|  |  |
| --- | --- |
| C:\Users\susanb\AppData\Local\Microsoft\Windows\Temporary Internet FilesContent.Word\PRIMARY_A_Vertical_Housed_RGB.PNG | health & safety pre-purchase checklist |

|  |
| --- |
| This pre-purchase checklist ensures that any hazards associated with the intended purchase are identified and adequate controls to eliminate or mitigate health and safety risks associated with the product are considered and implemented.  This form is to be used in conjunction with the [*Health & Safety: Purchasing requirements*](https://safety.unimelb.edu.au/__data/assets/word_doc/0011/1806887/health-and-safety-purchasing-requirements.docx). |

1. documentation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Purchase order number |  | Supplier |  | | |
| Description of items to be purchased |  | | | | |
| Purpose of purchase |  | | | | |
| Person requesting purchase |  | | | Date |  |
| Authorising officer[[1]](#footnote-2) |  | | | Date |  |

1. pre-purchase health and safety considerations

Using the table below as a guide, complete the relevant section 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 stationery and supplies | Low | Nil[[2]](#footnote-3) |
| PPE | Medium | Health & Safety: Pre-purchase checklist – PPE section |
| Office Furniture | Medium | Health & Safety: Pre-purchase checklist – Office furniture section |
| Portable Equipment | Medium | Health & Safety: Pre-purchase checklist – Portable equipment section |
| Chemicals and Substances | High | Health & Safety: Pre-purchase checklist – Chemical and substances section |
| Radiation Sources | High | Health & Safety: Pre-purchase checklist – Radiation section |
| Plant/Equipment and Electrical Equipment | High | Health & Safety: Pre-purchase checklist – Plant and equipment section |

**Notes:**

* For repeat purchases, the Authorising Officer must verify that a Pre-purchase checklist has been completed.
* Where a Pre-purchase checklist has not been completed, the Authorising Officer must ensure that it is completed.
* A list of most commonly used [Australian Standards commonly used in purchasing](https://safety.unimelb.edu.au/__data/assets/pdf_file/0006/2724432/Australian-standards-commonly-used-in-purchasing.pdf).
* Consideration must be given to Waste Disposal pathways in accordance with the [Health & Safety: Waste management requirements](https://safety.unimelb.edu.au/__data/assets/word_doc/0012/1798284/Health-and-safety-waste-management-requirements.docx).

| Pre-purchase health & safety Considerations | Y | N | N/A | If no, list controls/requirements Pre-purchase |
| --- | --- | --- | --- | --- |
| For all pre-purchase categories there has been consultation with HSR/employees affected |  |  |  |  |
| Personal Protective Equipment and Clothing | | | | |
| Relevant Australian Standard marking |  |  |  |  |
| Instructions on use, fitting, storage and maintenance |  |  |  |  |
| Suitable for purpose |  |  |  |  |
|  |  |  |  |  |
| Office Furniture Office workstation furniture, equipment and storage | | | | |
| Item/s have been designed and sourced with consideration to ergonomics and end user comfort |  |  |  |  |
| Workstation furniture is sourced from the University preferred supplier panel and meets the requirements of the University of Melbourne Design Standards |  |  |  |  |
| Items are stable, ani- tip, free of sharp corners, edges, entrapment hazards and pinch points |  |  |  |  |
| Workstation furniture accommodates a wide range of user characteristics- size, weight, disability |  |  |  |  |
| S  Items that have capacity for adjustment can be adjusted easily |  |  |  |  |
| The item is available for a trial period or for user testing if required |  |  |  |  |
| Consideration been given to load rating of items e.g seating, shelving, monitor arm to support selected monitor weight |  |  |  |  |
|  |  |  |  |  |
| Portable Equipment (e.g. trolleys, ladders, step-stools, whiteboards) | | | | |
| Consideration has been given to the environment in which the equipment/item will be used – space, paths of travel, heights, clearances including overhead, floor surfaces |  |  |  |  |
| The design of the equipment /item has been considered – size, weight, material, structure and design, moveability and handling |  |  |  |  |
| The nature of the load or materials to be handled has been factored into the selection |  |  |  |  |
| The load rating capacity matches the task requirements |  |  |  |  |
| The equipment is easy to use and training will be available for staff |  |  |  |  |
|  |  |  |  |  |
| Chemicals and Substances including biologicals | | | | |
| Current Safety Data Sheet Supplied |  |  |  |  |
| Is the substance correctly labelled and packaged |  |  |  |  |
| Suitable storage available:   * dangerous goods storage * biological storage * poisons and drugs storage * gas cylinder storage * bunding |  |  |  |  |
| Poisons permit |  |  |  |  |
| Scheduled Carcinogens Licence |  |  |  |  |
| End user chemical declaration |  |  |  |  |
| Staff are competent/trained to use |  |  |  |  |
| Suitable first aid and emergency equipment/procedures in place |  |  |  |  |
| ASNO permit |  |  |  |  |
| High Consequence DG exemption (ammonium nitrate) |  |  |  |  |
| Radiation Sources | | | | |
| Contact DRSO or Radiation Safety Advisor |  |  |  |  |
| Ionising radiation licence |  |  |  |  |
| Use Licence |  |  |  |  |
|  |  |  |  |  |
| Plant/Equipment including electrical appliances | | | | |
| Plant hazard assessment from manufacturer/supplier |  |  |  |  |
| Licencing/registration/permit |  |  |  |  |
| 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, maintenance |  |  |  |  |
| Operator licence/certificate of competency required |  |  |  |  |
| Staff are competent/trained to install |  |  |  |  |
| Staff are competent/trained to use |  |  |  |  |
| Staff are competent/trained to maintain |  |  |  |  |
| Suitable first aid and emergency equipment/procedures in place |  |  |  |  |
|  |  |  |  |  |
| Other | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Called the “Approver” if purchasing goods through iProcurement. [↑](#footnote-ref-2)
2. Where pre-purchase risk assessment documentation is not required, the person purchasing, ordering or requesting the goods must still ensure that the goods do not pose a risk to health and safety. [↑](#footnote-ref-3)