

## HEALTH AND SAFETY PROCUREMENT PROCEDURES

<b>Section</b>	Health and Safety
<b>Contact</b>	University Health and Safety Manager
<b>Last Review</b>	August 2014
<b>Next Review</b>	December 2017
<b>Approval</b>	AVC Strategy, Finance, IT and Commercial Operations

### Procurement: Specific Health and Safety Requirements

This procedure details a general approach and then specific standards which have been determined either by statute or University management.

#### General approach - New or modified equipment, material, service or work process

It is a statutory requirement under the Health and Safety in Employment Act to complete a hazard assessment for new or modified equipment, material, service or new work process. This is an absolute requirement; there is no defence available for omission, and instant fines can be imposed by the inspectorate.

“New” in this context is taken as an item/service/process which has not previously occurred within the University. This requirement is not invoked where an item/service/process which has an existing hazard assessment is replaced.

Steps are:

1. Identify any hazards associated with the procurement.
  - For ‘off the shelf’ items the supplier may have safety information.
  - For de novo or original construction the designers or manufacturer will need to complete.
2. Evaluate acceptability of hazard.
3. Apply and document controls in order of elimination, isolation, or minimization in procurement decision, and ongoing use of the item or service.
4. Identify training needs, approvals, and supplementary items such as Personal protective equipment requirements.

Assistance with this process is available from [Regional Health and Safety Advisors](#) or [Health and Safety web pages](#).

#### SPECIFIC ITEMS SPECIFICATION

Biological collections .....	2
Contracted services.....	2
Electrical equipment safety - Pre Purchase requirements .....	2
Electrical wiring work .....	2
Equipment hire .....	2
Events.....	2
Fieldtrips .....	2
First aid supplies.....	3
Genetically engineered material.....	3
Hazardous Substances .....	3
Infectious organisms.....	3

Personal protective safety equipment .....	3
Refrigerators freezers used in laboratories, studios or workshops .....	3
Radioactive material or apparatus.....	4
Supplying or manufacturing plant.....	4
Training.....	4
Vehicle purchase .....	4

### Biological collections

Biological collection procurement purchase or donation is subject to MAF transfer within New Zealand. Overseas procurement is subject to MAF import and ERMNZ requirements. The processes are explained in the New Infectious, or Pathogenic Organisms and Biological Products Policy and associated procedures.

### Contracted services

Contractors may be used either for construction/maintenance type activity or for teaching/consultancy type of activity. Health and safety process to protect University staff and students are detailed as separate policy in the [Policy Guide](#).

The scope of construction/maintenance type contracts includes capital and maintenance work including IT cabling and wiring, electrical work, cleaning, security and similar works; installation, servicing, maintenance or operation of plant, equipment or machinery and agricultural type contracts.

Teaching/consultancy type activity includes departmental and individual contracts for teaching, consultancy reports or similar activities.

### Electrical equipment safety - Pre Purchase requirements

Electrical equipment and portable electrical equipment must be tested prior to purchase by the supplier and tagged with the date prior to service. See [Electrical Safety Procedures](#), in Massey Policy Guide for further detail.

### Electrical wiring work

All fixed wiring and equipment is to be supervised by campus Regional Facilities. This includes testing of protection devices as required and any alterations to fixed wiring. There are specific requirements in areas where moisture occurs, flammable liquids and gases, laboratories, physiology suites and operating theatres.

Approval for any changes or alteration to fixed electrical wiring must be obtained from relevant campus Regional Facilities Management. See [Electrical Safety Procedures](#), in Massey Policy Guide for further detail.

### Equipment hire

Hire companies are required to ensure supplied equipment is designed, made and maintained so it is safe for its intended use.

Hire that uses mains electricity must have a current test certificate.

Self propelled hire equipment that is driven on the road must have an appropriate motor vehicle registration.

Staff who loan apparatus are subject to legal requirements as a supplier of "plant". The requirements are explained in Appendix 6 of the Procurement Procedures.

### Events

See [Event Management Policy](#) and associated [guidelines](#) in Massey Policy Guide.

### Fieldtrips

See [specific hazards section](#) of Health and Safety web pages. Also includes procurement assessment of contracted services.

### **First aid supplies**

In accordance with the Factories and Commercial Premises (First Aid) Regulations 1985 each department/institutes/schools /sections at its expense shall:

- Maintain an adequate number of first aid kits and first aid rooms.
- Supply and restock first aid kits and rooms.
- Identify first aid kits and rooms with appropriate signs.

### **Genetically engineered material**

Strict controls are applied in New Zealand for genetic modified work. These are explained in the policy web site under [Genetically Modified Organisms Procedures](#).

### **Hazardous Substances**

Hazardous substances use must be recorded in the chemical information management system. Contact the Institute of Fundamental Sciences on Turitea campus for access to the database.

Material safety data is available to staff and students from [www.chemwatch.ac.nz](http://www.chemwatch.ac.nz)

Specific controls for each substance type are available from health and safety web pages under [specific hazards](#).

### **Infectious organisms**

Hazards and controls for infectious or pathological organisms must be documented. Specific requirements are detailed in the [Infectious, Pathogenic or Zoonotic Organisms Procedure](#) and [New Organisms and Restricted Biological Products Procedure](#) within the Massey Policy Guide.

### **Noise – laboratory, pilot plants**

Apparatus and equipment used in laboratories and pilot plant should be less than 50 dB Noise Criteria, or Noise Rating Number. Any apparatus above these levels should be in a noise enclosure. No apparatus is to be above 85 dB(A).

### **Noise – lecture space, study area, offices**

Apparatus and equipment used in lecture spaces, study area, or offices should be less than 30 dB Noise Criteria, or Noise Rating Number. Levels above this will disrupt concentration and reliable communication.

### **Personal protective safety equipment**

It is the responsibility of the employing unit to provide, and maintain in good condition personal protective equipment required by employees. When the equipment reaches the end of its life it must be replaced. Further information is available in the [Providing Personal Protective Equipment Guidelines](#) within the Massey Policy Guide.

### **Refrigerators freezers used in laboratories, studios or workshops**

All refrigerators/freezers in or associated with laboratories, workshops and studios must be suitable for flammable solvent storage. Refrigerators or freezers can be either modified to ensure they can be used for storage of flammable substances, or purchased as a purpose designed laboratory flammable storage refrigerator. An alternative is to specify low voltage switching with insufficient arc energy to create ignition, and modify the light. Modifications on freezers are less onerous, as usually the thermostat is already externally mounted and only the lamp needs sealing up.

It is not acceptable to label non-modified refrigerators/freezers as unsuitable for solvent storage. This practice allows a fire hazard to occur accidentally.

The cost of this equipment is a departmental expense as part of the processes conducted by the department or unit. It is insufficient (statute law) to pay an allowance and expect employee to provide their own protective equipment.

Where equipment in direct bodily contact (for example respiratory protective equipment, ear plugs, mouth guards), then equipment must be personally issued to each employee. There is to be no sharing of such items.

See [Health and Safety web pages](#) for further information.

#### **Radioactive material or apparatus**

Only licensees are permitted to procure radioactive material. See [Radiation Guidelines](#).

#### **Supplying or manufacturing plant**

Staff who design or supply plant are subject to legal requirements from the Health and Safety in Employment Act. The requirements are explained in Appendix 6 of the Procurement Procedures.

#### **Training**

Most common health and safety training is funded centrally. Check the [health and safety web pages](#) as to what is offered.

#### **Vehicle purchase**

Purchase processes and safety requirements for vehicles is centralised. These are detailed in the [Vehicle Management Policy](#) on the Massey Policy Guide.

#### **Related procedures/documents**

[Infectious, Pathogenic or Zoonotic Organisms Procedure](#)

[www.chemwatch.net](#)

[Event Management Policy](#)

[Genetically Modified Organisms Procedure](#)

[Electrical Safety Procedures](#)

#### **Document Management Control:**

Prepared by: University Health and Safety Manager

Owned by: Assistant Vice Chancellor – People and Organisational Development

Authorised by: Assistant Vice-Chancellor - Strategy, Finance, IT and Commercial Operations

Last reviewed: August 2014

Next Review: December 2017