

Policy Hierarchy link	WHS Act and Regulations 2011 WHS policy		
Responsible Officer	Director of Human Resources		
Contact Officer	HS Manager d.janssen@unsw.edu.au 9385 2214		
Superseded Documents	OHS316 OHS Purchasing Guideline v3.1		
File Number	TRIM 2012/03221-001		
Associated Documents	HS663(a) Pre-Purchase Checklist for Equipment HS663(b) Pre-Purchase Checklist for Hazardous Materials HS040 Supplier Declaration		
Version	Authorised by	Approval Date	Effective Date
4.0	Director, Human Resources	19/3/2013	19/3/2013

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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 all workers who are designated to purchase 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).

This Guideline allows purchases of the following non-hazardous items without the need to complete the Pre-purchasing checklist for each purchase: stationery, office supplies, books, journals, travel, conference and other membership fees, accommodation, computer software, minor hardware items and non hazardous chemicals.

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. Guideline

3.1 Obtain Information

Prior to any purchasing decisions the hazards and risks associated with the use, transport and storage of the goods need to be considered.

To assist consider the implications of introducing new plant and equipment into the workplace a pre-purchase checklist: HS663(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).

Similarly if new hazardous materials are being considered for purchase then HS663(b) Pre-purchase checklist for hazardous materials can be used.

Other more specific or more relevant checklists developed by the local area are permitted to be used provided that they meet the same intent.

Enough information must be sought about the equipment / materials or services in advance so that any risk control strategies required for the safe use are in place prior to being introduced and that the relevant legislation, standards or codes of practice applicable to the goods and services can be complied with e.g. notification, licensing, certification etc.

3.2 Suppliers to meet H&S specifications

The capacity of suppliers of goods and services to comply with UNSW Health and Safety requirements must be assessed. This may be achieved by obtaining the supplier's HS Policy and their HS Management System details, or by the identification of relevant HS requirements in their tenders. The UNSW Supplier declaration form (HS040) contains example questions that could be used to assess whether the supplier can meet UNSW HS requirements. Other more relevant questions can be added if required by the local area.

Documentation for the hiring of labour hire employees must include reference to site specific HS risk, provision for HS inductions, and records for the review of HS performance.

3.3 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. Such programs may include site specific safety management plans and safe work procedures. 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).

3.4 Assessment for Goods and Hazardous Materials

Prior to admission to the workplace, all plant, equipment and hazardous materials must be verified for HS compliance against HS requirements. Non-conformances must be addressed before admission of the goods to the workplace. Refer to the HS663a and HS663b Pre-purchase checklists.

3.5 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.

3.6 Recordkeeping

Records of goods and services HS conformance verification shall be maintained in accordance with the UNSW Records Procedure.

The post-purchase declaration at the bottom of the HS663(a) Pre-purchase checklist for equipment can be used to verify that the person responsible for purchasing the equipment has checked that the equipment meets the documented H&S requirements before it goes into service.

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.