



EHS PRE - PURCHASING CHECKLIST EHS Manual

This form is to be used in conjunction with the Environment Health and Safety Manual Section 3.4 EHS Pre-Purchasing.

Documentation

Purchase Order Number: _____

Description of Item/s to be Purchased: _____

Purpose of Purchase: _____

Supplier: _____ Cost: _____

Person Requesting Purchase: _____ Date: _____

Person Authorising Purchase: _____ 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 checked by the person authorising the purchase.

Pre-Purchase Environment Health & Safety Considerations	(Yes - No - N/A)	If Yes, Explain
Manual handling legislation	Y - N - N/A	
Plant safety legislation	Y - N - N/A	
Chemicals / Hazardous Substances / MSDS	Y - N - N/A	
Registration of plant & equipment	Y - N - N/A	
Public safety legislation	Y - N - N/A	
Dangerous goods legislation	Y - N - N/A	
Noise legislation	Y - N - N/A	
Guarding / emergency stops / safety devices	Y - N - N/A	
Ergonomics, seating	Y - N - N/A	
Workplace layout, access & storage	Y - N - N/A	
Safety signage	Y - N - N/A	
Instruction manuals, information about safe use	Y - N - N/A	
Training for those who will install, use or maintain	Y - N - N/A	
Relevant Legislation, Acts or Codes of practice	Y - N - N/A	
Operator Licence, permit, certificate of competency	Y - N - N/A	
Fire	Y - N - N/A	
Environment	Y - N - N/A	

Relevant Australian Standards (state AS number) Y - N - N/A _____

Note:

- For repeat purchases an initial pre purchases checklist is required for the first purchase only, this should be reviewed every 12 months or as appropriate.
- Internal University Suppliers must provide Certificates of Compliance / Australian Standards where applicable.
- A list of most commonly used [Australian Standards](#).
- Consideration must be given to appropriate Waste Disposal pathways in accordance with the University's Environmental Policy.