

OHS & ENVIRONMENTAL PREPURCHASE RISK ASSESSMENT CHECKLIST

This form is to be used in conjunction with procedure Purchasing – EHS Requirements (UOM 327).

Documentation

Purchase Order Number: _____

Description of Item(s) to be Purchased: _____

Purpose of Purchase: _____

Supplier: _____ Cost: _____

Person Requesting Purchase: _____ Date: _____

Authorising Officer: _____ Date: _____

Pre-Purchase Environment Health & Safety Considerations

The following section must be completed prior to purchasing the item. All items are to be completed by the person requesting the purchase and confirmed by the Authorising Officer.

Goods and Services	Risk Rating	Documentation
Office stationary and supplies	Low	Nil ¹
PPE	Medium	EHS Prepurchasing Checklist – PPE Section
Office Furniture	Medium	EHS Prepurchasing Checklist – Ergonomic Section
Chemicals and Substances	High	EHS Prepurchasing Checklist – Chemical Section
Radiation Sources	High	EHS Prepurchasing Checklist – Radiation Section
Plant/Equipment and Electrical Equipment	High	EHS Prepurchasing Checklist – Plant and Equipment Section

- 1 Where prepurchasing risk assessment documentation **is not** required, the person purchasing/ordering/requesting the goods must still ensure that the goods do not pose a risk to health and safety.

Pre-Purchase Environment Health & Safety Considerations	Y	N	N/A	If no, what controls/requirements will be provided prior to purchase
Personal Protective Equipment and Clothing				
Relevant Australian Standard marking				
Instructions on use, fitting, storage and maintenance				
Suitable for purpose				
Consultation with HSR/employees affected				
Office Furniture				
Desks and workstations compliant with AS4442 and AS4442				
Height adjustable swivel chairs compliant with AS4438 level 5 or 6				
Fixed chairs compliant with AS4688 level 4, 5 or 6				
Supplier's manual handling assessment provided				
Consultation with HSR/employees affected				

Pre-Purchase Environment Health & Safety Considerations	Y	N	N/A	If no, what controls/requirements will be provided prior to purchase
Chemicals and Substances				
Current MSDS supplied (less than 5 years old)				
Is the substance correctly labelled and packaged				
Suitable storage available: <ul style="list-style-type: none"> • dangerous goods storage • biological storage • poisons and drugs storage • gas cylinder storage • bunding 				
Scheduled Carcinogens permit				
End user chemical declaration				
Staff are competent/trained to use				
Suitable first aid and emergency equipment/procedures in place				
Consultation with HSR/employees affected				
Radiation Sources				
Contact Radiation Safety Officer for advice				
Consultation with HSR/employees affected				
Plant/Equipment (and Electrical)				
Plant hazard assessment from manufacturer/supplier				
For registrable - registration of plant				
Noise less than 85 dBA				
Suitable guarding/emergency stops/safety devices				
Meets relevant Australian Electrical Standards				
New electrical equipment tagged				
Instruction manuals, information about safe use				
Operator licence/certificate of competency required				
Staff are competent/trained to install				
Staff are competent/trained to use				
Staff are competent/trained to maintain				
Consultation with HSR/employees affected				
Other				
Consultation with HSR/employees affected				

Note:

- For repeat purchases the Authorising Officer shall verify that a Prepurchase Risk Assessment Checklist has been completed.
- Where a Prepurchase Risk Assessment Checklist has not been completed the Authorising Officer shall ensure that it is completed.
- A list of most commonly used [Australian Standards](#).
- Consideration must be given to Waste Disposal pathways in accordance with the procedure Waste Risk Management (UOM 350)