

OHS Purchasing Standard

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Owner: Health, Wellbeing and Safety (HR)

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1. Purpose:

The purpose of this standard is to identify and manage the OHS risks associated with the procurement of goods (materials, substances, furniture, software, plant and equipment). These risks include both the physical risks associated, for example, with unguarded plant, as well as psychological risk associated, for example, with poorly designed software. Procurement of goods includes purchase, lease and hire of goods. The provision of services will be generally covered by the [OHS Contractor Management Standard](#).

Under the OHS Act various parties as well as the employer have responsibilities in the purchasing process. In particular: (see also [Section 8](#))

- A person who designs plant (section 27)
- A person who designs a building or structure or part of a building or structure (section 28)
- A person who manufactures plant or a substance (section 29)
- A person who supplies plant or a substance (section 30)
- A person who installs, erects or commissions plant (section 31)

The primary purpose of this standard is to ensure that the consideration of risk occurs as early as possible in the purchasing process. This not only ensures legal compliance but is also the most cost effective approach. This approach also promotes the use of safety in design.

2. Responsibilities

Purchases must be performed in accordance with Deakin's [procurement process](#). The OHS risks associated with the purchase must be identified and managed as part of this purchasing process. This is generally the responsibility of the purchaser and the manager of the area initiating the purchase. If the purchase is carried out through another area or a person different to the purchaser, for example, Procurement, that area must also inform themselves of any hazards to their staff associated with the purchase. They must also ensure any identified hazards are appropriately managed throughout the purchase process.

The Pro Vice Chancellor, Head of School, Faculty General Manager, or Executive Director (Executive Manager) is responsible for ensuring purchasing arrangements include OHS considerations and arrangement and that these are communicated to the relevant staff. OHS considerations should include all parties involved in the purchase, receipt and/or use of the goods including staff, students and other external parties. Areas that facilitate purchasing are responsible for assuring themselves the necessary assessments have been carried out before the purchase is made.

Records of the assessment must be filed by the area and kept for a minimum of 7 years.

The Executive Manager is responsible for:

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- Ensuring a relevant compliance procedure is in place and followed for managing the OHS requirements of the procurement process (see [Recommended Compliance Procedure](#));
- Making sure that goods with OHS implications are identified and that minimum specifications for their purchase are developed;
- Where practical, identifying preferred suppliers who can meet the minimum specifications for goods;
- Making sure that staff are aware of the requirements for purchasing goods including any specific legislative requirements that may apply; and
- Making sure that corrective action is taken in relation to any non conforming goods.

Where a list of preferred suppliers is maintained the relevant responsible Department Head shall:

- Make sure that a OHS Pre-Purchase Checklist has been completed for each supplier prior to their approval as a preferred supplier;
- Maintain a register of preferred suppliers of goods in the workplace and making the register available to all staff;

The Workplace Manager and/or the Manager's OHS Nominee is to then evaluate, in consultation with the HSRs and staff whether or not the supplier will meet the OHS specifications.

Any person in the University who purchases, leases or hires goods is responsible for:

- Ensuring the compliance procedure for OHS procurements is completed for each purchase or if relevant class of purchase (see [Recommended Compliance Procedure](#));
- Only ordering goods with OHS implications from suppliers on the Approved Suppliers List (where it exists);
- Where an Approved Suppliers List does not exist, attention must be paid to ensuring the supplier meets their requirements under Victorian law and any internal University requirements (see [Responsibilities of Suppliers](#));
- Completing the OHS Pre-Purchase Checklist as required for all received goods (that have OHS implications);
- Making arrangements to receive the purchase at Deakin safely
- Upon receipt, verifying that OHS specifications or control measures to reduce the risk are in place before use;
- Reporting any hazards or non-conformances associated with goods to the responsible manager and where appropriate lodging an [Incident Report](#). Where possible this should occur prior to use or operation;
- Using goods only as instructed and/or as specified; and
- Advising, training and directing as relevant other University staff, students or contractors on the safe use of that good.

3. Responsibilities of Suppliers

Suppliers of goods are responsible for:

- Making sure that the goods they are supplying meet the requirements of specific legislation, codes of practice and Australian Standards (ensure this is clear with direct international suppliers);
- Providing goods with all appropriate information and instruction e.g. risk assessments, safe work procedures, Material Safety Data Sheets (MSDS); and
- Correcting and/or replacing goods that have an identified non-conformance either at the time of receipt (and prior to use) and/or according to applicable warranty provisions.

It is the responsibility of the purchaser to take reasonable measures to ensure that these requirements are being met. This would include sharing any University risk assessment with the supplier, ensuring relevant clauses are included in contracts, seeking evidence of compliance from the supplier and providing the supplier with information or requirements where there is known medium to high risk.

4. Risk Assessment

Purchases have the following default risk ratings.

Goods and Services	Default Risk Rating	Pre-Purchase Risk Assessment Required?
Office stationery and supplies	Low	No
Software (*)	Medium	Yes
Manual Handling	Medium	Yes
Personal Protective Equipment	Medium	Yes
Office Furniture	Medium	Yes
Chemicals	High	Yes
Radiation Sources	High	Yes
Plant and Electrical Equipment	High	Yes

(*) Poorly designed software can lead to range of OHS issues include ergonomic hazards and stress. It also affects productivity. Ergonomics should be a major consideration in the design of new software.

There are a range of risk assessment templates in each topic under the [Safe Work Environment](#) section of the OHS Manual. In addition the [OHS Risk Management Guidelines](#) include general risk assessment templates.

The underlying principle of any OHS purchasing arrangements is to ensure that hazards are not introduced into the workplace without consideration. The consideration is generally in the form of risk assessment. This may be only one step “we considered the OHS risks associated with the purchase of the material/plant etc and have not identified any of significance or relevance”. If OHS risks are identified then the second step may be “We have identified the following risks and they are adequately managed by our existing control measures (procedures, equipment etc)”. Only items that do not fit into these two categories will require a more detailed risk assessment: for example a new class of chemical, a new type of plant. All of this may have already been covered in, for example, the (Research) Work Safety Assessment drawn up by researchers as part of their project planning.

Where pre-purchase risk assessment is not required, the person purchasing/ordering/requesting the goods must still ensure that the goods do not pose a risk to health and safety.

In general the risk assessment process must be fit for purpose and appropriate to the type of risk and the level of risk identified. In some situations the risk assessment requirement can be met through the specification or tendering process. For example ergonomic standards for furniture or computer systems can be included in the tender or purchasing contract.

With chemicals as an example, the University is legally required to assess the risks of dangerous goods and hazardous substances. It is more efficient and less costly to do this when the purchase is being considered rather than when it is sitting on the shelf and the purchaser suddenly realises that extraordinary (and expensive) control measures are need to use it safely. With chemicals the risk assessment process can be made simpler by treating chemicals by class or hazard: for example poisons of a certain class all need the same controls, so you would not do a new risk assessment every time a new chemical of that group came in. However you would have to inform yourself beforehand about what you are purchasing and whether it fits into an existing category.

With plant, there is the same legal obligation. It is better to have the safety controls as part of the specification rather than discovering when the plant arrives that you have to spend twice as much refitting it or making it safe.

5. Standards

Standards associated with materials, plant and systems are relatively easy to identify through a search on the web. The Library provides access to [Australian Standards](#). Once the relevant standards have been identified, discussions should occur with potential suppliers about their applicability and whether they can be met in practice. The relevant standards should then be incorporated into tender documents and contracts.

From a regulatory point of view, the use of Standards provides the University with some assurance that it is meeting industry standards with the particular purchase. Standards are also an intrinsic part of safe systems of work.

6. Compliance Procedure

The following compliance procedure is not mandatory, however the system that you adopt must produce similar or better outcomes.

Methodology	Resources / Tools
Develop a Safe Purchasing Program	
Step 1.: Develop a OHS Purchasing Management System that meets your needs	Identify purchases that require a risk assessment to be carried out. Assign appropriate responsibilities. Develop generic templates as needed.(see Risk Assessment)
Before Purchase: OHS Pre-Purchase Checklist	
Step 2.. Identify whether there is a preferred supplier for the goods or service	If hazardous materials or plant are purchased regularly, one effective approach is to have preferred provider list where these steps only need to be gone through in the development of the list. Where an OHS pre-purchase risk assessment checklist has not been completed, the authorising officer must ensure that one is completed.
The following steps normally apply only to the first off purchase. However it is the Purchaser's responsibility to ensure that risks associated with the purchase (OHS Pre-Purchase Checklist) have already been identified and appropriate controls in place.	
Step 3.: Identify any specific standard or regulation associated with the planned purchase	The Library provides access to Australian Standards . Victorian Acts and Regulations , Summary of OHS legal requirements Safe Work Australia: Safe Design
Step 4.: Identify any licence required for the purchase or use of the good	Each area must maintain a register of goods and services that are required to be purchased under a licence (OHS Plan)

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Methodology	Resources / Tools
Step 5.: Identify the hazards associated with the purchase in consultation with the likely users	<p>This can be done in many ways including:</p> <ul style="list-style-type: none"> • requiring potential suppliers to provide risk assessments as part of their tender or proposal • discussing the purchase with current and future users to identify possible hazards • using resources such as Material Safety Data Sheets for chemicals and standards for plant <p>The Pre-Purchase Checklist can be used</p>
Step 6.: If practical, consider the risk associated with each hazard	<p>See OHS Risk Management Guidelines</p> <p>Where risk assessments with controls in place are rated Extreme or High, purchase of the good must be referred to the PVC, HoS or Director for approval of use.</p> <p>The risk assessment should consider the following:</p> <ul style="list-style-type: none"> • legal requirements • codes of practice or relevant standards, • potential impact on affected personnel, • training requirements, • changes to work procedures, • personal protective equipment: • technical data or information.
Step 7. Use this information to inform the specification or tendering process	
Step 8.: Reduce the risk associated with each hazard as far as practical through the choice of the actual purchase	
Step 9.: Identify general set-up, operational, maintenance and disposal requirements and resources	<p>Consider:</p> <ul style="list-style-type: none"> • Ease of maintenance • Operating manuals • Set-up and operational requirements including training
Step 10.: Provide a copy of risk assessment (checklist) to the local manager to gain approval for the purchase	<p>Based on the information provided by the staff member and the supplier, the Workplace Manager and/or Management OHS Nominee is to then evaluate, in consultation with the HSRs and staff whether or not the supplier will meet the OHS specifications. The details of suppliers that have demonstrated the ability to provide compliant goods shall be recorded by the Workplace Manager and/or Management OHS Nominee on the <i>Preferred Suppliers List</i>.</p>
Step 11.: Order the goods	<p>If the goods are ordered through another University department, a copy of the risk assessment must be provided or a statement that there are no identified OHS risks involved</p>
<p>Preparing for the Purchase</p>	

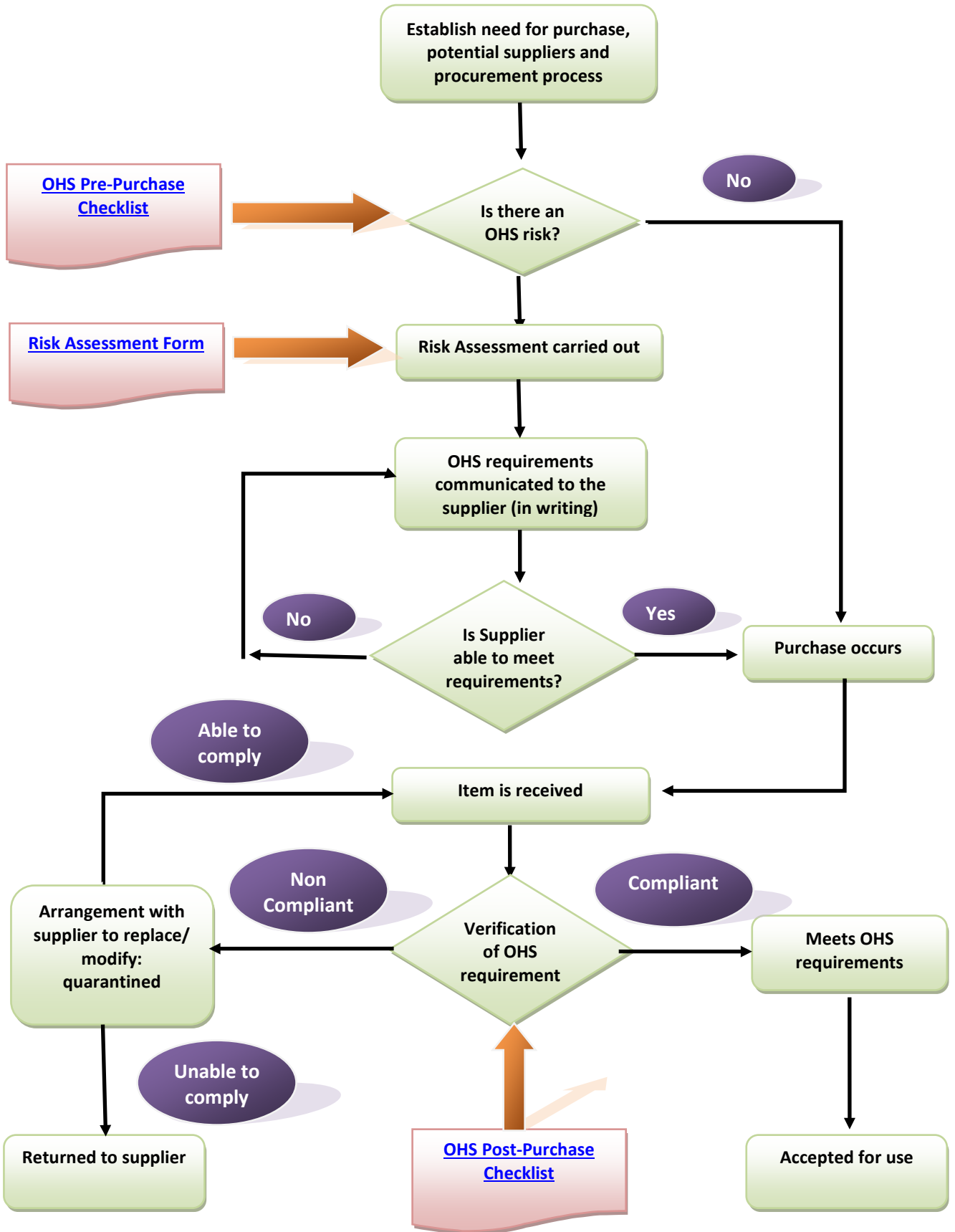
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Methodology	Resources / Tools
Step 12.: Start to implement any internal arrangements needed to install, store or use the purchase safely.	<ul style="list-style-type: none"> • Is the item compatible with existing equipment? • Are the consumable items associated with the equipment/material hazardous? • Are extra power points/service points needed? • Are safety signs needed e.g. for PPE, fire extinguishers? • Is there a place to put it when in use? • Is there a place to store it when not in use? • Is there sufficient room to access the equipment for maintenance?
Receiving the Purchase	
Step 13.: Ensure arrangements have been made to receive the goods safely.	This may mean special arrangements with supplier, carrier, Deakin stores or others.
After Purchase: OHS Post-Purchase Checklist	
Step 14.: Ensure what has been purchased including peripherals such as training, manual etc have been provided	
The following steps normally apply only to the first off purchase. However it is the Purchaser's responsibility to ensure that all the control measures associated with the purchase have already been put in place for their particular application or use.	
Step 15.: Ensure all licenses, permits, approvals or registrations are completed before first use.	This includes any permit arrangements that may be needed when the purchase is used.
Step 16.: Consult with users about the implementation, installation or use of the purchase	
Step 17.: Review the risk assessment	The purchaser in consultation with the HSR and other affected staff, shall review the risk assessment of delivered goods to determine the adequacy of the pre-purchase assessment and determine how any associated controls are to be implemented (i.e. safe work instructions and training).
Step 18.: Review installation, testing or other first use arrangements	Consider the necessity for trials or dry-runs before operation
Non compliance	
Step 19.: Non Compliant Goods.	Where goods are non-compliant to OHS specifications, the purchaser are either to refuse acceptance of the good/s into the workplace or quarantine the goods until they can be returned. The purchaser is then responsible for making sure the supplier rectifies the non-conformance prior to formal acceptance being granted.
Repeat Purchasing	

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Methodology	Resources / Tools
Step 20.: For repeat purchases the authorising officer must verify that an OHS pre-purchase risk assessment checklist has been completed.	Where an OHS pre-purchase risk assessment checklist has not been completed, the authorising officer must ensure that one is completed.

7. Summary



8. Occupational Health and Safety Act 2004

The [Occupational Health and Safety Act](#) has specific sections covering suppliers to workplaces. These sections are:

27. Duties of designers of plant
28. Duties of designers of buildings or structures
29. Duties of manufacturers of plant or substances
30. Duties of suppliers of plant or substances
31. Duties of persons installing, erecting or commissioning plant

There is also the duty on employers under section 21 to be prudent in the introduction of materials, plant, systems and services into the workplace:

21. Duties of employers to employees
 - (1) An employer must, so far as is reasonably practicable, provide and maintain for employees of the employer a working environment that is safe and without risks to health.
 - (2) Without limiting sub-section (1), an employer contravenes that sub-section if the employer fails to do any of the following—
 - (a) provide or maintain plant or systems of work that are, so far as is reasonably practicable, safe and without risks to health;
 - (b) make arrangements for ensuring, so far as is reasonably practicable, safety and the absence of risks to health in connection with the use, handling, storage or transport of plant or substances;
 - (c) maintain, so far as is reasonably practicable, each workplace under the employer's management and control in a condition that is safe and without risks to health;
 - (e) provide such information, instruction, training or supervision to employees of the employer as is necessary to enable those persons to perform their work in a way that is safe and without risks to health.

DOCUMENT HISTORY	
Name of procedure	<i>OHS Purchasing Standard (Instruction)</i>
Overarching policy	<i>Health Wellbeing and Safety policy</i>
OHS Manual	<i>Purchasing</i>
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