

PURPOSE

These guidelines support the *Health and Safety Policy* and *Health and Safety Management Standards* and provide assistance to workers 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 worker 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, a list of which is maintained by [Strategic Procurement](#). 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 worker authorised by their area.
- 1.3.3 For all acquisitions 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 worker 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 worker.
- 2.1.2 The relevant Health and Safety Representative/s and workers are consulted regarding products which will introduce new or increased risks.

2.2. Chemical and Gas

- 2.2.1 Ensure appropriate documentation and a risk assessment have been completed and authorised by your manager/supervisor.
- 2.2.2 Current stock levels are checked in the ChemAlert stock register and are modified if stock holdings have changed.
- 2.2.3 It is recommended that for chemicals and gases, an Australian compliant SDS be provided before the time of order. The Australian compliant SDS must be provided by the time of delivery.
- 2.2.4 Requests for new/test substances are placed with the manager/supervisor, with adequate lead-time to allow for all contingencies.
- 2.2.5 Order only the minimum quantity required, with consideration made for special storage and handling requirements, expiry dates and security restrictions.
- 2.2.6 Review if there is a safer alternative/substitute available to the chemical being ordered.
- 2.2.7 Ensure the delivery instructions are clear and that the hazardous material will be received at an appropriate location.
- 2.2.8 Ensure all relevant importation and ownership permits/licences are in place prior to purchasing.
- 2.2.9 Shatter-resistant containers or other containers that enhance worker safety are used.
- 2.2.10 The continued suitability of any chemicals to be re-ordered, is reviewed.
- 2.2.11 When ordering hazardous powders, consider purchasing in a pre-weighed vial with a rubber septum.
- 2.2.12 Owners/Users of the chemical being ordered will comply with The [Chemical Management Plan](#) and accept responsibility for the hazardous material from its receipt until proper disposal.

For more information and guidance regarding importation requirements of chemicals and gas products, refer to the [Chemical Safety](#) guidance page.

2.3. Radioactive Substances

- 2.3.1 Ensure appropriate documentation and risk assessment have been completed and authorised by your manager/supervisor.
- 2.3.2 Review if there is a safer alternative/substitute available instead of the hazardous material being ordered.
- 2.3.3 Order only the minimum quantity required, with consideration made for special storage and handling requirements, expiry dates and security restrictions.
- 2.3.4 Ensure the delivery instructions are clear and that the hazardous material will be received at an appropriate location.

- 2.3.5 Ensure that workers have received appropriate training.
- 2.3.6 Have a licence from the state regulator to work with radioactive substances, or work under the supervision of someone with a licence for this purpose.
- 2.3.7 Owner/User of the material being ordered will comply with The [Radiation Safety Manual](#) and accepts responsibility for the hazardous material from its receipt until proper disposal.

For more information and guidance regarding radiation sources refer to the [Radiation Safety Manual](#).

2.4. Lasers and Irradiating Equipment

This includes: Class 3B and 4 lasers, x-ray machines, neutron generators, UV transilluminators, and radio frequency generators.

- 2.4.1 Prior to purchasing, check if suitable laser or irradiating equipment is already on campus and can be accessed.
- 2.4.2 Consult with Curtin's Radiation Safety Officer at rso@curtin.edu.au prior to purchase.
- 2.4.3 If a laser or irradiating equipment is obtained outside of normal purchasing process, the area management must arrange an inspection of the equipment by Curtin's Radiation Safety Officer.
- 2.4.4 Owner/User of the equipment being ordered will comply with The [Radiation Safety Manual](#) and accepts responsibility for the hazardous equipment from its receipt until proper disposal.

For more information and guidance regarding irradiating equipment refer to the [Radiation Safety](#) guidance page.

2.5. Biological

- 2.5.1 Ensure appropriate documentation and risk assessment have been completed and authorised by your manager/supervisor.
- 2.5.2 Order only the minimum quantity required, with consideration made for special storage and handling requirements, expiry dates and security restrictions.
- 2.5.3 Ensure the delivery instructions are clear and that the hazardous material will be received at an appropriate location.
- 2.5.4 Ensure the purchaser has identified which Risk Group the material belongs to, refer to the BioSafety page for guidance.
- 2.5.5 Ensure the purchaser has identified any other containment requirements related to the genetic modification or quarantine biosecurity status of the material.
- 2.5.6 Ensure 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.
- 2.5.7 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](#) guidance pages.

2.6. Field Work Materials

- 2.6.1 Be aware that samples accumulated during fieldwork may contain hazardous materials and ensure that the amount of the sample is kept to the minimum.
- 2.6.2 Materials can contain more than one type of hazard - *e.g. biological, radioactive and chemical*.
- 2.6.3 If sampling native [animals, plants](#) or [sea life](#) ensure the required licences are in place.
- 2.6.4 If a sample may be naturally radioactive consult the [NORM Guidelines](#)– *e.g. mineral sands, uranium ore*.<http://www.fish.wa.gov.au/Pages/Home.aspx>

2.7. Hazardous Material Safe Storage and Handling Equipment

- 2.7.1 Prior to purchasing, investigate if the equipment is already on campus and can be shared or transferred to your area.
- 2.7.2 Ensure the appropriate documentation and risk assessment have completed and the purchase has been authorised by your manager/supervisor.
- 2.7.3 Consider the following:
 - The delivery instructions are clear and that the equipment will be received at an appropriate location.
 - The room and the delivery route are prepared for the equipment's safe installation and operation, according to the manufacturer's installation and safety operating requirements. If guidance is required, contact [Health and Safety](#).
 - Consideration must be given to the manufacturer's maintenance requirements, the documentation requirements of both Curtin and the manufacturer and where possible that servicing of equipment can be provided from within the state.
- 2.7.4 Health and Safety must be consulted if the equipment is directly connected to infrastructure, requires an infrastructure upgrade or is large.
- 2.7.5 When equipment is obtained without purchase, the area manager must arrange for a qualified person to inspect the equipment with reference to the appropriate documentation prior to acceptance by Curtin University.
- 2.7.6 Where possible, purchase the equipment from the preferred supplier list and from an Australian supplier.
- 2.7.7 Owner/User of the equipment being ordered will comply with the relevant Hazardous Material Plan and accepts responsibility for the equipment from its receipt until decommissioning where relevant.

3. Transportation and Receiving

- 3.1.1. Products must only be received by the person ordering the product or their delegate.
- 3.1.2. Delivery areas must have appropriate storage for the product and receiving workers must be trained in product incompatibilities.
- 3.1.3. 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.
- 3.1.4. 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 *e.g. time sensitive chemicals*.
- 3.1.5. Transfer products with specific storage requirements promptly.
- 3.1.6. For chemicals, check that the quantities are accurate in ChemAlert.

3.1.7. If planning to transport Radioactive Substances first consult with the Radiation Safety Officer at rso@curtin.edu.au.

EXEMPTIONS

This guideline applies to all areas of the University.

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 original supplier, even if the contents are considered to be fully used.
Chemicals/ Hazardous Substances	Chemical Pre-Purchase Checklist	Chemical Risk Assessment Safe Work/Operating Instructions	Campus Chemical Waste Disposals Chemical Disposal Forms
Radiation	Contact Radiation Safety Officer 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
Plant		Plant Risk Assessment Form Safe Work/Operating Instructions	
Electrical		Workers: 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, found in section 2.4 of the Biosafety Manual	Biosafety	Autoclaved or incinerated.

AS/NZS 2243 - Safety in Laboratories

[Health and Safety Policy](#)

[Health and Safety Management Standards](#)

[Work Health and Safety Regulations \(General\) 2022](#)

[Standard for Uniform Scheduling of Medicines and Poisons](#)

[Medicines and Poisons Act 2014](#)

[Chemical of Security Concern](#)

[Ozone Protection and Synthetic Greenhouse Gas Management Act 1989](#)

[Dangerous Goods Safety \(Storage and Handling of Non-explosives\) Regulations 2007 - Guide](#)

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