**Plant & Equipment Pre-Purchase Checklist**

*This form is to be used in conjunction with the* [*Purchasing Procedure*](http://cshwsa.org.au/Portals/0/20%20Purchasing%20Procedure%20V1.pdf)

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| 1. Documentation | | | | | |
| **Purchase order number** |  | **Supplier** |  | | |
| **Description of items to be purchased** |  | | | | |
| **Purpose of purchase** |  | | | | |
| **Person requesting purchase** |  | | | **Date** |  |
| **Management approval** |  | | | **Date** |  |

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| 1. Consultation | |
| **ROLE** | **NAMES** |
| **WHS Officers** |  |
| **Workers** |  |
| **HSR / WHS Committee** |  |
| **Contractors** |  |
| **Others** |  |

**Notes:**

* For repeat purchases, Management must verify that a Pre-purchase Risk Assessment Checklist has been completed.
* Where a Pre-purchase Risk Assessment Checklist has not been completed, Management must ensure one has been completed.

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| 1. Health & Safety Considerations | | | | |
| 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/workers and others required to use the item/s? |  |  |  |  |
| Personal Protective Equipment (PPE) | | | | |
| Item has relevant Australian Standards markings? |  |  |  |  |
| Instructions on use, fitment, storage and maintenance? |  |  |  |  |
| Suitable for the purpose and person? |  |  |  |  |
| Office Furniture |  |  |  |  |
| Worksite layout, access and storage has been taken into consideration? |  |  |  |  |
| Desks and workstations compliant with AS 4442? |  |  |  |  |
| Height adjustable swivel chairs compliant with AS 4438? |  |  |  |  |
| Fixed chairs compliant with AS 4688? |  |  |  |  |
| Shelving is fit for purpose (load rating, shelving height and shelf depth)? |  |  |  |  |
| Filing cabinets (vertical & lateral) and mobile pedestals compliant with AS 5079? |  |  |  |  |
| Supplier provided instruction / operators manual? |  |  |  |  |
| No sharp edges or pinch points? *(excluding cabinet draws)* |  |  |  |  |
| Portable Equipment (e.g. trolleys, ladders, step-stools, whiteboards) | | | | |
| Equipment is compliant with relevant Australian Standard? *(eg: ladders are 120 kg industrial rated)* |  |  |  |  |
| Equipment is fit for purpose and environment? |  |  |  |  |
| Manufacturer’s/suppliers instructions provided? |  |  |  |  |
| Workers are competent to install equipment? |  |  |  |  |
| Workers are competent to use and maintain equipment? |  |  |  |  |
| No sharp edges or pinch points? |  |  |  |  |

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| Pre-purchase health & safety considerations | Y | N | | N/A | If no, list controls/requirements pre-purchase |
| Plant/Equipment (and Electrical) | | | | | |
| Plant hazard details provided by manufacturer/supplier? |  | |  |  |  |
| Does the plant require licencing/registration/permit? |  | |  |  |  |
| Emits noise less than 85 dB (A) for an 8 hour duration? |  | |  |  |  |
| Suitable guarding is fitted to the plant to minimise the risk of injury from moving parts? |  | |  |  |  |
| Emergency stops have been fitted and are compliant? |  | |  |  |  |
| Meets relevant Australian Electrical Standards? |  | |  |  |  |
| Does the worksite have the required power outlet for the plant & equipment eg 3 phase or 15 amp circuit? |  | |  |  |  |
| Worksite layout, access and storage has been taken into consideration? |  | |  |  |  |
| Instruction manuals, information about safe use, maintenance have been obtained? |  | |  |  |  |
| Operator licence/certificate of competency required? |  | |  |  |  |
| Workers are competent/trained to install? |  | |  |  |  |
| Workers are competent/trained to use? |  | |  |  |  |
| Workers are competent/trained to maintain? |  | |  |  |  |
| Does the item require construction / erection / installation and/or commissioning? *(If “yes”, who will be involved?)* |  | |  |  |  |
| Has the weight of plant/equipment been considered?  *(eg plant to be located on mezzanine floor)* |  | |  |  |  |
| Will current lighting be suitable for the plant/equipment? |  | |  |  |  |
| Does the plant and/or equipment contain chemicals? |  | |  |  |  |
| Suitable first aid and emergency equipment/procedures in place? |  | |  |  |  |
| Other | | | | | |
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