

Safety and Health Policy and Procedure Manual

SAFETY REQUIREMENTS FOR PURCHASED EQUIPMENT and MATERIALS Section 0230

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SECTION 230

I. Introduction

This procedure outlines Safety Requirements for Purchased Equipment and Hazardous Materials. All equipment, including furniture, tools and electrical appliances, purchased by university departments should be the safest possible and meet the most stringent industry safety standards for that type of equipment. When new Hazardous Materials are purchased they must be approved by either the Office of Safety or a Department's Chemical Hygiene Officer. While the purchaser must assume primary responsibility for the safety of equipment and materials purchased, the Office of Safety is always available to consult and provide safety information.

II. Standards

North Carolina Office of State Personnel, Workplace Requirements Program, 2.10.1, "Purchase Approval Requirement for Safety and Health".

III. Equipment Purchases

Equipment purchased for use at the university should meet the latest applicable safety standards of the industry that produces the equipment. The primary account holder not only authorizes the use of funds but is committing that the equipment is safe and will be used and maintained in a safe manner.

Violations of this policy will result in unsafe equipment be taken out of service, until such time as the department who purchased the equipment can make it safe or purchase safe replacement equipment.

Please remember many things we purchase can cause injury if safety and health are not considered when purchasing. Consider the following list as examples:

Equipment	Possible Hazard
Chairs and Desks	Ergonomically Incorrect
Computer workstations	Ergonomically Incorrect
Electrical Equipment	Not Suitable for Environment of Use
Power Tools	Not Suitable for Environment of Use
Material Handling Devices	Not Suitable for Environment of Use
Ladders	Not Approved for Use
Personal Protective Equipment	Not Correct for Hazard
Lab Vacuum Pumps & Centrifuges	Not Properly Guarded and Grounded

IV. Hazardous Material Purchases

The purchase of hazardous chemical materials is covered in detail by two sections of this Safety and Health Policy and Procedure Manual. They are: [Section 0020 Hazard Communication Program](#) and [Section 0030 Chemical Hygiene Program](#).

The purchase of radioisotopes must follow state and federal laws, including use by trained personnel under a state license, supported by a departmental Radiation Safety Officer (RSO).

V. Building Changes/Partitions

The purchase of any construction materials or products to be used to alter or modify a university facility may only be done with approval of the Associate Vice Chancellor for Facilities. Additionally, the contracting of any work to alter or modify a university facility may only be done with approval of the Associate Vice-Chancellor for Facilities or by departments currently authorized to modify facilities including, Housing and Residence Life, Telephone and Network Services, Physical Plant, and Facilities Design and Construction. Departments that host other parties should not allow them to modify university facilities for any purpose.

The primary purpose of this policy is to insure that buildings are not modified in such a way that safety hazards are created. These hazards may involve emergency exiting, electrical safety, disturbing hazardous building materials, and the introduction of non-approved materials.

VI. Portable Heating and Cooling Equipment

The purchase or use of portable heating and cooling equipment, such as space heaters, portable fans, air conditioners is prohibited, except under the control of departments responsible for maintaining indoor spaces, including Physical Plant and Housing and Residence Life. Problems with temperature control should be addressed through these departments.

The primary purpose for this policy is to insure that heating and cooling problems are dealt with by trained personnel and any engineering controls are attempted prior to the introduction of portable equipment. Additionally, when portable equipment is purchased by the maintenance departments, it must be at least grounded equipment that meets the occupants needs and applicable safety standards.