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| HEALTH AND SAFETY PRE-PURCHASE CHECKLIST |

There are many risks associated with the procurement, use, handling, storage and eventual decommissioning or disposal of chemicals, plant and equipment.  Consideration must be given to risks to health, safety and the environment prior to purchase of these items for the first time. This must be done in consultation with staff who may be affected by purchase.

Staff who obtain equipment, materials or substances are responsible to ensure that the goods do not present a risk of serious injury or illness to staff, students and others. This checklist can be used as a guide for the purchaser to help check health and safety considerations prior to purchase. It includes references to Australian Standards and advice on the UTS Safety & Wellbeing website, but is not an exhaustive list of Standards. Standards Australia online collection is available through the [UTS Library](http://www.saiglobal.com.ezproxy.lib.uts.edu.au/online/autologin.asp).

**Definitions**

*Plant* - General name for machinery, tools, appliances and equipment. Types of plant commonly found at UTS include power tools, electrical equipment, hoists and lifts, hand-held tools, hand trolleys and workshop equipment.

*Hazardous Chemical* – Specific term used in Work Health and Safety legislation for substances having physiological, physical or environmental risks. This includes ‘dangerous goods’.

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| PLANT & EQUIPMENT | Yes | No | N/A | Further information | Action required |
| Will you request operating and maintenance manuals? |  |  |  | If not provided with the equipment, contact the manufacturer for this information. File where it will not be lost. Use for risk assessment and training. | ⬜ |
| Will you perform a risk assessment be on the way hazardous equipment is to be used to determine the most effective risk control measures? |  |  |  | For hazardous plant and equipment a risk assessment should be conducted. The [Online Risk Register](http://www.orr.uts.edu.au) is a good way to create and keep track of risk assessments. Consulted with workers potentially affected by this purchase. | ⬜ |
| Will you be procuring a laser that is class 2, 2M, 3R, 3B or 4? |  |  |  | Follow guidance of AS/NZS IEC 60825.14:2011 Safety of laser products Part 14 A Users Guide. | ⬜ |
| Is an operator licence required? |  |  |  | Certain high risk equipment requires operator licenses. For example, operating pressure equipment, hoists or forklifts. See WorkCover NSW website for details. | ⬜ |
| Does the plant require registration? |  |  |  | Certain items of plant must be registered with WorkCover. For example, pressure vessels with a hazard level of A, B, or C . See WorkCover NSW website for details. | ⬜ |
| Is guarding to prevent contact or entanglement required? |  |  |  | Refer to these standards for advice:  AS 4024 Safety of machinery  AS 1473 Guarding and safe use of woodworking machinery  AS 60204.1 Safety of machinery – electrical equipment of machines | ⬜ |
| Is an emergency stop button, special safety signage or interlocks required? |  |  |  | Refer to AS 4024 Safety of machinery. | ⬜ |
| Is there sufficient space to install the plant and move safely around the plant? |  |  |  | Refer to AS 4024 Safety of machinery. | ⬜ |
| Are noise control measures required to prevent hearing damage? |  |  |  | Check the manufacturer’s specifications for the equipment. Where noise levels are expected to exceed an 8-hour noise equivalent of 85 dB(A), or peak at more than 140 dB(C) then consider alternative equipment, otherwise control measures must be in place to reduce exposure.  Refer to [Safety & Wellbeing website](http://www.ehs.uts.edu.au/hazards/noise/index.html) for details.  Refer to AS/NZS 1270 Acoustics—Hearing protectors. | ⬜ |
| Is extra lighting required for operators to run equipment safely? |  |  |  | Refer to AS/NZS 1680.2.4 Interior lighting - Industrial tasks and processes. | ⬜ |
| Is dust extraction, fume cupboards, local exhaust ventilation required to prevent exposure? |  |  |  | Refer to ACGIH (American Conference of Governmental Industrial Hygienists) Industrial ventilation: A manual of recommended practice for design. www.acgih.org | ⬜ |
| Is training for installation, use or maintenance required? |  |  |  | Base this on your risk assessment. Think about the level of knowledge of workers and level of competency required for the job. | ⬜ |
| Has decommissioning of the equipment been planned for? |  |  |  | For large items, determine how you will decommission and dispose. Consider the method, risks and cost. | ⬜ |
| SUBSTANCES | Yes | No | N/A | Further information | Action required |
| Are Safety Data Sheets (SDS) obtained from the supplier and made available to people working with hazardous chemicals? |  |  |  | It is the supplier's responsibility to provide SDSs to you. Always request an SDS from the supplier or manufacturer when first ordering a chemical. | ⬜ |
| Will a risk assessment be performed on how a hazardous chemical is to be used and stored? |  |  |  | Guidance on chemical risk assessments can be found on the [Safety & Wellbeing website](http://www.safetyandwellbeing.uts.edu.au/hazards/chemical/index.html). Use the SDS to inform the risk assessment. | ⬜ |
| Will appropriate storage for this chemical be available? |  |  |  | There are limits on quantities of certain hazardous chemicals that can be kept. Special storage may be required. Refer to [Safety & Wellbeing website](http://www.safetyandwellbeing.uts.edu.au/hazards/chemical/index.html) for details. | ⬜ |
| Will training be provided on safe use of the chemical? |  |  |  | Training must be provided on safe use of hazardous chemicals. | ⬜ |
| Has safe disposal of waste been addressed? |  |  |  | Take into account the quantity of material that will be disposed. Determine how you intend to dispose of waste and the associated costs. | ⬜ |
| Will dust extraction, fume cupboards, local exhaust ventilation be required to prevent exposure? |  |  |  | Base on advice from risk assessment. | ⬜ |
| Is appropriate spill response equipment available? |  |  |  | Base on advice from risk assessment. | ⬜ |
| Is specialised first aid required? |  |  |  | Base on advice from risk assessment. | ⬜ |
| Is specialised fire protection/ emergency response required? |  |  |  | Base on advice from risk assessment. | ⬜ |
| Will the use of risk group 2 and 3 microorganisms be approved by the UTS Biosafety Committee? |  |  |  | AS/NZS 2243.3 lists these pathogenic microorganisms. | ⬜ |
| Is substance a prohibited or restricted carcinogen as scheduled in the NSW Work Health and Safety Regulation? |  |  |  | These scheduled carcinogens can only be used with approval from WorkCover NSW. Schedule 10 of the Regulation lists these substances. The UTS Biosafety Committee must approve the use of classified carcinogens. | ⬜ |
| Are you importing an ozone depleting substance as defined by the Ozone Protection and Synthetic Greenhouse Gas Management Act 1989? |  |  |  | Refer to licensing and reporting requirements at the [government environment website](http://www.environment.gov.au/atmosphere/ozone/licences/index.html). | ⬜ |
| Is the substance radioactive according to the Radiation Control Act? |  |  |  | The UTS Biosafety Committee must approve the use of radioactive substances. | ⬜ |
| Is the substance scheduled in the Standard for Uniform Scheduling of Medicines and Poisons (SUSMP)? |  |  |  | Only scientifically qualified persons can obtain schedule 2, 3 and 4 Poisons. Certain schedule 7 Poisons must only be supplied to, and used by, a laboratory manager. Users must comply with the NSW Poisons and Therapeutic Goods Regulation. | ⬜ |

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| **Action to be taken** | **By whom?** | **By when?** | **Sign and date when action is completed** |
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