

Safe Purchasing Protocol

CEE013

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Related documents:	HS316 Health and Safety Purchasing Guideline HS663a Pre Purchasing Checklist for Plant and Equipment HS633b Pre Purchasing Checklist for Hazardous Chemicals/Materials

1. Purpose – context for development of the protocol

The purpose of this protocol is to ensure that all equipment, hazardous materials, and services purchased by the School have been assessed prior to purchase or engagement and meet health and safety requirements.

2. Scope – to which positions/groups does the protocol apply

This applies to all staff, students, visitors who purchase goods for carrying out school activities, on or off site.

Goods and services include but are not limited to:

- Plant and equipment;
- Furniture;
- Hazardous materials (e.g. chemicals, radioactive substances);
- Specialist labour hire (see definition of services in section 2).

The purchase of non-hazardous items such as stationery, office supplies, books, journals, travel, conferences and other membership fees, accommodation, computer software, minor hardware items, and non-hazardous chemicals are not subject to the requirements of the guideline.

3. Definitions and acronyms used

Hazardous plant and equipment: In general if a piece of equipment is identified as potentially causing an injury and requiring a Safe Work Procedure, it is hazardous and should require a Pre-Purchase Checklist.

Hazardous Chemical: This will be specified in the Safety Data Sheet as hazardous or dangerous goods.

Requisitioner: The person who wishes to purchase the goods.

University Purchase Card: UNSW Credit Card.

Supervisor: Project/Academic Supervisor.

Services: Services in this context refers to labour hire personnel or specialist consultants / service technicians engaged by a local area for specific specialist work.

4. Protocol statement

1. Prior to making any purchasing decisions the following information must be considered:
 - The health and safety risks associated with the use, transport, storage, maintenance and disposal of the equipment, materials or services.
 - The risk control strategies needed to be in place for the use, transport, storage, maintenance and disposal of the equipment, materials or services.
 - Ensure hazards and controls are documented as part of the overall project Risk Management Form.
2. Purchases must be according to the [UNSW Procurement Procedure](#). Where possible national agents should be used; if this is not possible, the Requisitioner takes on the responsibilities of an importer. These responsibilities include:
 - Ensure that equipment is compliant with national legislation and Australian Standards.
 - Have written instructions in legible English.
3. Purchases must be discussed with the relevant Lab Manager to consider such factors as available space, services required, Risk Management, training, maintenance costs, consumables costs, waste management and equipment disposal costs.
4. The Requisitioner must complete the Pre-Purchase checklist and have this countersigned by the Lab Manager if the item is deemed to be potentially hazardous and/or is valued at \$5000 or more. Persons responsible for actions identified in the Pre-Purchase checklist must be informed.
5. The Requisitioner supplies a copy of the Pre-Purchase checklist to the Purchasing Officer with the purchasing information. If a University Purchase Card is used then the Pre-Purchase checklist must be completed before purchase, and must be attached to the monthly credit card reconciliation, so that the Purchasing Officer can ensure it was completed.
6. Once the goods are received, the Requisitioner nominates a custodian for equipment and ensures that a Safe Work Procedure (SWP) and other appropriate Health and Safety documentation is prepared and signed off by the responsible Supervisor.

PURCHASING PROCESS

