

PURCHASING PROCEDURE AND CHECKLIST

SAFE PURCHASING PROCEDURE

Completion of the Safe Purchasing Checklist will assist in identifying and evaluating potential health and safety hazards associated with the purchase of equipment or materials prior to placing a purchase order or requisition. These include:

- Determining what WHS risks the proposed purchase may pose for health and safety
- What will CSCS need to do to eliminate or control the risks associated with the proposed purchase
- What other purchases will need to be made to control the risks of the proposed purchase item
- Undertake consultation with employees and supervisors who will be affected or required to work with the equipment or substances
- Obtain information regarding the transport or storage of the equipment or substance from the manufacturer or supplier
- What control strategies are in place or need to be in place for the use, storage or transport of the equipment or substance
- Amending safety procedures to meet the requirements of the purchase
- Provide information and training for supervisors and employees who will use the equipment or substance.

Use the [Safe Purchasing Checklist](#) below to make sure all WHS issues are addressed and the [Purchasing Register](#) to list items you have conducted a risk analysis on and are regularly purchased.

SAFE PURCHASING CHECKLIST

Proposed purchase item:

Suggested supplier & contact details:

List employees and work processes affected by the purchase: (Use the [Risk Assessment Worksheet](#) if required)

Safe Work Procedures for use, storage and transport of the purchased item: *(new line for each)*

New procedure required: Yes / No / N/A

Change current Safe Work Procedure: Safe Work Method Statement (SWMS) / Other:

What training is required:

Who requires training:

How will training be provided:

When will training be provided

Person Requesting Purchase: Signature:

Person Authorising Purchase: Signature:

CONSULTATION REQUIREMENTS:

Consultation may be required with some or all of the following regarding Workplace Health and Safety prior to purchase [If "YES" Provide the person's name and the date on which consultation took place.]

	Y/N/NA	Name	Date
WH&S Committee			
CSCS Management Team			
Employee Health and Safety Representative			
Management of the intended use area			
Employees who will use the equipment or item			
Those who will maintain or clean the item			
Union			
Contractors			
Clients			
Others (Details):			

GENERAL REQUIREMENTS:

The purchased item may need to comply with specific requirements of Legislation or Australian Standards. [If "YES" indicate the Act, Regulation, Code of Practice, Australian Standard etc. and state who will verify compliance.]

	Y/N/NA	Indicate Act, Code, AS etc	Verified by	Date verified
Manual handling legislation				
Plant safety legislation				
Operator Licence, permit, certificate of competency				
Registration of plant & equipment				
Public safety legislation				
Dangerous Goods legislation				
Noise legislation				
Guarding / emergency stops /				

safety devices				
Ergonomics, seating				
Workplace layout, access & storage				
Safety signage				
Instruction manuals, information about safe use				
Training for those who will install, use or maintain				
Relevant Australian Standards (AS number)				

SPECIAL SAFETY REQUIREMENTS:

The following issues may need to be considered regarding the purchase of certain types of equipment or materials.

[IF "YES" indicate who will obtain the information needed and verify that it has been completed] post purchase????

	Y/N/NA	Name	Date		
Revision of Dangerous Goods manifest					
Labelling & packaging (size, weight, type etc.)					
Storage with or near other materials					
Access to Safety Data Sheets (SDS)					
Monitoring of the workplace for:					
radiation					
dust					
noise					
heat/cold					
vibration					
lighting levels					
Employee health assessments / examinations					
Specialised first aid equipment or training					
Special spill / clean up equipment or procedures					
Special fire protection / emergency requirements					
Personal Protection Equipment :					
eye/face protection					
footwear					
respirators					
hearing protection					
head protection					
gloves					
clothing / overalls					

harnesses					
Other:					

WASTE DISPOSAL REQUIREMENTS:

The following issues may need to be considered regarding the disposal of waste and/or by-products.

[IF "YES" indicate who will obtain the information needed and verify that it has been received.]

	Y/N/NA	Name	Date	
Revision of waste management plan				
EPA licences or special requirements				
Environmental Impact Statements				
Environmental effect of discharges				

OTHER REQUIREMENTS RELEVANT TO HEALTH & SAFETY:

List any other requirements that need to be specified on the purchase order and nominate who will verify that they have been fulfilled.
