



Safety Bulletin

Pre-Purchase Assessment

Health & Safety – Issue 03: February 2019

WHY DO A PRE-PURCHASE ASSESSMENT?

A health and safety pre-purchase 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 because of the purchase.

This Safety Bulletin follows several 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 checklist. These responsibilities are defined and documented in Health & Safety: Purchasing requirements.

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: Purchasing requirements](#)
- [Health & Safety: Pre-purchase checklist](#)

Contact the local [Health and Safety Business Partner](#)



NOTE:

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