



OHS/WHS Purchasing Checklist

This checklist is to be used for the purchase, hire, lease or donation of goods with potential OHS/WHS risks

Congregation Name		Item to be Purchased		
Person requesting Item		Date		
A. Pre- purchase Checklist				
1. General		Yes	No	N/A
Has the end user of the item been consulted regarding the purchase?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a risk assessment been completed on the item <i>(if necessary)</i> Attach if Yes		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there ergonomic considerations? e.g. use, setup, workflow, easy to handle/move		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has consideration be given to how the item will be used, transported, stored, maintained? (e.g. Will it fit through doorways)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is an operation’s manual available and user friendly?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are training, changes to work practices/ supervision required for safe use? <i>(If Yes Identify requirements)</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has safe maintenance of the item been considered?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a sample product available for trial prior to the purchase?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the item comply with relevant Australian Standards <i>(if applicable)</i> ?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the Safety personnel been consulted?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Plant and Equipment				
Are there any licences/registration requirements for the item?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a Standard Operating Procedure (SOP) required?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Chemicals				
Has the safest product available been considered?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a Safety Data Sheet (SDS) been obtained and reviewed?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are current risk controls appropriate? If No , list required risk controls in section 5. (e.g. spill kits, PPE, training etc.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a Standard Operating Procedure required?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a Hazardous Chemical Risk Assessment been completed?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Personal Protective Equipment				
Will Personal Protective Equipment (PPE) be required when using the item? (Identify PPE required in comments section 6, including type and quantity)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do workers require training in PPE use?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Summary				
Hazards – List identified hazards or risks		Controls – List any required controls		



6. Other Considerations			
7. Person completing this checklist			
Name	Signature	Date / /	
B. Receipt of Goods			
Date	Reference No/Purchase Order		
General	Yes	No	N/A
Have all requirements outlined in the Pre-purchase Checklist above been met?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are safety instructions /operator manuals provided with the item/s?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the manufacturer or supplier provided a risk assessment of the item/s?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the item been added to the maintenance schedule?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the item been added to any asset register?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the item need to be added to the Electrical Equipment Register? (testing and tagging)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Chemicals			
Have current SDS been provided/obtained for each chemical? (issued within 5 years)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the item been added to the Chemical Register?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the product appropriately labelled and packaged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there appropriate storage arrangements in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a Hazardous Substance Risk Assessment been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Comments/Follow up			
<p>Goods received conform to order specifications Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p style="text-align: center;">Do not accept goods if they do not conform to your requirements</p>			
Person receiving goods	Signature	Date	

Once completed forward to the Church Contact Person / Congregation Leader to file