CONTENTS

1 Purpose
2 Scope
3 Introduction
4 Legal Requirements
5 Definitions
   5.1 Plant
   5.2 Chemicals
6 Responsibilities
   6.1 University
   6.2 Deans and Heads of School/Centre or their Representatives
   6.3 Safety and Health
7 Administrative Arrangements
   7.1 Legal Considerations
   7.2 Environmental Considerations
   7.3 Tender Documents
   7.4 Pre-Purchasing
   7.5 Post-Purchasing
   7.6 Chemicals
      7.6.1 Material Safety Data Sheets (MSDS)
      7.6.2 Labelling
      7.6.3 Receiving Chemicals
      7.6.4 Poisons, Permits and Licences
      7.6.5 Quantities Purchased
   7.7 Radioactive Substances
   7.8 Plant and Equipment
      7.8.1 Machinery/Plant and Equipment
      7.8.2 Noise
   7.9 Workstation Furniture
      7.9.1 Computers
      7.9.2 Chairs
      7.9.3 Desks/Benches
   7.10 Personal Protective Equipment (PPE)
   7.11 Importing Animals and Other Restricted Importation Items
      7.11.1 Quarantine Requirements
   7.12 Information, Instruction and Training
   7.13 Record Keeping
8 References
9 Appendix A
1 Purpose

This procedure is to ensure compliance with safety aspects of the purchase or supply of goods and related services for use in the workplace by all personnel. This is achieved by ensuring that there are adequate controls to eliminate or mitigate risks and by minimising the likelihood of introducing new hazards into the workplace.

2 Scope

This procedure shall be followed by all persons requesting purchases. It applies to the purchase of personal protective equipment, office furniture, chemicals, biological materials, radioactive materials, machinery/plant and equipment. It does not address the use of contractors which is managed under separate requirements.

3 Introduction

Giving consideration to occupational safety, health and environmental issues reduces the incidence of injury and illness resulting from poor ergonomic design, equipment failure, defective products or hazardous materials. The suitability and purpose of acquired items, the training of staff and legislative requirements need to be considered. Any potential environmental impacts should be accounted for as part of the purchase or acquisition process. Regardless of the purchasing method and financial approval requirements, safe purchasing must address the level of associated risk. Services that are directly related to the supply of goods are to be considered in the same way as any other purchase. For example, the purchase of equipment requiring regular maintenance would be managed via initial equipment purchase followed by receipt of individual, periodic service invoices. Signatory financial limits apply to the value of purchase. Only valid signatures will be accepted for order processing.

4 Legal Requirements

The University shall comply with all requirements of the Occupational Safety and Health Act 1984, the Occupational Safety and Health Regulations 1996, Part 4 - Division 3, relevant Australian Standards, Codes of Practice and Guidance Notes and all relevant laws pertinent to plant, machinery, equipment and substances.

5 Definitions

5.1 Plant

(For further information can be found via http://www.safety.uwa.edu.au/)

- Machinery, equipment (including scaffolding), appliance, implement or tool and any component or fitting thereof or accessory thereto.
- Machinery that processes material by way of a mechanical action which cuts, drills, punches or grinds, presses, forms, hammers, joins or moulds material, combines, mixes, sort, packages, assembles, knits or weaves material.
- Also includes motor vehicles, lifts, cranes, tractors, earth moving equipment, pressure equipment, hoists, powered mobile plant, plant that lifts or moves people or materials, amusement structures, class 3B and class 4 lasers, turbines, explosive powered tools, scaffolds, chisels, saws, photocopiers, desks, filing cabinets and temporary access equipment.

5.2 Chemicals

- Can be hazardous substances with toxicological properties that are hazardous to people’s health, e.g. toxic, corrosive, irritant, carcinogenic or mutagenic.
- May be classed as dangerous goods with physio-chemical properties that are dangerous because they may be explosive, oxidising, flammable or corrosive.
- May be classed as drugs and poisons with other properties such as being potentially addictive and causing psychoactive effects, e.g. heroin or cocaine.
6 Responsibilities

6.1 University

- The University is responsible for providing support for the Occupational Safety and Health Policy and all subservient requirements relating to safe working practices. It requires that all persons requesting purchases comply with this procedure.

6.2 Deans and Heads of School/Centre or their Representatives

- Ensure compliance of this procedure in accordance with legislative requirements when requesting purchases within their area of control.
- Purchases shall be assessed via completion of the Safe Purchase Assessment Form (see Appendix A) and records shall be kept for five years.
- Ensure notification and registration of certain plant designs and items of plant as required by the Regulations and to ensure that related records are maintained. Refer to the UWA Plant and Equipment Safety Procedures.
- Local policy and procedures, within their area of control, which address purchasing, must be cross-referenced to this procedure.
- Ensure that all persons who may request purchases are aware of this procedure.
- To liaise with UWA Safety and Health for assistance with adherence to this procedure.

6.3 Safety and Health

- To provide assistance to all persons requesting purchases to ensure implementation of this procedure.
- Assist purchasing personnel to develop processes which incorporate checks to ensure that purchases conform to the University Safety and Health policies.

7 Administrative Arrangements

Persons requesting purchases must ensure that the potential safety and health hazards associated with purchases are evaluated by adherence to this procedure and use of the Safe Purchase Assessment Form (see Appendix A). Purchases which have associated specific hazards such as carcinogenic, mutagenic or radioactive materials must only be endorsed by authorised personnel. If purchasing potentially hazardous substances refer to http://www.safety.uwa.edu.au/

Preferred suppliers shall be used whenever possible. Contact UWA Financial Services or refer to their web page http://www.finserv.uwa.edu.au/sp/contracts.

7.1 Legal Considerations

Purchase specifications for goods shall account for safety and health legislation and appropriate codes, guidance and standards.
7.2 Environmental Considerations

Consideration should be given to energy and water conservation and waste minimization when selecting and purchasing new equipment and consumables. Similarly, the environmental principles of Reduce, Reuse and Recycle must be considered.

Consider whether use of a product, its emissions, its wastes or its disposal requires EPA or other relevant licensing? For further information see UWA Waste Management Procedures [http://www.safety.uwa.edu.au/policies](http://www.safety.uwa.edu.au/policies)

Favour the following when making purchasing decisions:

- Purchasing options that are durable, not disposable or single use and reduce packaging waste.
- Products that have a high content of recycled material.
- Products that have been made locally or regionally which have been manufactured in an environmental sound and sustainable manner.
- Products which cause minimal or no environmental damage during normal use or maintenance.
- Electrical equipment that has high energy efficiency ratings, is long wearing and which has parts which are recyclable.
- Equipment which uses water does so efficiently.
- Options where safe and environmental sound disposal is available and costed for the product at the end of its lifecycle.
- Products which are non-toxic, minimally toxic and biodegradable.

7.3 Tender Documents

It is advised that this Procedure including the Safe Purchase Assessment form (see Appendix A) should be used to identify any safety and health issues that may need to be addressed in the specification of tender documents.

7.4 Pre-Purchasing

Whenever items to be purchased are in the categories shown below a Safe Purchase Assessment form (see Appendix A) shall be completed as an addendum to the purchasing form. The form requires the involvement and endorsement by the Supervisor. This is to ensure that they are aware of intended purchases. It also allows provides notice to enable appropriate preparative actions before committing to the purchase such as checking that storage options are adequate. As a guide, the overall relative risks associated with various purchases in are:

<table>
<thead>
<tr>
<th>Category</th>
<th>Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Protective Equipment and Clothing</td>
<td>Medium</td>
</tr>
<tr>
<td>Office Furniture</td>
<td>Medium</td>
</tr>
<tr>
<td>Chemicals / Materials / Radioactive / Biological</td>
<td>High</td>
</tr>
<tr>
<td>Machinery / Plant / Equipment</td>
<td>High</td>
</tr>
</tbody>
</table>

For repeat purchases the Authorising Officer shall verify the existence of a previously completed Safe Purchase Assessment form (see Appendix A).
7.5 Post-Purchasing

Some purchased goods require further actions following delivery to the University to properly document, prepare, store and train staff in their safe use. The Safe Purchase Assessment form (see Appendix A) accounts for this in the ‘Post-Purchase Actions’ section which is ultimately endorsed by the Supervisor as completed.

7.6 Chemicals

For further information including guidance regarding Chemical Risk Assessment see UWA Safety and Health; Information About Chemical Safety [http://www.safety.uwa.edu.au/about_chemical_safety]

7.6.1 Material Safety Data Sheets (MSDS)

By law, a MSDS must be provided with the first delivery of a hazardous substance and at any other time when requested. A MSDS for all substances should be made available to users. It is valid for five years.

- Check the MSDS before purchasing. Review the risks associated with use and whether appropriate controls can be put in place. Can a less hazardous substance be substituted?
- Add substances to the MSDS / hazardous substance register which is available in each School / Section after purchasing, where relevant. Staff shall read the MSDS prior to use of the substance.
- Review whether there are adequate, safe storage facilities available prior to purchase.
- Check if the use of this substance requires any special training.
- Is all appropriate personal protective equipment (PPE) and clothing available (e.g. if nitrile or PVC gloves are required instead of latex).
- Check if there is appropriate fire fighting equipment and is capable to be used.

7.6.2 Labelling

When substances arrive at the work location, check the label identifies:

- The substance and strength, safety and risk phrases, Dangerous Goods packing group, Dangerous Goods class, storage and handling requirements, emergency advice.

Note: not all chemicals require this information to be listed.
7.6.3 Receiving Chemicals

The person accepting the delivery should ensure that:

- The product is the correct substance as ordered and the packaging is free from contamination.
- Delivered chemicals have clear labelling (as above) and damaged packages are returned to supplier.
- They understand how to respond to emergency incidents during loading and unloading of hazardous substances and Dangerous Goods.
- All equipment required, including personal protection equipment (PPE), is available and used.
- Acceptance documents are signed by the supplier, deliverer and the receiver.

7.6.4 Poisons, Permits and Licences

Some chemicals are classified as poisons and may only be purchased and used under certain conditions. Each State and Territory in Australia has a Poisons' Schedule (which differ slightly) and UWA staff purchasing and using poisons must adhere to the legislative requirements. Some poisons may require the user to have a poisons permit before they can purchase and use the substance (e.g. hydrofluoric acid over 1%, cyanide, benzene, some agricultural, veterinary and industrial poisons).

Concessional Spirits Permit:
Purchasing alcohol, e.g. ethanol, is against this valid permit. The UWA and QE11 have separate Concessional Spirits Permits. Every School has an allocation against specific suppliers which is part of this Permit. If any suppliers are used outside this list of specific suppliers then contact Safety and Health on 6488 3938. Penalties, for non-compliance with this Permit, could result in the University incurring a back-dated 5-year fine at $70/litre.
Note: Drugs and Poisons – Medical and Dental Practitioners cannot purchase materials within the UWA licences. Medical and Dental Practitioners cover only self-licence.

7.6.5 Quantities Purchased

Purchase minimal quantities of dangerous goods/hazardous substances and Concessional Spirits. Breaching specific limits may raise the need for an addition to the UWA Dangerous Goods licence.

In accordance with the Safe Purchase Assessment:

- Check the flammability rating and capacity for safe storage in laboratory storage cabinets and site chemical store areas (refer to the relevant Australian Standards).
- Check there is appropriate fire fighting equipment.
- Review spill control facilities. Check that spill kits appropriate for the substances in use are available in areas of use (usually laboratories).

7.7 Radioactive Substances


7.8 Plant and Equipment

When introducing new equipment into the workplace it can have impacts on personnel, existing working practices and the environment generally. This is a good time to review whether the new item alters known hazards or introduces new ones. In addition to preparing a Standard Operating Procedure (SOP) for new items, existing SOPs may be affected and require revision.
7.8.1 Machinery/Plant and Equipment

For further referencing of regulatory information refer to:


UWA Risk Register: Section 14 - Plant and Equipment

UWA Risk Register: Section 7 - Electrical

- Electrical hardware and components should be selected so they may be appropriately isolated and locked out as required.

- Ensure equipment purchased has all isolators, fuses, switches, emergency stops, indicators, guards and electrical components clearly identified. Check the marking identifies the function of these parts and which component or devices they control.

- In some areas there may be an increased fire risk due to the presence of flammable gases, liquids, powders or dust so consider whether installation of equipment creates an ignition source.

- All plant must conform to the relevant safety standards. Maintenance will increase manual handling risks. Plant and machine guarding must be present and compliant with standards.

- Plant may require licensing or registration of design.

- New equipment should be added to the register of plant items and details of inspection dates, maintenance schedules, expiry dates of registration certificates and other relevant information should be entered into relevant documents.

7.8.2 Noise

For further referencing of regulatory information refer to UWA Risk Register: Section 22 – Noise. Key points to consider when purchasing equipment that may be noisy and potentially impact on hearing and/or produce noise levels that constitute an environmental hazard:

- Compare noise levels between different products available (if the same test standard has been used) and, if practical and cost effective, purchase the equipment which emits less noise. Prior to purchasing consider if there is a quieter way of performing the task with different tools, e.g. before buying a pneumatic impact wrench consider the various hydraulic and torque-controlled units available.

- Request noise level data from the manufacturer. If equipment purchased still emits noise above 85dBA or a Peak level of 140dBA, review noise control measures.

- Consider engineering controls such as the installation of acoustic absorption in the work area, administrative controls such as reduce working time in the area for staff and provide hearing protection with the correct attenuation.

7.9 Workstation Furniture

For further referencing of regulatory information refer to:

UWA Risk Register: Section 9 - Manual Handling and Ergonomics

UWA Risk Register: Section 20 - Workplace, Environment and Facilities.


Guidance regarding Safety and Health implications of furniture purchasing and how to prevent occupational overuse injuries can be found in the NOHSC Code of Practice on preventing Occupational Overuse Syndrome.
7.9.1 Computers
Key points to consider when ordering new computers:

- The design of computer peripherals i.e. mouse, keyboard and monitor in relation to the end user whenever possible.
- Laptops are not recommended for extended use in office situations. If a laptop is to be used in the office and when travelling, it is recommended that a docking station with separate monitor and keyboard is available for use in the office.

7.9.2 Chairs
Key points to consider when ordering new ergonomic chairs (or stools):

- Stable base (5 legs).
- Adjustable seat height (gas lift).
- Padded backrest to provide lumbar support.
- Adjustable backrest height and angle.
- Adjustable seat angle.
- Seat sloped at the front to prevent thigh compression.
- Chairs/stools for laboratories to be made of non porous materials

7.9.3 Desks/Benches

For further referencing of regulatory information refer to:

UWA Risk Register: Section 20 - Workplace, Environment and Facilities.

Key points to consider when ordering new desks or benches:

- Optimum desk/bench height varies with the type of use. Standing / precision work or writing requires a surface at elbow height. Standing / non-precision or heavy work requires a surface at hip height. Seated work generally requires a surface at elbow height.
- Additionally, the width and depth in relation to equipment to be used must always be considered.
- Furniture should have rounded edges.
- Consider if lockable wheels are required for moveable furniture, especially trolleys.

7.10 Personal Protective Equipment (PPE)

For further referencing of regulatory information refer to:

UWA Risk Register: Section 3 - Laboratories
UWA Risk Register: Section 8 - Purchasing
UWA Risk Register: Section 14 - Plant and Equipment
UWA Risk Register: Section 20 - Workplace, Environment and Facilities
UWA Risk Register: Section 22 - Noise
UWA Risk Register: Section 22 - Workshops
For advice on protective clothing and safety equipment required, refer to the MSDS for the substance to be handled. Also see the UWA Guidelines for the Selection and use of Personal Protective Equipment. 

All equipment shall comply with current relevant Australian Standards.

Key points to consider regarding suitability:

- Correct attenuation with hearing protection devices for the noise source?
- Correct respirators and filters for hazards (e.g. fumes, vapours, particulates)?
- Correct type of gloves to protect against dermal absorption of the substance being used (e.g. nitrile, PVC, butyl, latex gloves) etc?
- Correct fitting and protection from safety glasses, face shields, visors etc?

7.11 Importing Animals and Other Restricted Importation Items

When importing animals and plants, federal and state quarantine requirements apply.

7.11.1 Quarantine Requirements

When importing animals and plants, federal and state quarantine requirements apply. Certain goods, animals and plants may be prohibited imports that are forbidden unless a permit has been obtained. Ensure that appropriate records are maintained. For further regulatory information, refer to:

- UWA Risk Register: Section 29 - Working with Animals
- Compliance with the Quarantine Act 1908 and the Quarantine Regulations 2000

7.12 Information, Instruction and Training

For assistance and further information with implementing these procedures contact UWA Safety and Health
Tel: 6488 3938 or see http://www.safety.uwa.edu.au/

7.13 Record Keeping

Copies of purchasing documents, Safe Purchasing Assessments and any associated licences, equipment manuals and Standard Operating Procedures shall be retained for five years for auditing purposes.

8 References

This Procedure has been developed with reference to the legislation, standards, codes and guidance, UWA Policies and Procedures as defined in the UWA Safety and Health Risk Register.

9 Appendix A

See next page.
# SAFE PURCHASE ASSESSMENT

(To be completed whenever purchasing or acquiring items in the categories shown)

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<thead>
<tr>
<th>Item Description</th>
<th>Order No.</th>
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<tbody>
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## Purpose of Purchase

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<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
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<table>
<thead>
<tr>
<th>Authorising Officer</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Signature:</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Y</th>
<th>N</th>
<th>If ‘No’ - what controls or other requirements will be required?</th>
</tr>
</thead>
</table>

### PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

- Does it bear the relevant Australian standard marking?
- Have instructions on use/fitting/maintenance been requested?

### OFFICE FURNITURE

- Are desks and Workstations compliant with AS4442?
- Are height adjustable swivel chairs compliant (AS4438 Level 5/6)?
- Are fixed chairs compliant (AS4688 Level 4/5/6)?
- Has instruction manual/information about safe use been requested?

### CHEMICALS / MATERIALS / RADIOACTIVE / BIOLOGICAL

- Is this a radioactive substance? Must be ordered through Safety & Health
- Is the substance a carcinogen as listed in Occupational Safety and Health Regulations 1996; Schedule 5.4 Refer to [http://www.safety.uwa.edu.au/policies/carcinogens_mutagens](http://www.safety.uwa.edu.au/policies/carcinogens_mutagens)
- If yes refer to Safety & Health
- Obtain/confirm existence of current MSDS (less than 5 years old)?
- Is the substance correctly labelled and packaged?
- Is suitable storage available? (dangerous goods, biological, drugs, poisons, gas cylinders, bunded area)
- Are suitable first aid/emergency equipment/procedures in place?
- Will training be required before use?
- All users are competent/trained to use?

### MACHINERY / PLANT / EQUIPMENT / ELECTRICAL

- Has instruction manual/information about safe use been requested?
- Can manufacturer / supplier supply a hazard assessment?
- Equipment has suitable guards/emergency stops/safety devices?
- Does it meet relevant Australian electrical standards?
- A Standard Operating Procedure (SOP) will be written before use?
- Will training be required before use?
- Are competent/trained to use/install/maintain?
- Is an operator licence/certificate of competency required?
- If classed as registrable, has it been registered?
- Is the noise level less than 85dBA?
- Electrical, inspect and tag for use in non-hostile environment?
- Electrical, test and tag for use in hostile environment?

### POST-PURCHASE ACTIONS

(to be completed prior to admission into the workplace for use)

<table>
<thead>
<tr>
<th>Y</th>
<th>N</th>
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</table>

- Has the supplier provided manual including safety information?
- Have hazardous substances been registered on ChemAlert?
- Has a Standard Operating Procedure (SOP) been prepared?
- Have all users received training for safe use?
- Has the equipment been checked as suitable for use?
- Has suitable storage been carried out?
- Have contractors involved attended Contractors Induction Course?

All preparations for safe use have been completed as required.

<table>
<thead>
<tr>
<th>Supervisor Signature:</th>
<th>Date:</th>
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