

HEALTH AND SAFETY PROCUREMENT PROCEDURE

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

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. T00/Fa.13()-36(se)13(r)-3(vi)5(ce.)8ape vicms proces(l)5(t)-4(h)33(a

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

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.

