk of injury.



- participating in the conduct of OHSW 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.

### Procedure

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

OHSW 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
- storage requirements
- training requirements
- waste management etc

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 substances are to be identified and evaluated prior to purchase or design using form [OHSW79](#) - Pre-purchase Checklist, Design, Plant and Substances.

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, guarding, etc.
- 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 substances must include provision for the supplier to provide the appropriate MSDS and notification of any change in formulation if the MSDS is not already available.

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 procedures for Hazard Management for plant and Hazardous Substances and Dangerous Goods for substances.

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 OHSW requirements identified during the hazard evaluation process.

Technical advice concerning applicable legislation, Australian/New Zealand Standards or Codes of Practice can be obtained from OHSW & IM Services.

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



### 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.

### 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 OHSW legislative and relevant standards requirements.

### Documents/Forms

[OHSW79 - Pre-purchase Checklist, Design, Plant and Substances Procurement Handbook](#)

### References

WorkCover Corporation - Performance standards for self-insurers

[University OHSW&IM Policy](#)

[Occupational Health, Safety & Welfare Act, 1986](#)

[Occupational Health, Safety & Welfare Regulations, 2010](#)

ACGIH (American Conference of Governmental Industrial Hygienists) Industrial ventilation: A manual of recommended practice

Australian Safety and Compensation Council

(Radiation Health Series) No 9 Code of practice for protection against ionizing radiation emitted from X-ray analysis equipment

AS 1200 Boilers and Pressure Vessels

AS 1418 Cranes (including Hoists and Winches)

AS 1473 Guarding and safe use of woodworking machinery

AS 1735 Lifts, Escalators and Moving Walks

AS 1788.2 Abrasive wheels – Selection, care and use

AS 2030 SAA Gas Cylinder Code

AS 3920 Pt 1 Pressure Equipment Manufacture – Assurance of Product Quality

AS 4024 Safety of machinery

AS 60204.1 Safety of machinery – electrical equipment of machines

AS/NZS 1270 Acoustics—Hearing protectors

AS/NZS 1336 Recommended practices for occupational eye protection

AS/NZS 1337 Eye protectors for industrial applications

AS/NZS 1338 Filters for eye protectors (series)

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 2211 Safety of laser products

AS/NZS 2243 Safety in Laboratories Parts 1 – 9

AS/NZS 2939 Industrial robot systems—Safe design and usage

AS/NZS 3000 Electrical installations (known as the Australian/New Zealand Wiring Rules)

AS/NZS 3590 Screen-based workstations

Additional AS/NZ Standards can be accessed via the Library web-link to [Standards Australia](#)