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| C:\Users\susanb\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\PRIMARY_A_Vertical_Housed_RGB.PNG | health & safety  Purchasing OR HIRING GOODS & SERVICES Requirements |

# 1 Purpose

To ensure that there are adequate controls:

* to eliminate or mitigate risks associated with purchasing or supplying goods and services; and
* to reduce the likelihood of introducing new or additional hazards into the workplace associated with purchasing or hiring goods and services.

# 2 Scope

This requirement applies to all purchases by staff and students at all of the University of Melbourne's campuses and each of the University's controlled entities.

# 3 Definitions

**Authorising officer**

Employee with delegated authority to authorise the purchase of goods, equipment and supplies.

**Consumables**

Low risk goods that normally require replacement/replenishment on an ongoing basis. For example, stationery items.

Hire

To rent or lease goods for a contracted period of time.

**Purchasing**

The purchase of new or hired goods and supplies.

**Purchasing officer**

Employee with delegated authority to pay (that is, process payments for) invoices, contracts, suppliers and so on.

**Services**

Contractor services associated with the supply of goods.

# 4 Requirements

## 4.1 Introduction to purchasing approval

The University has a variety of methods with corresponding documentation for purchasing goods and services.

These include (but are not limited to):

* purchase orders;
* University purchasing card (credit card);
* approved suppliers;
* petty cash; and
* reimbursement.

The University may establish preferred suppliers by entering into contracts to provide goods and services with a supplier that has met University purchasing requirements.

Purchasing documentation must be approved by recognised signatories before final payment can be processed by a purchasing officer.

Regardless of the purchasing method and financial approval requirements, health and safety purchase requirements are based on the level of risk associated with the goods and services.

Services that are adjunct to the supply of goods are managed in accordance with the [Health & Safety: Service provider/contractor requirements](https://safety.unimelb.edu.au/__data/assets/pdf_file/0007/4708600/Health-and-Safety-Service-provider-contractor-requirements.pdf). For example, the ongoing maintenance and repair of equipment provided as part of a service agreement.

## 4.2 Pre-purchase assessment checklist

The Director, Health & Safety shall develop and publish a pre-purchase risk assessment checklist consistent with the University of Melbourne risk assessment methodology.

[Health & Safety: Pre-purchase checklist](https://safety.unimelb.edu.au/__data/assets/word_doc/0006/4684416/health-and-safety-prepurchase-checklist.docx)

The Director, Health & Safety shall develop and publish the guidance material to assist purchasers with the pre-purchase risk assessment checklist including:

* PPE
* office furniture
* chemicals
* radiation sources
* plant/equipment and electrical equipment

[Health & Safety: Australian Standards commonly used in purchasing](https://safety.unimelb.edu.au/__data/assets/pdf_file/0004/4684414/Australian-standards-commonly-used-in-purchasing.pdf)

## 4.3 Initial purchasing

For all initial purchases, before the authority to purchase is issued, the authorising officer must ensure:

* a pre-purchase assessment checklist is completed in accordance with the following table; and
* consultation with workers has occurred in accordance with the [Health & Safety: Consultation representation and committee requirements](https://safety.unimelb.edu.au/__data/assets/pdf_file/0004/4694854/health-and-safety-consultation-representation-and-committee-requirements.pdf).

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| --- | --- | --- |
| Goods and services | Risk rating | Documentation |
| Office stationery and supplies | Low | Nil |
| PPE | Medium | Health & Safety pre-purchase assessment checklist - PPE section |
| Office Furniture | Medium | Health & Safety pre-purchase assessment checklist - Ergonomic section |
| Chemicals | High | Health & Safety pre-purchase assessment checklist - Chemical section |
| Radiation Sources | High | Health & Safety pre-purchase risk assessment checklist - Radiation section |
| Plant/Equipment and Electrical Equipment | High | Health & Safety pre-purchase assessment checklist - Plant and Equipment section |

Where pre-purchasing assessment documentation is not required, the person purchasing/ordering/requesting the goods must still ensure that the goods do not pose a risk to health and safety.

## 4.4 Subsequent purchasing

For repeat purchases the authorising officer must verify that a Health & Safety: Pre-purchase assessment checklist has been completed in accordance with Section 4.3.

Where an Health & Safety: Pre-purchase assessment checklist has not been completed, the authorising officer must ensure that it is competed in accordance with Section 4.3.

## 4.5 Receiving requirements

Employees receiving goods or workers who put goods into service must ensure that the goods conform to the health and safety requirements specified to the supplier.

Where goods do not meet the specified health and safety requirements, arrangements must be made for:

* refusing delivery of the goods; or
* isolating the goods from use; or
* if health and safety requirements can be met, using the goods for another appropriate purpose.

A record of verification must be made by the person receiving the goods. For example:

* verifying on the invoice or delivery document; or
* verifying on the purchase order.

# 5 Responsibilities

Director, Health & Safety

Authorising officers

Purchasing officers

Personnel responsible for receiving goods or putting goods into service

# 6 References

[Health & Safety: Service provider/contractor requirements](https://safety.unimelb.edu.au/__data/assets/pdf_file/0007/4708600/Health-and-Safety-Service-provider-contractor-requirements.pdf)

[Health & Safety: Consultation representation and committee requirements](https://safety.unimelb.edu.au/__data/assets/pdf_file/0004/4694854/health-and-safety-consultation-representation-and-committee-requirements.pdf)

# 7 Document Control

## 7.1 Processes

Nil

## 7.2 Forms

[Health & Safety: Pre-purchase checklist](https://safety.unimelb.edu.au/__data/assets/word_doc/0006/4684416/health-and-safety-prepurchase-checklist.docx)

## 7.3 Guidance

[Health & Safety: Australian Standards commonly used in purchasing](https://safety.unimelb.edu.au/__data/assets/pdf_file/0004/4684414/Australian-standards-commonly-used-in-purchasing.pdf)

[Safety Bulletin: Pre-purchase assessment](https://safety.unimelb.edu.au/__data/assets/pdf_file/0009/4682016/safety-bulletin-prepurchase-assessment.pdf)