



Purpose

The purpose of this document is to provide guidance when acquiring hazardous materials and equipment. The term acquisition includes but is not limited to purchasing, gifts, donations, field samples, personal owned materials and equipment, collaborations, grants, funded research.

The document applies to Workers and Students.

Definitions

Hazardous Material	Hazardous materials that have the potential to harm people, property or the environment e.g., chemicals, biological agents, radioactive substances
Hazardous Materials Safe Storage and Handling Equipment:	Equipment used in the handling or storage of a hazardous material and which is critical to the safety of that material e.g. Chemical storage cabinet, Biosafety cabinet, re-circulating fume cupboard, cryogenic dewars.
Hazardous Equipment	Equipment that has the potential to harm people, property or the environment including but not limited to lasers (class 3B or 4) , trans-illuminators, x-ray machines, neutron generators, RF generators

Hazardous Materials

1. Ensure appropriate documentation and risk assessment have been completed and authorised by your manager/supervisor.
This includes:
 - Review if there is a safer alternative/substitute available to the hazardous material being ordered.
 - Order only the minimum quantity required, with consideration made for special storage and handling requirements, expiry dates and security restrictions.
 - Ensure the delivery instructions are clear and that the hazardous material will be received at an appropriate location.
 - Ensure that all relevant importation and ownership Permits/Licences are in place prior to purchasing.
 - Where possible, acquire the hazardous material from the preferred vendor/supplier list, and from an Australian supplier.
2. Owner/User of the hazardous material being ordered will comply with the relevant Hazardous Materials Plan* and accepts responsibility for the hazardous material from its receipt until proper disposal.
* [Chemical Management Plan](#), [Biosafety Manual](#), [Radiation Safety Manual](#) , [Asbestos Management Plan](#)
3. It is recommended that for hazardous chemicals and gases, an Australian compliant SDS be provided to Curtin University before the time of order. An Australian compliant SDS must be provided by the time of delivery.
4. Hazardous materials obtained outside the normal procurement process must be authorised by the area manager prior to being brought onto the University premises.



Hazardous Material Safe Storage and Handling Equipment

1. Prior to acquisition investigate if the equipment is already on campus and can be shared or transferred to your area.
2. Ensure the appropriate documentation and risk assessment have been completed and the purchase has been authorised by your manager/supervisor.
3. Consider the following:
 - a. The delivery instructions are clear and that the equipment will be received at an appropriate location.
 - b. The room and the delivery route are prepared for the equipment’s safe installation and operation according to the manufacturer’s installation and safe operating requirements. If guidance is required, contact PF&D and H&S.
 - c. Consideration must be given to the manufacturer’s maintenance requirements, the documentation requirements of both Curtin University and the manufacturer and where possible that servicing of equipment can be provided from within the State.
4. PF&D and H&S must be consulted first, if the equipment is directly connected to infrastructure, requires an infrastructure upgrade or is large.
5. When equipment is obtained without purchase the area manager must arrange a qualified inspection of the equipment with reference to the appropriate documentation prior to acceptance by Curtin University.
6. Where possible, acquire the equipment from the preferred vendor/supplier list, and from an Australian supplier.
7. Owner/user of the equipment being ordered will comply with the relevant Hazardous Materials Plan* and accepts responsibility for the equipment from its receipt until decommissioning where relevant.

* [Chemical Management Plan](#), [Biosafety Manual](#), [Radiation Safety Manual](#), [Asbestos Management Plan](#)

Hazardous Equipment

1. Prior to acquisition check if suitable equipment is already on campus and can be shared or transferred to your area.
2. Consult with Curtin’s Radiation Safety Officer (rso@curtin.edu.au) prior to acquisition. (Plans of facilities housing the equipment may need to be submitted to the Regulator for approval.)
3. If hazardous equipment is obtained outside of the normal procurement process, the area manager must arrange for an inspection of the equipment by Curtin’s Radiation Safety Officer (rso@curtin.edu.au).

Contact details	
Contact	Health and Safety Ph: (08) 9266 4900 healthandsafety@curtin.edu.au
Approval Authority	Director, Health and Safety