

Health and Safety Procurement

At the University, procedures for procuring hazardous substances are supported by the Central Procurement Office, Safety Services and by University of Manchester contracted suppliers. Contracted suppliers can be found on the CuPID/GeM Database and e-Marketplace, and are fully aware of the procedures that must be followed.

Procurement of Regulated Substances

Adherence to Health and Safety procedures with respect to the procurement of regulated substances is mandatory.

The University is required by law to obtain certain licences/authorisations/registrations and to make statutory returns to the authorities about the use of substances regulated in this way.

Before placing an order for a regulated substance, and/or arranging delivery of regulated substances, you should satisfy yourself that formal procurement procedures will be complied with. These may differ within individual areas and you should consult your school safety advisor (or in their absence, a University Safety Co-ordinator (link to H&S Website - <http://www.campus.manchester.ac.uk/healthandsafety/safetycontacts.htm>) to find out exactly what is required before an order is placed.

Safety Services have issued guidance previously where correct procedures have been inadvertently transgressed (**Safety Circular**) and it is incumbent on anyone involved in ordering regulated substances that they act properly to ensure that the University does not breach legal requirements. Some regulated substances can only be ordered, and held, under a valid licence and proof of this must be provided to the supplier before any order will be processed. Your School Safety Advisor will be able to advise on which substances this covers and the appropriate procedure to be followed.

<http://documents.manchester.ac.uk/display.aspx?DocID=9963>

You should be aware that when using the University e-Market place that orders are automatically transmitted electronically to the supplier once the approval has been granted in Oracle. There is no intervention from your Operational Buyer, and any necessary documentation or licence information required by the supplier will need to be sent by you. Contracted suppliers (i.e. those on CuPID/GeM and e-Marketplace) are fully aware of the procedures that must be followed regarding regulated substances, and will only supply your goods where the correct documentation is provided.

Latex Products (Powdered Latex Gloves)

The use of powdered latex gloves has ceased and stocks of powdered gloves should be destroyed with immediate effect. This covers the use of powdered latex gloves (only), not latex gloves in general, although alternatives to latex gloves should be sought where practicable. Powder free gloves can be procured from University suppliers listed on CuPID/GeM, and through e-market, but you should check your local Stores for supplies in the first instance.

Guidance on Latex has been issued by **Occupational Health** which you are advised to read before making a purchase of latex products.

<http://documents.manchester.ac.uk/display.aspx?DocID=11013>

Radiological Products

In order to ensure adherence to the University's Procedure for Ionising Radiation Safety, you must contact the Radiation Safety Unit with your requirements for the purchase and delivery of Stable Isotopes and Radiochemicals

<http://www.campus.manchester.ac.uk/healthandsafety/radiation.htm>

Transport of Dangerous Goods

Couriers are available on CuPID/GeM who are capable of arranging delivery of dangerous goods, dry ice etc., but this must be by prior arrangement (please allow time to make arrangements, and a possible site visit, to go through packaging and labeling processes when the items are being prepared for delivery. (This is a requirement that needs to be fulfilled before the supplier will set-up and charge the account).

http://www.campus.manchester.ac.uk/healthandsafety/CoPs&Guidance/transport_of_dangerous_goods.pdf

Management of Hazardous Waste

Go to the Sustainability at The University of Manchester site for updates on the latest advice regarding the safe disposal of all goods.

<http://www.sustainability.manchester.ac.uk/campus/recycling/hazardous>

Ordering Works / services which require Contractors to be on site

Any contractor working on the campus must adhere to the Estates and Facilities Directorate's 'Code of Conduct for Contractors Working on Campus. The Contractor by entering into a contract with the University accepts that he must at all times adhere to and comply with the provisions contained in the COP.

<http://www.estates.manchester.ac.uk/DirectorateOfEstates/Procedure%20and%20Information/Documents/EP%20PM6-Code%20for%20Contractors%20on%20Campus.pdf>

Contractors must also work to the agreed risk assessments and method statements in accordance with their order and the COP.

Health and Safety at The University of Manchester

<http://www.campus.manchester.ac.uk/healthandsafety/index.htm>

Ordering External Catering

Food safety legislation imposes specific obligations on organisations that allow catering to be supplied by internal or external parties. This includes checking premises where food is prepared and general safety standards. Internal catering is subject to strict controls and certain external caterers have also been approved for use. It is strongly recommended that you use one of these where internal catering isn't an option.