**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
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| **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
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|  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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