PRE-PURCHASE RISK IDENTIFICATION GUIDELINE

PURPOSE

These guidelines support the *Health and Safety Policy* and *Health and Safety Management Standards* and provide assistance to staff and students to meet with their obligations to identify hazards prior to purchase at all Curtin University campuses.

This should be read in conjunction with the Procurement Procedures and Assets Procedures.

1. IMPLEMENTATION PRINCIPLES

This guideline provides a framework for key health and safety aspects to be considered prior to the purchase or planned prior to delivery.

The purpose of the pre-purchase process is to ensure that hazards associated with the purchase are identified and:

- adequate controls to, eliminate or mitigate health and safety risks associated with purchasing products are in place; and
- the likelihood of introducing new or additional hazards into the workplace associated with the purchase of products is reduced.

1.1. Initial Purchases

1.1.1 It is a requirement when initially ordering products new to an area that will introduce new risks, that a pre-purchase checklist be completed.

1.1.2 When the relevant pre-purchase checklist has been authorised by the manager/supervisor and any regulation requirements met the product can be ordered.

1.1.3 The manager/supervisor will keep the authorised pre-purchase checklist as an auditable record of their hazard identification process prior to purchase of the product.

1.2. Subsequent Purchases

1.2.1 For repeat purchases, the authorising employee must verify that a pre-purchase checklist has previously been completed and is still valid.

1.3 Suppliers

1.3.1 Where possible, areas are required to purchase products from preferred local manufacturers or suppliers. Where this is not possible, areas may then investigate the possibility of importing required products from alternative manufacturers or suppliers, taking into account all relevant regulatory requirements.

1.3.2 All purchases on behalf of Curtin are to be made by a Curtin employee authorised by their area.

1.3.3 All purchases where products are donated, or brought onto Curtin University campuses, prior approval must be obtained from the manager/supervisor or their delegate before the product is introduced to the campus. This will ensure the product is fit-for-purpose and any associated

hazards are adequately identified and controlled. For example, it is inadvisable to accept chemical donations as most often their provenance, age and stability are difficult to verify.

2. PURCHASING PRINCIPLES

2.1 General

The manager/supervisor must ensure that prior to the purchase/acquisition of a new product that introduces a new risk to the workplace:

2.1.1 The employee responsible for purchasing a product has considered and is aware that they are responsible for the total chain of custody for the product until custody has been appropriately handed to another employee.

2.1.1 The relevant safety and health representative/s and employees are consulted regarding products which will introduce new or increased risks.

2.2 Chemicals and Gas

2.2.1 Current stock levels are checked in the ChemAlert stock register and are modified if stock holdings have changed.

2.2.2 Requests for new/test substances are placed with the manager/supervisor, with adequate lead time to allow for all contingencies.

2.2.3 The amount ordered will be used in the foreseeable future.

2.2.4 The least hazardous physical form is chosen that is suitable for the application.

2.2.5 Shatter-resistant containers or other containers that enhance employee safety are used.

2.2.6 The continued suitability of any chemicals to be re-ordered, is reviewed.

2.2.7 When ordering hazardous powders, consider purchasing in a pre-weighed vial with a rubber septum.

For more information and guidance regarding importation requirements of chemicals and gas products, refer to the Health, Safety and Emergency Management Department.

2.3 Radiation

2.3.1 Staff have received Unsealed Radioactive Substances Radiation Safety training.

2.3.2 Have a licence from the state regulator to work with unsealed radioactive substances, or are under the supervision of someone with a licence to work with unsealed radioactive substances.

For more information and guidance regarding radiation sources refer to the Radiation Safety Advisor

2.4 Biological

2.4.1 The purchaser has identified which Risk Group the material belongs to.

2.4.2 The purchaser has identified any other containment requirements related to the genetic modification or quarantine status of the material.

2.4.3 The purchaser has identified what Physical Containment level and facility type the material will need to be contained within and has negotiated with the Facility Manager of a suitable facility for access.

2.4.4 The purchaser ensures that the material will be transported following the IATA Dangerous Goods Regulations.

For more information and guidance regarding biological materials refer to the Biosafety Advisor

2.5 Materials

2.5.1 Be aware that samples accumulated during fieldwork may contain hazardous materials and ensure that the amount of the sample is kept to the minimum.

2.5.2 Materials can contain more than one type of hazard e.g. biological, radioactive and chemical.

3. TRANSPORTATION AND RECEIVING

3.1.1. All products are to be labelled appropriately (e.g. Dangerous Goods disclosure and diamonds) for transport and receival. The label must identify the employee who is receiving the product, the building and campus.

3.1.2. Products must only be received by the person ordering the product or their delegate.

3.1.3. Delivery areas must have appropriate storage for the product and receiving staff must be trained in product incompatibilities.

3.1.4. All products are to be inspected upon being received to ensure errors in product or delivery and product damage is immediately identified. The supplier must be notified of any product errors or damage.

3.1.5. Indelibly label the container with the date of manufacture or the date the product has been received for products that expire or must be disposed after a timeframe eg picric acid.

3.1.6. Transfer products with specific storage requirements promptly.

3.1.7. For chemicals, check that the quantities are accurate in ChemAlert.

4. EXEMPTIONS

This guideline applies to all areas of the University

5. RELEVANT DOCUMENTS/LINKS

Product	Pre – Purchase Form	Risk Management Forms	Waste
Gas	Gas Pre-Purchase Checklist	Chemical Risk Assessment Safe Work/Operating Instructions	Compressed gas cylinders must be returned to the supplier (e.g. BOC), even if the contents are considered to be fully used
Chemicals/ Hazardous Substances	Chemical Pre-Purchase Checklist	Chemical Risk Assessment Safe Work/Operating Instructions	Bi-Annual Chemical Waste Disposal – Tox Free Chemical Disposal Forms
Radiation	Contact Radiation Safety Officer in the Office of Research and Development Chemical Pre-Purchase Checklist Material Pre-Purchase Checklist	Contact Radiation Safety Officer Safe Work/Operating Instructions Radiation Project Applications	There is a radioactive waste store on Campus. Contact Radiation Safety Officer in the Office of Research and Development
Plant		Plant Risk Assessment Form Safe Work/Operating Instructions	
Electrical		Staff: Electrical Safety Procedures Safe Work/Operating Instructions	Contact Properties Facilities & Development on ext 2020 for disposal of electronic or electric equipment or use the online form.
Biological	Pre-Procurement Checklist for Biohazards	Biosafety	Autoclaved or incinerated.

AS/NZS 2243 - Safety in Laboratories

Health and Safety Policy

Health and Safety Management Standards

Schedule 5.4 and 5.5 of the OSH Regulations 1996)

Standard for Uniform Scheduling of Medicines and Poisons

Poisons Act 1964

Chemical of Security Concern

Ozone Protection and Synthetic Greenhouse Gas Management Act 1989

Storage and Handling of Dangerous Goods Code of Practice)

CONTACT DETAILS	
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REVISION HISTORY		
Revision #	Date	Amendment Description
1.0	28/09/2015	New Guideline
2.0	16/05/2016	Amendments to Section 5. Radiation details
2.1	08/02/2017	Addition of H&S Management Standards to Purpose and Relevant Documents sections