

## HEALTH AND SAFETY PROCUREMENT PROCEDURE

Section	University Services
Contact	Director Occupational Health & Safety, Wellbeing
Last Review	November 2023
Next Review	November 2025
Approval	Director Occupational Health & Safety, Wellbeing

### Purpose:

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

### Scope:

All Massey University staff, students and visitors to campus.

### General approach - New or Modified Equipment, Material, Service or Work Process:

It is a statutory requirement under the Health and Safety at Work Act 2015 to complete a risk assessment for new or modified equipment, material, service or new work process. This is an absolute requirement; there is no defense 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.
  - a. For ‘off the shelf’ items the supplier may have safety information.
  - b. For de novo or original construction, the designers or manufacturer will need to complete.
2. Assess the risks of the hazard.
3. Designers, manufacturers, importers etc., are to take action to eliminate, or where elimination is not possible, minimise the hazard/s in procurement decisions, and ongoing use of the item or service.
4. Identify training needs, approvals, and supplementary items such as Personal protective equipment requirements.

The Occupational Health, Safety & Wellbeing team can provide assistance and guidance with this process.

### **Biological Collections**

Biological collection procurement purchase or donation may be subject to MPI movement authority for transfer within New Zealand. Overseas procurement is subject to MPI import permit and HSNO or CTO requirements. The processes are explained in the Restricted Organisms and Biological Products and Genetically Modified Organisms 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 minor capital, preventative maintenance and repair 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 Facilities Services. 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 Facilities Services. 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 procedure and associated guidelines in Massey Policy Guide.

### **Fieldtrips**

See risk management section of Health and Safety and Wellbeing site. Also includes procurement assessment of contracted services.

### **First Aid Supplies**

Under the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016, PCBUs have a duty to provide first aid for their workers at work. Each department/institutes/schools 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 Modified Organisms**

Strict controls are applied in New Zealand for genetic modified work. These are explained in the policy web site under the Genetically Modified Organisms Procedure.

### **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)

### **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 Restricted Organisms and 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 (PPE) required by employees. When the equipment reaches the end of its life or is damaged in a way that it adversely affects the safety performance of the PPE, it must be replaced.

Further information is available in the Personal Protective Equipment Guidelines within the Massey Policy Guide.

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 is 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.

### **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.

### **Radioactive Material or Apparatus**

The purchase, sale or disposal of radioactive material or apparatus (e.g. X-ray equipment) is subject to the Radiation Safety Act 2016. Managing entities of radiation sources must hold a Source licence authorising them to manage and control those sources. Managing entities must register controlled radiation sources with the Office of Radiation Safety. Individual users of radiation sources must hold a Use licence unless their use is otherwise authorised by the Act or Regulations. Consent is required for anyone who wishes to import or export radioactive material.

### **Supplying or Manufacturing Plant**

Staff who design or supply plant are subject to legal requirements from the Health & Safety at Work Act 2015. The requirements are explained in Appendix 6 of the Procurement Procedures.

### **Training**

Most common health and safety training is funded centrally. Check the People & Culture calendar for Health & Safety related training.

### **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 documents**

### Procedures

- Infectious, Pathogenic or Zoonotic Organisms Procedure
- Event Management Policy
- Genetically Modified Organisms Procedure
- Electrical Safety Procedures

### Resources

- Chemwatch – [www.chemwatch.net](http://www.chemwatch.net)

