

EHS PRE & POST PURCHASE RISK ASSESSMENT CHECKLIST

Please ensure all fields below are filled out.

[1] EH&S REQUIREMENTS	YES	NO	N/A	If No, what controls / requirements will be provided prior to purchase.
[1.1] Has a Risk Assessment been conducted to assess hazards?				
[1.2] Is the appropriate Personal Protective Equipment (PPE) available and have users been trained for correct use of PPE?				
[1.3] Has safe laboratory storage, signage, handling and <u>disposal</u> of the item(s) <u>been prearranged</u> ?				
[1.4] Does the item(s) complies with relevant Australian or International Standard?				If Yes , Please state:
[1.5] Has scheduled maintenance, servicing and warranty issues been identified, documented and approved by local EH&S Management?				
[1.6] Are there suitable first aid, emergency equipment and procedures in place?				
[1.7] Are there any safety precautions in the handling of or special delivery requirements which the Institute store staff need to be warned about?				If Yes , please state:
[2] COMPUTERS & ACCESSORIES	YES	NO	N/A	
[2.1] Specialist Stores staff MUST be consulted and provided recommendation and advice on what to purchase and from which supplier?				
[3] PURCHASING & TENDERBOARD	YES	NO	N/A	
[3.1] Has a quotation been obtained? If Yes, please attach to requisitions valued over \$1000, including GST & delivery?				
[3.2] For orders up to \$150,000, three quotations should be obtained from Specialist Stores approved suppliers.				
[3.3] Orders over \$400,000 should be referred to the University Tender board prior to any consultation with				
[4] PLANT / EQUIPMENT & ELECTRICAL ITEMS	YES	NO	N/A	
[4.1] Has a Plant Hazard Assessment form been completed and approved by the Institute EH&S Management?				Action by:
[4.2] Records for training and competency of persons to install, use or maintain are kept for the Plant/Equipment and approved by Institute EH&S Management				Action by:
[4.3] Does the Plant/Equipment require an annual registration license? If Yes, Please advise Institute EH&S Management before purchasing.				
[4.4] Does the Plant/Equipment have an energy efficient rating and has noise levels less than 85 dBA?				
[4.5] Where appropriate, the Plant/Equipment has suitable guarding/emergency stops/safety devices?				
[4.6] Operating manuals, certificates and safe use information will be provided by the supplier?				