



SAFE@WORK

PRE-PURCHASE CHECKLIST

[Reference: WHS Purchasing Guidelines](#)

This form can be used to consider the risks of new plant, equipment or hazardous materials into the workplace and should be used in conjunction with the risk assessment process. These questions are suggestions only and may be incorporated into the local work area purchase requisition system. All controls identified should be added to the risk assessment form in [SafetyNet](#).

Part 1: Preliminary Details

Proposed item to be purchased: _____ **Form completed by:** _____
Date: _____ **Risk Assessment No:** _____

Part 2: Checklist Pre Purchase Health and Safety Requirements

Plant and Equipment Requirements. Is this Section relevant? Y <input type="checkbox"/> N <input type="checkbox"/> (If no go to next section)			
	Y	N	Comments
Does the proposed equipment need to be designed and manufactured to an Australian (or equivalent) standard? <i>If yes, is compliance information available?</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Is any certification/licence required (e.g. NATA testing for Laminar Flow cabinets)?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the manufacturer/supplier provided safety information?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the equipment guarded and/or has interlocks so that access to moving parts is prevented / minimised during its operation?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the equipment generate noise greater than 85DbA?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the manufacturer been asked to supply evidence that noise control has been incorporated into the design and manufacture (e.g. noise test report is available, if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>	
Do items on this order need to be electrically tagged and tested on receipt? <i>If yes, ensure item is tested on arrival or receives a new to service tag.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Is a contractor required for installation or servicing of this equipment? <i>If yes, has the contractor been registered with SitePass? Refer to Contractor Safety Guidelines</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Will the equipment generate fumes or excess heat/humidity?	<input type="checkbox"/>	<input type="checkbox"/>	
Are any other engineering controls required in order for this equipment to operate safely e.g. additional guarding, emergency stop controls?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any manual handling or ergonomic issues that need to be considered e.g Moving the equipment? Accessing the equipment for operation or maintenance?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you considered the implications of introducing a new piece of equipment into the area, for example Is there enough space, How is the equipment going to be installed, are modifications to the local area required (e.g. suitable base to minimise vibration, local exhaust ventilation), etc.	<input type="checkbox"/>	<input type="checkbox"/>	
Radiation and Laser Requirements. Is this Section relevant? Y <input type="checkbox"/> N <input type="checkbox"/> (If no go to next section)			
	Y	N	Comments
Does the equipment contain a Class 3 or 4 Laser? <i>If yes, will the requirements of Laser Safety Guidelines be met?</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the equipment contain a radioactive source? <i>If yes, will the requirements of Radiation Safety Guidelines be met?</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the material a radioactive isotope? <i>If yes, will the requirements of Radiation Safety Guidelines be met?</i>	<input type="checkbox"/>	<input type="checkbox"/>	

Hazardous Chemical Requirements. Is this Section relevant? Y <input type="checkbox"/> N <input type="checkbox"/> (If no go to next section)			
	Y	N	Comments
Have you investigated if safer alternatives to this chemical are available?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the Safety Data Sheet (SDS) in ChemAlert? <i>If no, Refer to Adding a Substance to ChemAlert Flow Chart</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the SDS information been understood and listed risk controls are available?	<input type="checkbox"/>	<input type="checkbox"/>	
Have Risk Assessments and Safe Work Procedures been developed or updated (if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>	
Could this chemical become unstable during storage and thus require monitoring to ensure environmental conditions are met (e.g. stored under water, stored under hydrocarbon, stored at certain temperature, stabilizers added etc)? <i>If yes, is a system in place to monitor the requirements?</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Does this chemical require storage in a separate segregated storage area? <i>If yes, is one available?</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the substance a Prohibited or Restricted Carcinogen according to Schedule 10 of the WHS Regulation? <i>If yes, have the requirements of Working With Hazardous Substances Guidelines been met?</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Are any engineering controls needed? <i>If yes, are they in place (e.g. fume cupboard, cytotoxic hood, toxic substance weighing chamber)?</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Is health monitoring required for use with this chemical according to Air Monitoring and Health Monitoring Guidelines ?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the chemical a Schedule 4 or Schedule 8 Drug? <i>If yes, have the requirements of Scheduled Drugs and Poisons Procedure been met?</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the chemical a listed precursor chemical of security concern? <i>If yes, have the requirements of Working With Hazardous Substances Guidelines been met?</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the PPE required for using the material available? <i>If yes, have workers been trained in the use of PPE and a safe storage facility provided?</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Biological Requirements. Is this Section relevant Y <input type="checkbox"/> N <input type="checkbox"/> (If no go to next section).			
	Y	N	Comments
<i>Is a Department of Agriculture Import Permit required? See Biological Safety Manual If the Dept of Ag has deemed your imported material to be QC1 or QC2 do you have a certified facility to store material and work in?</i>	<input type="checkbox"/>	<input type="checkbox"/>	
If this is a Genetically Modified Organism (GMO), has approval been obtained from the UOW Gene Technology Review Committee (GTRC) ?	<input type="checkbox"/>	<input type="checkbox"/>	
Are any additional risk controls needed and if so are they in place (e.g. Biological Safety Cabinet)? If working with risk group 2 or above organisms/materials do you have suitable containment facilities to work in eg PC2 facility?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the substance a Security Sensitive Biological Agent (Refer to http://www.health.gov.au/internet/main/publishing.nsf/Content/ssba.htm#list)?	<input type="checkbox"/>	<input type="checkbox"/>	
Other	Y	N	Comments
Is a safe work procedure required for use of this item?	<input type="checkbox"/>	<input type="checkbox"/>	
Is training required for use of this item? Who will conduct training? (Local area/ Supplier)	<input type="checkbox"/>	<input type="checkbox"/>	

Part 3: Post Purchase Declaration (Complete after the purchase item has been received)

- Item(s) purchased meets the above safety requirements and all controls have been implemented.
 Item(s) purchased does not meet above safety requirements and has been quarantined to prevent use.

Name: _____ Signature: _____ Date: _____