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