



UNIVERSITY  
OF WOLLONGONG  
AUSTRALIA

**UOW SAFE@WORK**

# WHS PURCHASING GUIDELINES

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# 1 Introduction

The University of Wollongong (UOW) is committed to the provision of a safe and healthy workplace for all workers, students and visitors. Purchasing items can introduce health and safety risks to the workplace and by incorporating risk management activities into purchasing processes this can help to ensure new hazards are not introduced to the workplace or suitably controlled.

In essence, there are three questions which need to be asked during the procurement process to ensure potential risk of goods and services are identified and controlled before being introduced into the workplace:

- Are there any risks associated with goods or services being purchased?
- Can these risks be eliminated from the purchase altogether?
- If we can't eliminate the risks how can we manage the risks for the intended item to ensure health & safety? Or in other words what is the supplier or University required to implement in order to minimise the risks associated with the proposed purchase?

## 2 Scope

The purpose of this guideline is to ensure that suitable consideration is given when purchasing items which may have an adverse impact on health and safety. This guideline is to be applied in conjunction with the University's [Purchasing and Procurement Policy](#) and related procedures and applies to any item purchased by the University via orders, tenders, contracts, petty cash and credit card transactions. The guidelines apply to any purchase of plant and equipment, materials or substances including those which are hired, leased or donated to the University.

The purchase of services and/or labour hire should refer to the [Contractor WHS Guidelines](#).

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

## 3 Responsibilities

Executive Deans, Directors, Heads and Managers of Units are to ensure that these guidelines are implemented within their area of responsibility.

Any person in the University who purchases, leases or hires goods is responsible for identifying WHS requirements for any item which may pose a reasonably foreseeable injury in the workplace and upon receipt, verify that WHS specifications or control measures are in place to eliminate or reduce the risk.

Persons responsible for purchasing activities and payments are to complete the internal training on the University's purchasing system, Basware. Persons undertaking the purchase of goods should have the capability to ensure that item being received is fit for purpose by identifying any WHS requirements prior to purchase and then verifying those requirements upon receipt.

Knowledge of this document shall be the base skill, experience or qualifications used for the safe purchase of products. Other skills, experience or qualifications for the identification of WHS requirements of specific goods are outlined in [Appendix 1](#).

## 4 Determining WHS Requirements

The underlying principle of determining WHS requirements before the purchase of items is to ensure that hazards are not introduced into the workplace without consideration and to ensure that any controls needed for the use of the item are in place prior to the item being used in the workplace.

Any Hazardous items to be purchased should be evaluated to determine what WHS requirements and controls are needed to ensure that the hazards are controlled prior to the items being used in the workplace. It is much more efficient and less costly to identify safety controls before an item is purchased rather than to wait till it arrives and discover that additional costly controls measures are required to use it safely.

If the item to be purchased is covered by existing risk control measures and meets industry standards, codes of practice and legislative requirements then a pre-purchase checklist and /or a more detailed risk assessment is not required prior to purchase. Where a pre-purchase checklist and/or risk assessment is not required the person purchasing the goods must still ensure the goods do not pose a risk to health and safety and check the goods meet any required WHS specifications before the item is used in the workplace.

If the item to be purchased is not adequately covered by existing risk controls or does not meet industry standards, codes of practice and legislative requirements then a pre-purchase checklist and /or more detailed risk assessment must be completed prior to purchase (any new hazardous items purchased from overseas must have a pre-purchase checklist and/or risk assessment completed).

### 4.1 Purchasing plant and equipment

Sufficient information must be sought by the person requesting the goods (not the person raising the purchase order) before new plant or equipment is introduced into the workplace so that the health and safety implications can be assessed in advance. It is necessary to consider impacts such as:

- where the equipment will be located;
- whether there is enough space for the item
- whether the item requires modification in order for it to meet industry standards, codes of practice or legislative requirements
- whether workers will need extra training;
- whether Safe Work Procedures will need to be updated;
- whether the equipment produces noise, fumes, extra heat etc.
- if additional PPE might be required

This will enable any risk control measures required for its safe use to be in place prior to arrival.

Such information gathering will also identify whether the relevant legislation, standards or codes of practice applicable to the equipment can be complied with e.g. notification, licensing, certification etc.

### 4.2 Purchasing hazardous chemicals

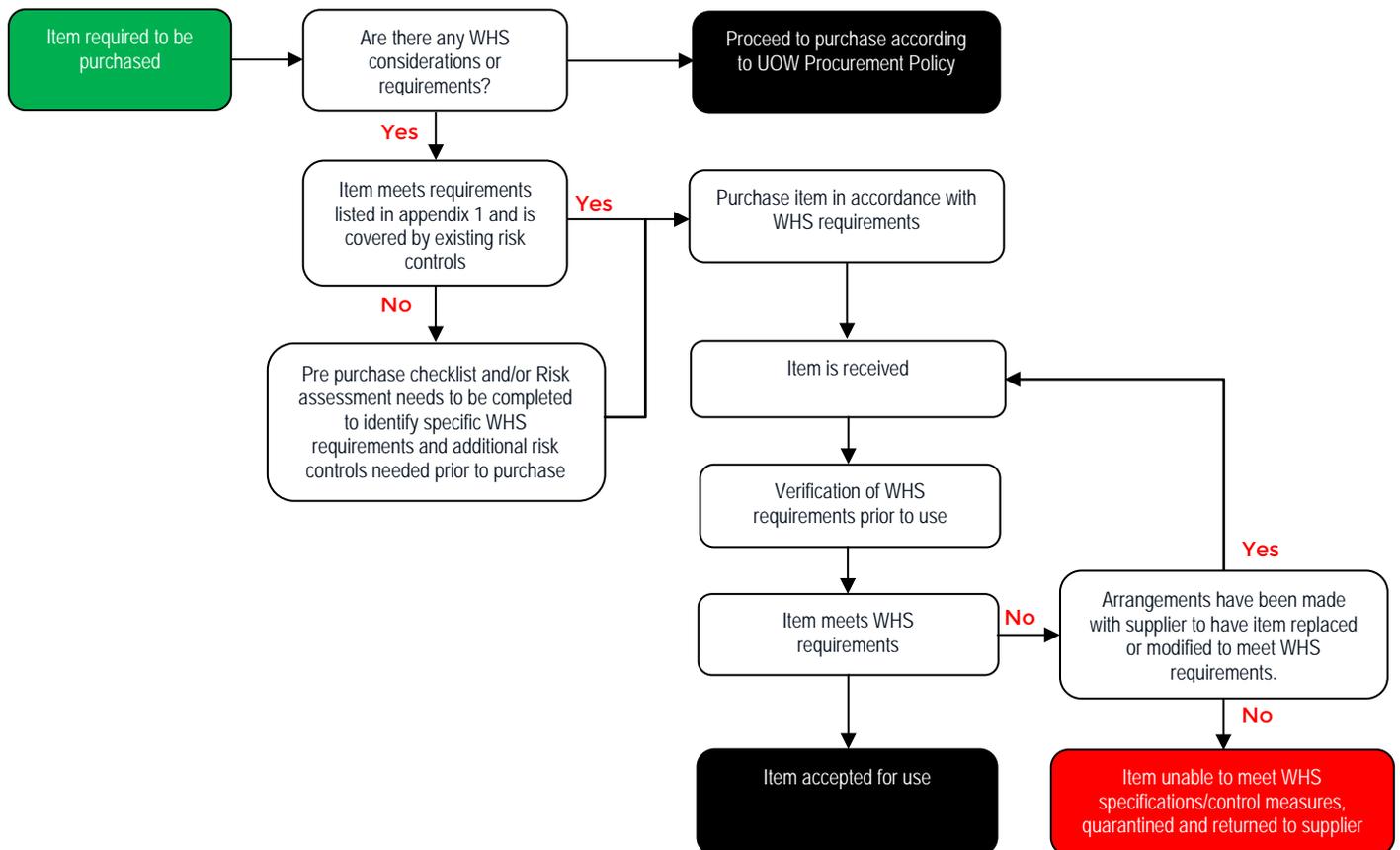
Prior to the purchase of any Hazardous chemicals the purchaser is to source a Safety Data Sheet (SDS) from the supplier (if the SDS is not available on Chem Alert). The purchaser must review the content of the SDS and verify if the listed controls are suitable for the intended storage and usage processes for the particular chemical. The pre-purchase checklist can also be used to assist with determining any other WHS requirements associated with purchasing **a new chemical**.

For the WHS requirements associated with purchasing scheduled drugs or poisons refer to the [Scheduled Drugs and Poisons Guidelines](#).

Red chemicals require a detailed risk assessment to be completed **prior to the use** of the chemical.

## 5 Process

The diagram below illustrates the procedure for the identification and verification of WHS requirements in the procurement process.



### 5.1 WHS Requirements and Risk Control Measures

Requirements and/or risk control measures for WHS are to be detailed on the internal purchase order form, or purchasing system Basware ('Item description' or 'Additional info' fields) and provided to the supplier. See [Appendix 1](#) for examples of WHS requirements for common items.

When items are purchased outside the purchasing system the supplier is to be provided with details of any WHS requirements or risk control measures in writing. This may include WHS requirements listed on either of the following:

- purchase order
- via a completed risk assessment, or
- a letter outlining specifications.

A list of applicable legislation and WHS specifications is provided in Appendix 1 Examples of WHS Specifications and Control Measures.

## 5.2 Supplier's Capacity to Comply

It is necessary to ensure that the supplier can meet the requirements as stated in the WHS specifications or control measures. This can be derived through discussions with the supplier on the required WHS specifications in the pre-purchase stage of procurement to ensure the item is fit-for-purpose.

The process of measuring the capacity of a supplier to meet the WHS specifications related to an item shall be documented on the purchase requisition form or other supporting documentation. The process of measuring a supplier's capacity to meet WHS specification includes checking to ensure that the supplier can meet or exceed the WHS specifications or control measures through the risk assessment process or specifications as outlined in Appendix 1.

Should the supplier not have the capacity to comply with identified WHS requirements the purchase is to be made through another supplier capable of meeting the requirements. Alternatively the selection of another item that is capable of meeting the WHS requirements could be explored.

## 5.3 Verification of WHS Requirements

The verification of WHS requirements is required upon arrival of goods to ensure that the WHS requirements or control measures have been met as detailed on the purchase order. Verification should be conducted by the person who ordered the item and/or who determined any the WHS requirements. Verification of WHS specifications are to be documented by the person receiving the goods .

Examples of verification may include:

- checking to ensure that containers are clearly labelled
- checking that an item is labelled to indicate that it has been made to comply with the relevant Australian Standard or legislative requirement
- checking the compatibility of the item to be stored in compliance with the dangerous goods requirements
- ensuring that an item is fitted with physical control measures such as guarding of moving parts.

The post purchase declaration on the pre-purchase checklist should be signed to confirm that specifications have been met or the purchase order can be signed upon receipt of the goods stating that the goods have met the requirements specified.

When WHS requirements or control measures cannot be verified, the item must be quarantined and/or tagged out until the verification is complete. Items that are unable to be verified must be returned to the supplier.

If a hazard is not identified prior to purchase but becomes apparent once the item has been received or used a hazard report shall be lodged using SafetyNet. The hazard report shall detail the corrective actions required to eliminate or minimise the risk of injury to an acceptable level.

## 5.4 Repeat Purchases

A risk assessment can be re-used for repeated purchases of the same item or where the supplier has previously demonstrated compliance to WHS requirements. However, if the use or quantity of the item differs and has a greater impact on health and safety, the risk assessment should be reviewed and modified accordingly.

## 5.5 Standing Orders

Where a standing order has been raised with a supplier, the supplier must indicate in writing via a Memorandum of Understanding that all products being supplied to the University will conform to applicable legislation, codes of practice or Australian Standards not limited to those outlined in Appendix 1 of these Guidelines.

Where WHS requirements are identified outside of the Memorandum of Understanding, these shall be outlined in writing to the supplier prior to purchase.

Products received by the University from a supplier with a standing order are required to be verified for compliance to WHS requirements prior to use.

## 5.6 Credit Card/Petty Cash Purchases

To ensure compliance with these guidelines the preferred purchase method for items with WHS considerations is the online purchasing system rather than credit card or petty cash transactions.

When materials or substances are required to be purchased using a credit card or petty cash, the person purchasing the item shall consider the potential for the equipment, material, facility or substance to pose a risk to health and safety. Where it is identified a risk assessment is required it shall be conducted in accordance with the WHS Risk Management Guidelines.

## 5.7 Consultation

Any proposed changes to the working environment through the purchase of goods and services that could place a risk to health and safety must be consulted with workers who are likely to be affected. This can be achieved by being raised with the Supervisor or local area Workplace Advisory Committee.

# 6 Related Documentation

Use the links below for the following related documentation:

- [Purchasing and Procurement Policy](#)
- [WHS Risk Management Guidelines](#)
- [SafetyNet – Risk assessment form](#)
- [Pre-Purchase Checklist](#)

# 7 Program Evaluation

In order to ensure that these guidelines continue to be effective and applicable to the University, these guidelines will be reviewed regularly by the WHS Unit in consultation with the WHS Committee.

Conditions which might warrant a review of the guidelines on a more frequent basis would include:

- reported hazards or injuries
- non-conforming systems
- WHS Committee concern.

Following the completion of any review, the program will be revised/updated in order to correct any deficiencies. These changes will be communicated via the WHS Committee.

## 8 Version Control Table

<b>Version Control</b>	<b>Date Released</b>	<b>Approved By</b>	<b>Amendment</b>
1	December 1997	WHS Manager	Document created
2	February 2003	WHS Manager	Modification to reflect current process
3	April 2007	WHS Manager	Changes made to incorporate the eprocurement process
4	February 2008	WHS Manager	Inclusion of training requirements and expansion of Section 4.4
5	October 2009	WHS Manager	Review completed in line with National Audit Tool requirements, improvements made to Section 4
6	April 2010	Manager WHS	Minor review no significant changes
7	August 2010	Manager WHS	Document updated to incorporate the Personnel name change to Human Resources Division
8	March 2012	Manager WHS	Rebrand
9	March 2013	Manager WHS	WHS Unit name change and incorporation of section 4.9
10	September 2013	Manager WHS	Appendix 1 reviewed to update standards and to incorporate information on hazardous chemicals
11	May 2015	Manager WHS	Aligned to the risk management methodology outlined in the Business Assurance Risk Management Policy. Removed references to extreme risks
12	August 2015	Manager WHS	Added pre-purchase checklist
13	June 2016	Manager WHS	Rebrand. Changes made to incorporate Basware
14	November 2016	Manager WHS	Updated Section 5: Process

## 9 Appendix WHS requirements

Item Description	Pre-purchase WHS Requirements
<b>Personal Protective Equipment</b>	
<p>The following Australian Standards need to be met for the relevant item of Personal Protective Equipment being purchased as per section 4 of this document.</p>	
Clothing	AS4602 - High visibility safety garments AS4399 - Sun protective clothing - Evaluation and classification AS4453.1 - Protective clothing for users of hand-held chainsaws - Test rig for testing resistance to cutting by a chainsaw AS6529 - Protective clothing - Protection against chemicals - Determination of resistance of protective clothing materials to permeation by liquids and gases AS4503 - Protective clothing - Protection against liquid chemicals - Test method: Resistance of materials to permeation by liquids DIN EN 343 - Protective clothing - Protection against rain AS2375 - Guide to the selection, care and use of clothing for protection against heat and fire AS4501 - Occupational protective clothing - General requirements
Eye Protection	AS1337 - Eye protectors for industrial applications AS1067 - Sunglasses and fashion spectacles AS1609 - Eye protectors for motor cyclists and racing car drivers AS4066 - Eye protectors for racquet sports
Footwear	AS2210.3 - Occupational protective footwear – Specification, use and maintenance
Gloves	AS2161.1 - Occupational protective gloves - Selection, use and maintenance AS2225 - Insulating gloves for electrical purposes AS4179 - Single-use sterile surgical rubber gloves – Specification AS4011 - Single-use examination gloves – Specification AS2161 - Occupational protective gloves - Protection against thermal risks (heat and fire) AS2161 - Occupational protective gloves - Protection against cold AS2161 - Occupational protective gloves - Protection against ionizing radiation and radioactive contamination

Item Description	Pre-purchase WHS Requirements
Headwear	AS1800 -Occupational protective helmets - Selection, care and use AS1698 - Protective helmets for vehicle users AS1801 - Occupational protective helmets AS2063 - Pedal cycle helmets AS4499 - Protective headgear for cricket – Helmets AS3838 - Helmets for horse riding and horse-related activities
Hearing protection	AS1270 - Acoustics - Hearing protectors and AS1269.3 Occupational noise management - Hearing protector program
Respirators	AS1716 - Respiratory protective devices AS1715 - Selection, use and maintenance of respiratory protective devices
<b>Hazardous Chemicals and Dangerous Goods</b>	
Carcinogenic Substance	WorkCover Carcinogenic Substances Notification Form needs be completed at least 60 days prior to purchase. The notification form is to be attached to the purchase order. Follow requirements set out for Hazardous Chemicals. More information: <ul style="list-style-type: none"> <li>▪ <a href="#">Carcinogenic Chemicals Guidelines</a></li> </ul>
Hazardous Chemicals	First time use: <ul style="list-style-type: none"> <li>▪ The purchaser is to source a Safety Data Sheet (SDS) from the supplier if the SDS is not available on Chem Alert</li> <li>▪ Review the content of the SDS and verify if the listed controls are suitable for the intended storage and usage processes for the particular chemical. If they do then the SDS should be attached to the purchasing documentation</li> <li>▪ Complete hazardous chemicals risk assessment if the hazardous chemical is rated red or if it is being used outside the scope of the SDS</li> </ul> Repeated use for same application: <ul style="list-style-type: none"> <li>▪ Storage, training, and control measures as previously implemented</li> </ul> More information: <ul style="list-style-type: none"> <li>▪ <a href="#">Working With Hazardous Chemicals Guidelines</a></li> <li>▪ <a href="#">Dangerous Goods and Storage Guidelines</a></li> </ul>

Item Description	Pre-purchase WHS Requirements
Radioactive sources	Licence for Radioactive Substances is to be attached to the purchasing documentation Follow requirements set out for Hazardous Chemicals above. More information: <ul style="list-style-type: none"> <li>▪ <a href="#">Radiation Safety Guidelines</a></li> </ul>
Sharps bin	AS4261 - Reusable containers for the collection of sharp items used in human and animal medical applications AS4031 - Non-reusable containers for the collection of sharp items used in human and animal medical applications
<b>Plant and Equipment</b> <b>The following Australian Standards need to be met for the relevant item of plant or equipment being purchased as per section 4 of this document.</b>	
Audio/Visual Equipment	AS/NZS 60065 - Audio, visual and similar electronic apparatus – Safety requirements (IEC 60065, Ed.7.2 (2011) MOD)
Backflow prevention devices	AS2845 - Water supply - Backflow prevention devices - Materials, design and performance requirements.
Biosafety Cabinets	AS2252.1-Biological safety cabinets - Biological safety cabinets (Class I) for personnel and environment protection AS2252.2-Controlled environments – Biological safety cabinets Class II – Design. AS 2252.3-2011-Controlled environments - Biological safety cabinets Class III – Design
Chainsaws, brush cutters and grass trimmers	AS3575 - Chainsaws, brush cutters and grass trimmers – Safety requirements
Electrical protection devices	AS3190 - Approval and test specification - Residual current devices (current-operated earth-leakage devices)
Fall protection	AS1891.1 - Industrial fall-arrest systems and devices – Harnesses and ancillary equipment AS1891.2 - Industrial fall-arrest systems and devices – Horizontal lifeline and rail systems AS1891.3 - Industrial fall-arrest systems and devices – Fall-arrest devices AS4488.1 – Industrial rope access systems – Specifications
Fire Equipment	AS1841 - Portable fire extinguishers (Series 1-8)- AS1221 - Fire hose reels ISO 12239 – Fire detection and fire alarm systems – Smoke alarms AS3786 – Smoke alarms AS1603 - Automatic fire detection and alarm systems (Series 1-3, 5, 7,8, 11, 13-17)

Item Description	Pre-purchase WHS Requirements
	AS1670 - Fire detection, warning, control and intercom systems - System design, installation and commissioning AS2118.1 - Automatic fire sprinkler systems - General systems AS2941 - Fixed fire protection installations - Pumpset systems AS2419 - Fire hydrant installations - System design, installation and commissioning (Series 1-3) AS2293.1 - Emergency escape lighting and exit signs for buildings - System design, installation and operation AS3504 - Fire blankets AS2444 - Portable fire extinguishers and fire blankets - Selection and location
Fixed platforms, walkways, stairways and ladders – Design, construction and installation	AS1657 - Fixed platforms, walkways, stairways and ladders – Design, construction and installation
Fume Cupboards	AS/NZS 2243.8 - Safety in Laboratories – Fume cupboards
Hand held tools	AS60745.1 - Hand-held motor-operated electric tools - Safety - General requirements
Ladders	AS1892.5 - Portable ladders – Selection, safe use and care
Lasers	AS/NZS IEC 60825.1:2011 Safety of laser products - Equipment classification and requirements
Lifts	AS1735.1 - Lifts, escalators and moving walks - General requirements
Machinery	AS4024.1 (Series) - Safety of machinery
Medical equipment	AS3200.1 - Medical electrical equipment – General requirements for safety – Parent Standard
Office Furniture and workstations	AS3813 - Plastic monobloc chairs AS/NZS 4438 - Height adjustable swivel chairs AS4688.2- Furniture - Fixed height chairs - Determination of strength and durability Furniture – Fixed height swivel chairs – Ergonomic and general requirements AS4688.3 - Furniture - Fixed height chairs-Determination of stability - Upright chairs AS4688.4 - Furniture - Fixed height chairs - Determination of stability - Chairs with tilting or reclining mechanisms when fully reclined and rocking chairs AS3590.1 – Screen-based workstations – Visual display units

Item Description	Pre-purchase WHS Requirements
	AS3590.2 – Screen-based workstations – Workstation furniture AS3590.3 – Screen-based workstations – Input devices AS/NZS4442 - Office desks AS/NZS4443 - Office panel systems – Workstations
Pressure gauges and regulators	AS4267 - Pressure regulators for use with industrial compressed gas cylinders AS4706 - Pressure gauges for regulators used with compressed gas cylinders.
Pressure vessels	AS1210 - Pressure vessels AS2030.1 – Gas Cylinders – General requirements
Radioactive apparatus	License for Radiation Apparatus AS2243.4 - Safety in laboratories - Ionizing radiations
Slings	AS1353 - Flat synthetic-webbing slings - Product specification AS1380 - Fibre-rope slings - Product specification

[Australian Standards](#) are available online via the UOW Library webpage.