



Minimising Health, Safety and Environmental Impacts in Procurement Instruction

Brief description

This Instruction provides guidance to GPC to enable suitable selection of goods prior to procurement, hire or lease to minimise potential impacts to health, safety or the environment. It does not address the use of contractors or purchase of services, which is managed under separate GPC Standards and Procedures.

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If you require any further information, please contact the Custodian.

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1 Terms and definitions

In this Instruction:

“Environmental Management System” means the overall management system which includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the Environment Policy, and so managing the RISKS associated with the business of the organisation.

“Lifecycle” means consecutive and interlinked stages of a product system, from raw material acquisition or generation from natural resources to final disposal.

“OEM” means Original Equipment Manufacturer.

“Safety Management System” means the part of the overall management system which includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the Safety Policy, and so managing the risks associated with the business of the organisation.

Terms that are capitalised and not otherwise defined in this Instruction are defined in the GPC Corporate Glossary Instruction (as listed in Appendix 1 – Related documents).

2 Introduction

2.1 Purpose

This Instruction provides guidance to GPC to enable suitable selection of goods prior to procurement, hire or lease to minimise potential impacts to health, safety or the environment.

By considering health, safety and environmental impacts and requirements of goods prior to procuring, GPC can ensure there are adequate controls to eliminate or minimise environmental impact, eliminate or minimise risks, minimise the likelihood of introducing new hazards into the workplace and ensure goods conform to GPC’s Safety Management System, Environmental Management System, legislation and applicable standards.

An example of considerations are available to use as a checklist in Appendix 2.

2.2 Scope

This Instruction applies to all goods where a work health and safety and/or environmental risk or impact is present, or may be reasonably assumed to be present. Banned or restricted items outlined in Appendix 3 must also be complied with by Contractors.

This Instruction must be applied in conjunction with GPC’s procurement Policies and Procedures as well as GPC’s Management of Change Standard and Procedure.

2.3 Objectives

This Instruction aims to provide guidance to:

- purchase goods, hire or lease goods that comply with applicable legislation and standards;
- appropriately consider the potential health, safety and environmental impacts, hazards or requirements of goods prior to purchasing; and
- align procurement activities with ISO 45001:2018 and ISO 14001:2015.

3 Minimising Health, Safety and Environmental Impacts in Procurement

3.1 Determination of health and safety requirements

Consideration of work health and safety issues reduces the incidence of injury and illness resulting from poor ergonomic design, equipment failure, defective products or hazardous materials. The suitability and purpose of goods, the training of workers and legislative requirements should be considered when procuring goods or services.

Any goods to be procured should be evaluated to determine whether the goods itself, or the handling or the use of the goods, poses a risk to the health and safety of any person, and whether the goods have been designed so that they can be used safely by Workers. This process should occur prior to the procurement of the goods to eliminate or minimise the risk of new hazards being introduced to the workplace. Hazards and risks include those associated with installation, commissioning, operation, inspection, maintenance, repair, transport, storage and dismantling of goods, plant and equipment.

3.2 Determination of environmental requirements

Consistent with a Lifecycle perspective, environmental requirements of goods purchased should be considered to ensure minimal environmental impact.

Any goods or products to be procured should be evaluated to determine potential significant environmental impacts associated with the transportation, delivery, use, end-of-life treatment and final disposal of the product. Refer to Appendix 2 for examples of environmental Lifecycle considerations.

3.3 Specific requirements of goods to prevent health and safety impacts

Employees requesting purchases should ensure that potential impacts/hazards associated with the goods are evaluated, including impacts to personnel, existing work practices and the work environment.

Refer to the GPC Competency to Operate Procedure for further requirements on new machinery/plant and equipment and GPC Management of Change Standard and Procedure for any change management requirements. Where there are specific approval processes that exist already in GPC Procedures for purchase of items (e.g. chemicals, new PPE), these processes must be followed.

Appendix 2 outlines general considerations that should be made when selecting goods. Appendix 3 of this Instruction outlines banned, restricted and recommended product requirements. These appendices should guide applicable management of change processes related to the selection of goods prior to purchase.

3.4 Delivery of goods

Consideration must be given to the appropriate delivery of goods to ensure no hazards are introduced (e.g. designed laydown area for receipt of new plant/equipment). Appropriate delivery instructions must be provided to the supplier.

3.5 Verification of goods and post-procurement actions

On receiving goods, they must be checked to verify that it has been delivered according to specifications and works as intended. This includes ensuring that any manuals or manufacturer instructions are included where applicable.

In situations where the specified work health and safety requirements or control measures cannot be verified or have not been met, the goods should be tagged out of service. Relevant follow up with the supplier in relation to returning or repair is to take place.

No plant and equipment should be used prior to any required commissioning, electrical testing, training etc. that is identified as required and relevant plant, tools and equipment must also be added to applicable inspection and maintenance registers prior to use. Manufacturer's recommendations must be reviewed to ensure the frequency and type of inspections needed are captured.

Where relevant for plant, equipment, tools etc., appropriate risk assessments in accordance with the Safety Risk Management Procedure should be carried out prior to the first use of the equipment and Safe Work Instructions developed where required. Safe use requirements and any other relevant information must be communicated and made available to impacted employees.

4 Appendices

4.1 Appendix 1 – Related documents

(a) Legislation and regulation

Key relevant legislation and regulation, as amended from time to time, includes but is not limited to:

Type	Legislation/regulation/guidelines
State Acts	<i>Work Health and Safety Act 2011 (Qld)</i> <i>Work Health and Safety Regulation 2011 (Qld)</i>
Other	ISO 45001:2018 Occupational health and safety management systems ISO 14001:2015 Environmental management systems Managing Risk of Plant Code of Practice Hazardous Manual Tasks Code of Practice Managing Respirable Crystalline Silica Dust Exposure in Construction and Manufacturing of Construction Elements Code of Practice

(b) Gladstone Ports Corporation documents

The following documents relate to this Instruction:

Type	Document number and title
Tier 1: Policy	#365624 Safety Policy #366016 Environmental Policy

Type	Document number and title
Tier 2: Standard/Strategy	#854303 Safety Management Framework Standard
	#809151 Environmental Management Framework Standard
	#1209557 Management of Change Standard
Tier 3: Specification/ Procedure/Plan	#697854 Safety Management System Plan
	#146256 Environmental Management System Plan
	#1086240 Hazardous Chemical Management Procedure
	#123483 Work at Heights Procedure
	#1169443 PPE Procedure
	#1344636 Management of Change Procedure
	#1606001 GPC Competency to Operate Procedure
#1285540 Safety Risk Management Procedure	
Tier 4: Instruction/Form/ Template/Checklist	#1621179 GPC Corporate Glossary Instruction
	#1354127 Add/Change Stock Item Form (Warehouse)
Other	#1263232 Approved Purchasing List of Personal Fall Protection Equipment for Working at Height
	#1796811 Register of Alternative tools to Knives and their Application

4.2 Appendix 2 – Example of Considerations

Safety



- What consultation or communication requirements is required in regards to procurement of goods or services?
- Does the goods conform to GPC's Safety Management System requirements as well as relevant legislation (including Codes of Practice)?
- Are specific requirements in a GPC Procedure for the good to comply with (e.g. Hazardous Chemical Management, Work at Height Procedure, PPE Procedure)?
- Is there an applicable Standard (Australian, International, GPC Engineering Site Standard etc.) for the goods to be designed in accordance with?
- Is there an Original Equipment Manufacturer (OEM) manual for the goods to be designed / selected in accordance with?
- What is/will the impact of the product/s or service on health and safety?
- Any occupational health/hygiene monitoring requirements?
- Does it have suitable guarding, emergency stops, safety devices/features etc.?
- Are there any plant licencing or registration of design requirements?
- SWI, JSA, training, CTO or licence available/ required/ in place?
- Any test and tag requirements?
- Is there the need for the set up of ongoing inspection and maintenance requirements?
- What safety information can the supplier provide (e.g. data sheets, instruction manuals, plant risk assessments)?
- Is the supplier's (Safety Management System) SMS certified?
- Is the supplier's (Environmental Management System) EMS certified?
- Appropriate reference to requirements in the scope document by the requestor?



Environment



- Materials
 - Is the product manufactured using recyclable materials?
 - Is the product manufactured using sustainably sourced materials?
 - Is the product manufactured using ethical standards?
 - What is the expected life of the materials used? Will elements need replacing before the product is at its end-of-life?
- Production
 - Energy consumption during production.
 - Type of energy used for production e.g. green energy.
- Transportation and shipping
 - How far away is the product being ordered? Can we purchase from a closer supplier?
 - What packaging is used for shipping? Is the packaging necessary? Is the packaging recyclable/reusable?
- Use / operation
 - What are maintenance/servicing requirements?
 - Is the use of this product economical in terms of energy consumption?
 - Product emissions produced.
- End-of-life
 - What is the expected life term of the product?
 - Can the product be re-used?
 - Can the product be recycled?
 - Will the supplier accept the product back at the end-of-life?
- Is the supplier's (Environmental Management System) EMS certified?





4.3 Appendix 3 – Banned, Restricted and Recommended Products




Product	Product Description	Banned, Restriction or Recommendation	Criteria	Alternatives for Consideration of Banned Products
Products with the potential to transmit vibration to the operator	Needle guns, grinders, jack hammers, rattle guns and any other tool	Restriction	<p>To reduce the impact of hand/arm vibration, hand tools should be purchased so that they:</p> <ul style="list-style-type: none"> do not have a handle shape that results in high pressure in the area of skin contact; do not expel cold gases or fluids over the operator's hands; have a small contact force; are fitted with anti-vibration handles or internal damping mechanisms; are light weight; and are accompanied with operating instructions / training material for use and maintenance. 	N/A
Products with the potential to transmit noise	Power tools, mobile plant, fixed plant	Recommendation	<ul style="list-style-type: none"> Noise levels between different products available should be compared and, if practical and cost effective, the equipment which emits less noise should be selected. Consideration should be given if there is a quieter way of performing the task with different tools. Noise level data should be required from the manufacturer to allow noise control measures to be reviewed where applicable. 	N/A
Products for use associated with Working at Heights activities	Working at Heights Equipment	Restriction	All used by employees must be in accordance with the Approved Purchasing List of Personal Fall Protection Equipment for Working at Height (#1263232)	N/A




Product	Product Description	Banned, Restriction or Recommendation	Criteria	Alternatives for Consideration of Banned Products
	Mobile equipment seating	Restriction	<p>The seat and base must be of heavy-duty construction, firmly mounted to the floor of the cab and suitable in all respects for the application and size of the operator. The operator's seat should be fitted with:</p> <ul style="list-style-type: none"> • A minimum of 150kg weight limit; • adjustable arm rests; • adjustable headrest; • back and lumbar support; • seat suspension systems with both vertical and fore/aft isolation; and • means of vertical, horizontal and backward tilt adjustment to allow easy operator of levers, controls or pedals. <p>All indicators, gauges, metres and lights monitoring the condition of the equipment must be clearly visible from the operator's position in both day and night time conditions.</p>	N/A
	Computer Based Workstation – Desks, Work Benches	Restriction	<p>All workstation furniture should meet Australian Standards (e.g. AS/NZS 4442:2018 Office desks, office workstations and tables).</p> <ul style="list-style-type: none"> • The work surface area should be adequate for the tasks to be performed. It should be large enough to accommodate a screen, keyboard and associated equipment, and leave enough room for writing and for the resting of hands and arms. The workstation should also be large enough to permit items used regularly to be within easy reach of the user from normal operating position. • The layout should permit the user to adopt an upright and forward facing posture. 	N/A




Product	Product Description	Banned, Restriction or Recommendation	Criteria	Alternatives for Consideration of Banned Products
			<ul style="list-style-type: none"> Working position height should allow the user to have their elbows close to the body and the elbow angle should be around 90 degrees. Sufficient leg space should be offered to allow free leg movement without obstruction. Where practicable, sit to stand desks should be considered. Work surface finish should be a light colour and a matte finish. Lockable wheels should be considered on moveable furniture. 	
	Office Chairs	Restriction	<p>All office chairs should meet Australian Standards (AS/NZS 4438:1997 Height adjustable swivel chairs).</p> <ul style="list-style-type: none"> Should be a minimum of 120kg weight limit Seat pan size should be dependent on user size. The chair should offer adjustable seat height, back rest height, lumbar support and seat tilt. The chair should have gas adjustments rather than manual adjustments. Chairs should be adjusted easily from the seated position. Executive type chairs with no option for separate back rest adjustment are not suitable for screen based work however they may be suitable where mixed tasks are completed with only a small amount of screen based tasks. 	N/A
	Computer, keyboard and mouse	Restriction	<ul style="list-style-type: none"> Fit for purpose keyboards are to be considered for those completing prolonged computer input device work or specified through ergonomic assessments. 	N/A




Product	Product Description	Banned, Restriction or Recommendation	Criteria	Alternatives for Consideration of Banned Products
			<ul style="list-style-type: none"> • A mouse should have sufficient cord length or Bluetooth capability and the size should be determined by the user's hands. • All laptops should include a detachable mouse. • Monitors should be of appropriate screen size and resolution for the work tasks performed and adjustable in angle and tilt. • Where the height of a monitor is too low for the user, consideration should be given to providing a height adjustable monitor raise. 	
	Desk Telephone	Restriction	Where a telephone is used for prolonged periods, a hands-free phone or headset should be available to the user.	N/A
	Electrical equipment and appliances	Restriction	<p>Electrical equipment and appliances must have the Regulatory Compliance Mark (shown below) on the product or packaging to verify it has been tested, is compliant and meets Australian Standards.</p> 	N/A


Product	Product Description	Banned, Restriction or Recommendation	Criteria	Alternatives for Consideration of Banned Products
	Plant and equipment	Restriction	Plant and equipment should have suitable guards, emergency stops and safety devices. Contact with or access to dangerous parts (moving or rotating) should be prevented. Refer to Managing the Risks of Plant in the Workplace Code of Practice for other considerations.	N/A
	Non-certified tooling or equipment	Banned	Any tooling or equipment that is required to be certified shall be certified.	Certified tooling or equipment that is fit for purpose
	Knives	Restriction	Knives must be approved for use and for task. If considering a tool for a cutting based task, refer to the GPC List of Alternative Tools to Knives (#1796811) to select an identified alternative tool.	GPC List of Alternative Tools to Knives (#1796811)
	Angle Grinders	Restriction	<ul style="list-style-type: none"> • Angle grinders greater than 4.5 inch must have an automatic cut-off or "Deadman" switch as part of the hand grip. • Must not have an override button or switch. • Large angle grinders (any angle grinder in excess of 127mm or 5" – includes all 180mm (7") and 230mm (9") angle grinders) used for cutting purposes must include a torque limitation clutch. Note: When considering the use of large angle grinders, the responsible person shall confirm that there is not a practical alternative work method available. 	N/A

Product	Product Description	Banned, Restriction or Recommendation	Criteria	Alternatives for Consideration of Banned Products
			<ul style="list-style-type: none"> Where possible, select models with adjustable handles that can be moved to suit both left and right handed operators. 	
	Expired Cut-off and grinding wheels	Banned	<p>Do not use expired units cut-off and grinding wheels.</p> <p>Marked on the product: V04/2022 - The expiration or validity date is equal to the date of manufacture plus 3 years. 2022 is the expiration year and V04 is the quarter of manufacture (first month of the quarter):</p> <ul style="list-style-type: none"> • 01 for wheels manufactured on 1st quarter • 04 for wheels manufactured on 2nd quarter • 07 for wheels manufactured on 3rd quarter • 10 for wheels manufactured on 4th quarter 	In date equipment
	Oxy / Acetylene system not fitted with flash back arrestor	Banned	Flash Back Arrestors to be used on Oxy / Acetylene systems.	N/A
	Welders	Recommendation	Voltage reduction devices to be used on welders.	N/A

Product	Product Description	Banned, Restriction or Recommendation	Criteria	Alternatives for Consideration of Banned Products
	Karabiner	Restriction	Karabiners used in Working at Heights assemblies & applications must require more than single action.	N/A
	Double Adaptors and power Boards	Recommendation	Overload protection should be on power board. Double Adaptors should not be used.	N/A
	Aluminium ladders	Restriction	Aluminium ladders cannot be used for electrical work.	N/A
	Portable Ladders	Restriction	All portable ladders must be: <ul style="list-style-type: none"> • Load rated of at least 120kg and marked as such; • Manufactured for industrial use and marked as such; and • Designed in accordance with AS1892 Portable Ladders. 	N/A
Any equipment used for tasks that will or has the potential to generate silica dust	Includes power tools, mobile plant and equipment used for housekeeping and clean-up activities	Restriction	Must be in accordance with Appendix 4 of the Managing Respirable Crystalline Silica Dust Exposure in Construction and Manufacturing of Construction Elements Code of Pracctice.	N/A

Product	Product Description	Banned, Restriction or Recommendation	Criteria	Alternatives for Consideration of Banned Products
	Quick concrete saw or Walk behind when in cradle	Restriction – Silica Related Tasks	<ul style="list-style-type: none"> • Use saw equipped with integrated water delivery system that continuously feeds water to the blade. • Operate and maintain tool in accordance with manufacturer's instructions to minimise dust emissions. • Outdoor use only (petrol equipment). • If task is required to be completed greater than 4 hours without the use of the cradle then: <ul style="list-style-type: none"> ○ P1 or P2 mask (minimum protection factor - MPF 10) to be worn and usage tracked 	N/A
	Rotary Hammer and Drill	Restriction – Silica Related Tasks	<ul style="list-style-type: none"> • Use drill equipped with commercially available shroud or cowling with dust collection system; and • Operate and maintain tool in accordance with manufacturer's instructions to minimise dust emissions; and • Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have either: <ul style="list-style-type: none"> ○ a tool-mounted HEPA-filtered dust collector, or ○ an on-tool capture hood connected to a dust extractor/vacuum rated to either M or H-Class in accordance with AS/NZS 60335.2.69 • Use a vacuum rated to either M or H-Class in accordance with AS/NZS 60335.2.69 when cleaning holes. 	N/A
	Jack Hammers and Breakers	Restriction – Silica Related Tasks	<ul style="list-style-type: none"> • Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact • Task rotation – not to be completed per person for more than 4 hours per day • Operate and maintain tool in accordance with manufacturer's instructions to minimise dust emissions. • Task to be completed outdoors • Vacuum with HEPA filter available for use if required 	N/A

Product	Product Description	Banned, Restriction or Recommendation	Criteria	Alternatives for Consideration of Banned Products
			<p>If task is required to be completed indoors or in an enclosed area:</p> <ul style="list-style-type: none"> • P1 or P2 mask (minimum protection factor - MPF 10) to be worn and usage tracked 	
	Walk behind concrete saw	Restriction – Silica Related Tasks	<ul style="list-style-type: none"> • Use saw equipped with integrated water delivery system that continuously feeds water to the blade • Operate and maintain tool in accordance with manufacturer's instructions to minimise dust emissions. 	N/A
	Electric Grout Stirrer	Restriction – Silica Related Tasks	<ul style="list-style-type: none"> • P1 or P2 mask worn when grout added to water (addition process only) • Task not to be completed for more than 15 minutes per occurrence • Follow the manufacturer's recommendations of the equipment <p>Note: This activity is likely to generate exposure well below the WES when undertaken in isolation from activities that generate significant exposures to silica.</p>	N/A
	Powered wet saw	Restriction – Silica Related Tasks	<ul style="list-style-type: none"> • Use saw equipped with integrated water delivery system that continuously feeds water to the blade • Operate and maintain tool in accordance with manufacturer's instructions to minimise dust emissions. 	N/A

Product	Product Description	Banned, Restriction or Recommendation	Criteria	Alternatives for Consideration of Banned Products
	Portable Battery and Electric Hand Drills	Restriction – Silica Related Tasks	<ul style="list-style-type: none"> • Use drill equipped with commercially available shroud or cowling with dust collection system; and • Operate and maintain tool in accordance with manufacturer's instructions to minimise dust emissions; and • Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have either: <ul style="list-style-type: none"> ○ a tool-mounted HEPA-filtered dust collector, or ○ an on-tool capture hood connected to a dust extractor/vacuum rated to either M or H-Class in accordance with AS/NZS 60335.2.69 • Use a vacuum rated to either M or H-Class in accordance with AS/NZS 60335.2.69 when cleaning holes. 	N/A

4.4 Appendix 4 – Revision history

Revision date	Revision description	Author	Endorsed by	Approved by
07/08/2023	Initial document creation.	Emma Leech, Safety & Training Advisor - Systems	Kirsty Iszlaub, Safety & Training Specialist - Systems	Tony Young, Safety & Training Manager