1. Introduction and Scope
   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.

   This guideline applies to all staff and students who are designated to purchase goods and services for use at UNSW. Goods and services include but are 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.

2. Definitions
   None.

3. Guideline
   3.1 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.
3.2 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.

3.3 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.

3.4 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. Refer to OHS663 Pre/Post purchase checklist for post purchase considerations.

3.5 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.

3.6 OHS specifications must be clearly defined in UNSW purchasing documentation.

3.7 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.

3.8 Records of goods and services OHS conformance verification shall be maintained.

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

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

Appendix A: History

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<td>July 2002</td>
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<td>28/05/2003</td>
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