



### WHY DO A PRE-PURCHASE RISK ASSESSMENT?

A health and safety pre-purchase risk assessment is essential to ensure that before you decide to purchase plant, equipment or chemicals, you have considered:

- the potential risks to the health and safety of people or the environment associated with the item purchased; and
- how you will eliminate or mitigate these risks; and
- what new or additional hazards will be present in your workplace or systems of work as a result of the purchase.

This Safety Bulletin follows a number of non-conformance findings during health and safety internal audits and an up-date of the original Safety Bulletin published in July 2009.

### WHO IS RESPONSIBLE?

If you have:

- financial delegations; and/or
- responsibility for procurement of goods (including plant, equipment and chemicals);

then you have specific responsibilities with respect to completing a Health & Safety: Pre-purchase risk assessment checklist. These responsibilities are defined and documented in [Purchasing – OHS requirements procedure](#).

### WHAT IS REQUIRED?

The essential requirement is for a Health & Safety: Pre-purchase risk assessment checklist to be completed prior to the decision to purchase plant, equipment and chemicals.

#### For initial purchases

For all initial purchases, the Authorising Officer (employee with delegated authority to permit the purchase of goods and services) shall ensure a Health & Safety: Pre-purchase risk assessment checklist has been completed prior to the authority to purchase being issued.

#### For subsequent purchases

For repeat purchases, the Authorising Officer shall verify that a Health & Safety: Pre-purchase risk assessment checklist was completed with the initial purchase and is available if required.

### DOCUMENTS AND MORE INFORMATION

- [Health & Safety: Pre-purchase risk assessment checklist](#)

Contact your Local Health & Safety contact: <http://safety.unimelb.edu.au/about/contacts/local.html>

#### NOTE:

The Health & Safety: Pre-purchase risk assessment checklist is normally only required for the initial purchase of goods.