

 UNSW THE UNIVERSITY OF NEW SOUTH WALES	OHS Purchasing Guideline
UNSW Guideline	
Control number	OHS316
Linked UNSW Policy	This guideline details actions and processes pursuant to the UNSW OHS Policy
Responsible Officer	Director, Human Resources
Authorisation	Director, Human Resources
Contact Officer	Manager, OHS and Workers Compensation
Effective Date	1 January 2007
Superseded Documents	OHS316 OHSMS Purchasing v2, May 2003
Review	This guideline will be reviewed in accordance with the UNSW OHS Management System Review Procedure
File Number	TRIM 2007/1215

1. Purpose

The purpose of this guideline is to ensure that all goods and services purchased by UNSW are safe for use in the workplace by staff and students.

2. Scope

This guideline applies to all staff and students who are designated to purchase goods and services for use at UNSW. Goods and services includes but is not limited to:

- plant and equipment
- furniture
- chemicals
- contractor services

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

3. Definitions

None

4. Guidelines

4.1 Procedures

- 4.1.1** Prior to any purchasing decisions the following information needs to be obtained:
- The OHS hazards and risks associated with the use, transport and storage of the goods and services. The UNSW Pre/Post Purchasing Checklist should be used to identify these hazards and risks.
 - The risk control strategies that are in place or need to be in place for the use, storage or transport of the goods and services.
 - The relevant legislation, standards or codes of practice applicable to the goods and services.
- 4.1.2** The capacity of suppliers of goods and services to comply with UNSW OHS requirements must be assessed. This may be achieved by obtaining the supplier's OHS Policy, or their OHS Management System, or by the identification of relevant OHS requirements in their tenders. These documents must also include OHS requirements relevant to their use of subcontractors.
- 4.1.3** UNSW must develop and implement induction and training programs relevant to the work activity of engaged contractors or labour hire employees. Such programs may include site specific safety management plans and safe work procedures.
- 4.1.4** Prior to admission to the workplace, all goods must be verified for OHS compliance against OHS requirements. Non-conformances must be addressed before admission of the goods to the workplace.

4.2 Responsibilities

- 4.2.1** 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, eg OHS responsibility matrix

4.3 Documents/records

- 4.3.1** OHS specifications must be clearly defined in UNSW purchasing documentation.
- 4.3.2** Documentation for the hiring of contractors or labour hire employees must include reference to site specific OHS risk, provision for OHS inductions, and records for the review of OHS performance.
- 4.3.3** Records of goods and services OHS conformance verification shall be maintained.

4.4 Review and evaluation

4.4.1 OHS requirements and procedures developed for the safe purchase of goods and services shall be reviewed to ensure currency and relevance.

4.4.2 Corrective actions identified by the non-conformance of suppliers with OHS requirements shall be implemented to ensure continuous improvement.

5. Legal & Policy Framework

NSW OHS Act 2000

NSW OHS Regulation 2001

Radiation Control Act 1990

Gene Technology Act 2000

Protection of the Environment Operations (Waste) Regulation 1997

UNSW Accounting Manual (Policies and Procedures)

5.1 Associated Documents

UNSW Pre/Post Purchase Checklist OHS633-2006

UNSW OHS Supplier OHS Declaration OHS040-2006

6. Modifications & History

Version	Date	Author	Approval	Sections modified	Details of amendments
1	July 2002	Kathy Richardson	Director Risk Management Unit	N/A	New document
2	28/05/2003	Kathy Richardson	Director Human Resources		Document modifications not adequately recorded
3.0	01/01/2007	Lindsay O'Keefee	Director Human Resources	All	Document reformatted and content revised.