**PRE-PURCHASE CHECKLIST**

|  |  |
| --- | --- |
| **Proposed Purchase:** |  |
| **Replacement Purchase:** | Previous checklist completed: Yes No |
| **Workers exposed or affected:** |  |
| **Date:** |  |
| **Purchaser:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PRE-PURCHASE WHS CONSIDERATIONS** | Yes | No | N/A | LIST CONTROLS/REQUIREMENTS FOR PURCHASE |
| **PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING** | | | | |
| Relevant Australian Standard marking? |  |  |  |  |
| Instructions on use, fitting, storage and maintenance? |  |  |  |  |
| Suitable for purpose? |  |  |  |  |
| Consultation with WHS/worker(s) affected? |  |  |  |  |
| **OFFICE FURNITURE** | | | | |
| Desk and workstations compliant with AS4442? |  |  |  |  |
| Height adjustable swivel chairs compliant with AS 4438 level 5 or 6? |  |  |  |  |
| Fixed chairs compliant with AS 4688 level 4, 5 or 6? |  |  |  |  |
| Supplier’s manual handling assessment provided? |  |  |  |  |
| Consultation with WHS/worker(s) affected? |  |  |  |  |
| **HAZARDOUS CHEMICALS AND SUBSTANCES** | | | | |
| Current SDS supplied (less than 5 years old)? |  |  |  |  |
| Suitable storage available:   * Dangerous goods storage * Biological storage * Poisons and drugs storage * Gas cylinder storage * bunding |  |  |  |  |
| Scheduled Carcinogens permit? |  |  |  |  |
| End user chemical declaration? |  |  |  |  |
| Workers competent/trained to use? |  |  |  |  |
| Suitable first aid and emergency equipment/procedures in place? |  |  |  |  |
| Consultation with WHS/worker(s) affected? |  |  |  |  |
| **PLANT/EQUIPMENT (and ELECTRICAL)** | | | | |
| Plant hazard assessment from manufacturer / supplier? |  |  |  |  |
| For registrable plant – registration of plant? |  |  |  |  |
| Noise less than 85 dBA? |  |  |  |  |
| Suitable guarding/emergency stops/safety devices? |  |  |  |  |
| Meets relevant electrical Australian Standards? |  |  |  |  |
| Instruction manuals, information about safe use? |  |  |  |  |
| Operator licence/certificate of competency required? |  |  |  |  |
| Workers are competent /trained to install? |  |  |  |  |
| Workers are competent/trained to use? |  |  |  |  |
| Workers are competent/trained to maintain? |  |  |  |  |
| Consultation with WHS/workers affected? |  |  |  |  |
| **OTHER:** | | | | |
|  |  |  |  |  |
|  |  |  |  |  |

Risk Assessment to be completed when item installed and commissioned? Yes No

Appropriate Register’s updated? Yes No