

WHSMP11: Purchasing and Contracting

Section 1 - Purpose and Scope

(1) The purpose of this procedure is to ensure the management of risks associated with purchasing and contractor WHS at Southern Cross University (SCU) are appropriately managed and controlled.

(2) The purpose of this procedure is to ensure Southern Cross University's management, employees, contractors, students, visitors and others are aware of the purchasing and contractor WHS requirements.

(3) All employees, students and others including both independent contractors and contractors under SCU control are to be made aware of and follow this procedure. This procedure applies to all SCU employees and Contractors to SCU who provide building, construction and/or maintenance services. It should be applied to any item purchased via orders, tenders, contracts, petty cash and credit card transactions. It does not apply to non-hazardous items such as stationery, office supplies, books, travel, conference and membership fees, accommodation, software, minor hardware and non-hazardous chemicals.

(4) This Procedure applies to all SCU Work Units and sites. The procedure aligns with WHS legislation in the relevant jurisdictions SCU operates in.

Section 2 - Definitions

Contractor	A person or Person Conducting a Business or Undertaking engaged to supply materials, service, labour, professional advice or audit. It does not include 'Consultants' subject to separate and specific consultancy agreement clauses.
Stakeholder	Others are not classified as contractors but still provide a non-physical service for the University, e.g. trainers or event speakers.
Construction Work	Any work carried out in connection with construction, alteration, auditing, renovation, repair, maintenance, demolition, refurbishment, fitting-out or dismantling of a structure.
Hazard	A situation with the potential to harm the health and safety of contractors and others due to works or to damage buildings, plants or equipment.
Incident	An unplanned event that caused, or could have caused, illness or injury to those working onsite or others. This includes "near-miss" events where no injury or illness occurred.
University representative	The nominated University representative responsible for the engagement, management and coordination of the contracted works.

Section 3 - General Principles

Purchasing

- a. Risk Assessment: Prior to purchasing any new materials, equipment, machinery, or substances, a risk assessment should be carried out in accordance with WHSMP02 – Hazard Identification, Risk and Opportunity Management Procedure.

- b. Communication with Suppliers: Where appropriate, the results of the risk assessment should be shared with the supplier, along with a request for any changes agreed upon during the risk assessment process, including the cost implications of such changes.
- c. Compliance with Standards: Items such as Personal Protective Equipment (PPE) shall comply with the relevant Australian Standards. Refer to HRP15: Personal Protective Equipment.
- d. Information Gathering: Sufficient information in the form of advertising material, manuals/specifications, photographs, etc., shall be obtained from the supplier to enable an informed decision to be made.
- e. Hazardous Substances: In accordance with HRP11: Hazardous Chemical Management, before any new chemicals or substances are purchased, the hazards and risks involved in handling, storage, and use shall be determined using information from the Safety Data Sheet (SDS).

Receipt of Goods and Services

- a. Compliance Verification: Goods provided by a supplier are not to be received until evidence of compliance with the relevant specifications is received and signed off.
- b. Inspection: Goods received at a site are to be inspected by the relevant manager to ensure they comply with the required specifications before acceptance.
- c. Nonconformity Handling: If a good or service is considered to not conform to the required specifications, the relevant manager will take appropriate action based on the nature of the nonconformity. This applies to nonconforming goods and services detected after delivery as well as during or after the provision of services.
- d. Marking Nonconforming Goods: Any nonconforming goods are to be clearly marked to ensure they are not included in any job or works.

Hazard Identification and Risk Control

(5) SCU shall coordinate their procurement processes to identify hazards and assess and control WHS risks.

Determining WHS Requirements

(6) The underlying principle of determining WHS requirements before the purchase of items is to ensure that hazards are not introduced into the workplace without consideration and to ensure that any controls needed for the use of the item are in place prior to the item being used in the workplace.

(7) Evaluating Hazardous Items: Any hazardous items to be purchased should be evaluated to determine what WHS requirements and controls are needed to ensure that the hazards are controlled prior to the items being used in the workplace. It is much more efficient and less costly to identify safety controls before an item is purchased rather than to wait until it arrives and discover that additional costly control measures are required to use it safely.

(8) SCU Procurement Policy: If the item to be purchased is covered by existing risk control measures and meets industry standards, codes of practice, and legislative requirements, then a more detailed risk assessment is not required prior to purchase. The person purchasing the goods must still ensure the goods do not pose a risk to health and safety and check the goods meet any required WHS specifications before the item is used in the workplace. The SCU Procurement Policy outlines the framework for the University's procurement activities including the principles to be applied for the acquisition of all goods and services.

Purchasing Plant and Equipment

(9) Information Gathering: Sufficient information must be sought by the person requesting the goods (not the person raising the purchase order) before new plant or equipment is introduced into the workplace so that the health and safety implications can be assessed in advance. It is necessary to consider impacts such as:

- a. Where the equipment will be located.

- b. Whether there is enough space for the item.
- c. Whether the item requires modification to meet industry standards, codes of practice, or legislative requirements.
- d. Whether workers will need extra training.
- e. Whether Safe Work Procedures will need to be updated.
- f. Whether the equipment produces noise, fumes, extra heat, etc.
- g. If additional PPE might be required.
- h. Compliance Verification: This will enable any risk control measures required for its safe use to be in place prior to arrival. Such information gathering will also identify whether the relevant legislation, standards, or codes of practice applicable to the equipment can be complied with (e.g., notification, licensing, certification).

Purchasing Hazardous Chemicals

- a. Safety Data Sheet (SDS): Prior to the purchase of any hazardous chemicals, the purchaser is to source an SDS from the supplier (if the SDS is not available on Chem Alert). The purchaser must review the content of the SDS and verify if the listed controls are suitable for the intended storage and usage processes for the particular chemical. The pre-purchase checklist can also be used to assist with determining any other WHS requirements associated with purchasing a new chemical.
- b. Scheduled Drugs and Poisons: For the WHS requirements associated with purchasing scheduled drugs or poisons, refer to [HRP06 - Scheduled Substances](#).
- c. Detailed Risk Assessment: As per HRP11: Hazardous Chemical Management, all chemicals require a detailed risk assessment to be completed prior to the use of the chemical.

Repeat Purchases

(10) A risk assessment can be re-used for repeated purchases of the same item or where the supplier has previously demonstrated compliance with WHS requirements. However, if the use or quantity of the item differs and has a greater impact on health and safety, the risk assessment should be reviewed and modified accordingly.

Consultation

(11) Any proposed changes to the working environment through the purchase of goods and services that could place a risk to health and safety must be consulted with employees who are likely to be affected. This can be achieved by being raised with the supervisor or the SCU Workplace Health and Safety Committee.

Contractor WHS Requirements

(12) The SCU Responsible Officer is the primary individual responsible for engaging, liaising with and monitoring the contractor on behalf of the University. The SCU Contractor Safety Procedure outlines the system of work for University Officers charged with overseeing the work of contractors and service providers. Refer to the SCU Contractor Safety Procedure for information on:

- a. Selecting and engaging a contractor
- b. Planning the contractor work
- c. Contractor Responsibilities
- d. Required documentation and management plans
- e. Required Permits to Work
- f. Lock out requirements
- g. Carrying out the work
- h. Incident Management, and

Section 4 - Roles and Responsibilities

(13) Refer to the [WHSMP13: Responsibility and Accountability Statement](#)

Section 5 - Records of Documentation

(14) During the procurement and engagement of contracted works, the University Officer must establish a contract information record structure within the University's systems with the correct access controls and keep key contract information updated as described in the University's Contract Management Framework.

(15) All Contractor records must be retained in accordance with the relevant legislation.

Section 6 - Revision and approval history

(16) All relevant documentation will be recorded and kept in accordance with WHS Legislation and other legislative obligations.

Section 7 - Related Documents

WHSMP15: Audit and Assurance
WHSMP02: Hazard Identification, Risk and Opportunity Management
Contractor Safety Procedure - https://policies.scu.edu.au/view.current.php?id=00061
SCU Procurement Policy
WHSMP13: Responsibility and Accountability Statement

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Responsible Executive	Kim Franks Vice President (People and Culture)
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