

Pre-Purchase Review of Products

Policy 303.15

1 Introduction

1.1 The purpose of this policy is to provide a control mechanism to assure that applicable specifications for safety design features are reviewed and considered when purchasing products for Appalachian State University. This policy is designed to assure compliance with the North Carolina Office of State Personnel's requirement for the pre-purchase review of products to ensure that all items purchased incorporate the appropriate safety features and are safe for use. This includes, but is not limited to, the purchase of equipment, chemicals, hazardous materials, and consumable products.

2 Scope

3 Definitions

3.1 Hazardous Chemical or Product

Any chemical or product which is a physical hazard or a health hazard.

3.2 Health Hazard

A chemical or product for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes chemicals or products which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes.

3.3 Physical Hazard

A chemical or product for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.

4 Policy and Procedure Statements

4.1 Review of Purchase Requests

4.1.1 Department Chairpersons and Supervisors will review all purchase requests to assure compliance with applicable standards, regulations or guidelines (e.g. Underwriter's Laboratory (UL) approved, North Carolina Department of Labor Occupational Safety & Health Division (NCOSHA), National Institute for Occupational Safety & Health (NIOSH), American National Standards Institute (ANSI), etc. If Chairpersons or Supervisors have any questions or are unable to determine product compliance, they should contact the Occupational Safety and Health Office for assistance.

4.2 Less Hazardous Products

4.2.1 Whenever possible, less hazardous products should be substituted for those products that are considered more hazardous.

4.3 Product Review

4.3.1 During the product review stages, the following factors should also be considered: ergonomic design; environmental impact; waste disposal procedures; vibration and noise emissions; machine guarding; electrical safety features (including grounding procedures); product safety controls (e.g. switches, signage, lockout-tagout procedures); and product safety information (e.g. on-site training, training videos, and recordkeeping procedures).

4.4 Safety Equipment

4.4.1 When considering the purchase of safety equipment or information (e.g. training information or videos, abdominal support belts, ergonomic furniture and aids, local exhaust and ventilation devices, air filtering devices, etc.), Chairpersons and

Supervisors should contact the Occupational Safety and Health Office for assistance prior to purchase.

4.5 Purchase of Respirators

4.5.1 Prior to initial purchase of respirators, Chairpersons and Supervisors must contact the Occupational Safety and Health Office (Extension 6838) to review employee use and product selection requirements.

4.6 Review of Procurement Requests, Check Requests, Petty Cash Reimbursements for First Aid Supplies

4.6.1 All procurement requests, check requests, and petty cash reimbursements for the purchase and use of departmental first aid supplies and equipment must be reviewed and approved by the Occupational Safety and Health Office prior to purchase. This does not apply to medical supplies and equipment purchased and used by Student Health Services.

4.7 Responsibility

4.7.1 It is the responsibility of Chairpersons and Supervisors, in cooperation with the Occupational Safety and Health Office, to implement this policy. Chairpersons and Supervisors are responsible for insuring that all departmental purchases comply with all applicable safety regulations, standards, and guidelines. The Occupational Safety and Health Office will provide assistance to Chairpersons and Supervisors upon request.

5 Additional References

6 Authority

7 Contact Information

8 Original Effective Date

March 23, 2004

9 Revision Dates