

WHSMS Procurement Procedure

Section 1 - Governing Policy

(1) This Procedure is governed by the [Work, Health, Safety and Wellbeing Policy](#).

Section 2 - Scope

(2) This Procedure applies to all staff members involved in purchasing decisions and/or procure goods and services at ACU. Suppliers, labour hire organisations and contractors also collaborate with the University to manage risks and align their activities with the University’s [Work Health and Safety Management System](#) (WHSMS or framework).

(3) The scope of these procurement activities mainly includes:

- a. formal tender processes;
- b. plant and equipment;
- c. furniture;
- d. hazardous materials; and
- e. specialist labour hire.

(4) More detailed requirements, associated with contractors, will be outlined in the [WHSMS Contractor Management Procedure](#).

Section 3 - Background

(5) This Procedure supports the University to align its procurement activities with its WHSMS.

(6) The Procedure also supports organisational units to integrate WHS considerations into purchasing decisions, select suppliers who are committed to improving their WHS performance and manage the risks that are associated with introducing new goods and services to the University.

Section 4 - Roles and Responsibilities

Table 1

(7) An overview of the staff members’ responsibilities for ensuring that WHS considerations inform procurement and the safe introduction of goods and services to the University.

Who	Roles and Responsibilities
Staff Members	Collaborate with their Nominated Supervisors and Managers to confidently integrate WHS considerations into procurement practices and activities and select suppliers that align their operations with the University’s WHSMS. They also engage with activities to assess and manage the WHS risks that are associated with introducing new goods and services to the University.

Who	Roles and Responsibilities
Nominated Supervisors and Managers	Confidently integrate WHS considerations into purchasing decisions, including selecting suppliers that can align their activities with the University's WHSMS, and collaborate with relevant Executive staff about WHS specifications and associated records. They also ensure that anyone who is engaged to perform a work activity or as labour hire receives a WHSMS induction and engages in a two-way dialogue, with the University, about hazards and associated risks. Nominated Supervisors and Managers also identify and manage WHS risks that are associated with procurement and the introduction of new goods and services to the University.
Tender Committees	Ensures that the selection of successful tenderers is informed by WHS considerations and their alignment with the University's WHSMS.
People and Capability	Collaborates with Finance and Planning and other organisational units to align procurement activities with the University's WHSMS. People and Capability also supports organisational units to assess and manage WHS risks that are associated with procurement, the safe introduction of new goods and services into the University and other activities. People and Capability is the service lead for the framework and maintains this and other WHSMS policies, procedures and tools.
Members of Executive and Senior Executive	Ensure that WHS considerations are integrated into procurement activities and suppliers of goods and services align their operations with the University's WHSMS. They also ensure that a WHSMS induction is delivered to labour hire personnel and anyone that is engaged to perform a work activity and ensure that the WHS risks associated with introducing new goods and services to the University are assessed and managed.
Vice-Chancellor and President	Responsible for ensuring that the University's WHSMS supports the University to manage its significant WHS risks, including those risks which are associated with procurement.

(8) Refer to [WHS Training and Competency Procedure](#) and other resources which could help inform the WHSMS inductions that are delivered to labour hire personnel.

Section 5 - Integrating WHS Considerations into Procurement

Identifying WHS Risks that are Associated with Service Delivery

(9) Prior to engaging an external party or contractor, to perform work on behalf of the University, relevant work health and safety risks should be identified by relevant decision makers. These assessments should inform the two-way consultations that are initiated with relevant providers about hazards and associated WHS risks and may trigger notifications to relevant WHS regulators about 'high risk' work such as asbestos removal work and lead risk work.

Select Suppliers that Align their Activities with the WHSMS

(10) Any relevant decision maker that oversees or requests a sourcing activity should ensure the prospective supplier can meet the requirements of the Four Pillars of Success, including Organisational Excellence - specified in the [Minimum Requirements For Suppliers of Goods and Services to ACU](#).

(11) Some of the relevant factors that are relevant to the University's WHSMS, which the supplier is required to respond to, include:

- a. Confirming that safety and other instructions will be provided;
- b. Ensuing that purchased goods will function as intended;
- c. How the relevant organisation manages governance with its WHS and environmental obligations, including any commitments the organisation has made to best practice;
- d. Outlining whether they have a Quality Management System;
- e. Providing evidence of WHS and environmental performance;

- f. The special initiatives the organisation has taken to improve its WHS performance e.g. injury prevention programs;
- g. How records are maintained and the ways in which the University can access these records; and
- h. The ways in which the organisation identifies opportunities for improvement, including enhancing its WHSMS.

Managing WHS Risks Associated with Plant and Equipment (Goods)

Selecting Goods

(12) Prior to purchasing goods, safety considerations should be considered and inform purchasing decisions and the treatments which are selected to manage relevant WHS risks. Legislative and other requirements, such as licensing, should also be considered.

(13) Some examples of considerations that should inform purchasing:

- a. Selecting goods that generate noise levels of less than 85dba (85dba is equivalent to the noise generated by heavy traffic);
- b. Choosing equipment that will not produce excessive fumes, extra heat and other hazards which could impact upon the wellbeing and/or safety of staff, students and others;
- c. Selecting ergonomic office furniture e.g. purchasing chairs with mesh backs that provide rigid back support and support good posture; and
- d. Avoid purchasing electrical items that could create an ignition source within laboratories or another area that contains flammable gases, liquids, dust or powder.

Safely Introducing New Goods into Working and Learning Spaces

(14) A WHS risk assessment should be conducted whenever it is immediately clear what hazards, associated WHS risks and solutions are associated with the introduction of new goods. The assessment should be informed by the product manual, Safety Data Sheets (SDS) and other reference materials. Relevant staff and others, including subject matter experts, should be engaged in these assessments of hazards and associated WHS risks, and the selection of treatments.

(15) Treatments, such as [Safe Work Method Statement \(SWMS\)](#), should be developed to support organisational units to safely introduce new goods to the University. The scope of these treatments may extend to selecting an appropriate location for these goods to minimise impacts upon members of the ACU community. For example, a photocopier may be placed in a location that doesn't disturb staff and is well ventilated.

(16) Manual handling risks that are associated with the delivery and installation of goods should also be considered and managed. A training needs analysis should also be conducted and requirements for Personal Protective Equipment should also be considered. Relevant staff and others should also be consulted and engaged in these changes within working and learning spaces.

(17) Once the goods have been delivered, a relevant Nominated Supervisor or Manager should also ensure that goods will function as intended and should develop relevant maintenance and servicing schedules to ensure they continue to function safely. Relevant staff and others should also be consulted and engaged in these changes.

(18) A Job Safety Analysis may also be conducted to identify specific hazards and WHS risks that may be associated with work tasks that are associated with using these goods.

(19) All staff that purchase new hazardous substances, which are not currently part of their chemical inventory, should read the relevant Safety Data Sheet (SDS) and understand the risks that are associated with using, maintaining and disposing of the chemical. Refer to the [Chemical Management Procedure](#) for more information.

(20) The WHS risks that are associated with contractor activities should also be considered and local Properties and Facilities staff will liaise with these personnel and should obtain a [Safe Work Method Statement \(SWMS\)](#) whenever they will be performing Moderate to High (inherent) risk work.

Section 6 - WHSMS Inductions and Training

(21) Any members of a labour hire firm or personnel that have been contracted to perform work should receive a WHS induction that should be delivered either by a relevant staff member and/or online.

(22) Refer to [WHS Training and Competency Procedure](#), to review a range of WHSMS induction topics that could help inform the induction of labour hire personnel.

Section 7 - Record Keeping Requirements

(23) All records that are relevant to documenting the WHS specifications for procurement should be reviewed to ensure they are current and valid, and these types of records should be listed within Organisational Unit Records Registers. Refer to the [WHSMS Records and Document Management Procedure](#) for more information.

(24) Any non-conformance of suppliers and contractors - identified during WHS inspections, 'walk throughs' and other processes - with WHS requirements and the WHSMS should be managed and logged as a report of a hazard within [Riskware](#). The management of these non-conformations will contribute to continuous improvements in the WHSMS.

Section 8 - Revisions made to this Procedure

(25) The University may make changes to this Procedure from time to time to improve its effectiveness. If any staff member wishes to make any comments about this Procedure, they should forward their suggestions to People and Capability.

Section 9 - Further Assistance

(26) Any staff member who requires assistance in understanding this Procedure should first consult their Nominated Supervisor or Manager who is responsible for applying the University's WHSMS within their work area. Should further information or advice be required, staff should visit [Service Central](#).

Section 10 - Associated Information

(27) For related legislation, policies, procedures and guidelines and any supporting resources please refer to the Associated Information tab.

Status and Details

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Effective Date	19th December 2023
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Responsible Executive	Angelle Laurence Chief People Officer
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