



HSEM BULLETIN

Pre-purchase Risk Assessment Checklist

Who needs to read this?

If you have:

- financial delegations; or
- responsibility for procurement of goods (including plant, equipment and chemicals);

then you have specific responsibilities with respect to completing pre-purchase risk assessment checklists in conjunction with the [Procurement Procedures](#) and [Assets Procedures](#)

Background

The [Pre-Purchase Risk Assessments](#) ensure that before you decide to purchase items, you have considered:

- the potential risks to the health and safety of people or the environment associated with the item purchased;
- how you will eliminate or mitigate these risks; and
- what new or additional hazards will be present in your workplace or systems of work as a result of the purchase.

What is required?

For initial purchases

For all initial purchases, the Authorising Employee (employee with delegated authority to permit the purchase of goods and services) shall ensure the relevant Pre-purchase Risk Assessment Checklist has been completed prior to the authority to purchase being issued.

All relevant committees must be consulted where these products are regulated or controlled.

When the relevant pre-purchase checklist has been authorised by the manager/supervisor and any regulation requirements met, the product can be ordered.

For subsequent purchases

For repeat purchases, the Authorising Employee shall verify that a Pre-purchase Risk Assessment Checklist has previously been completed and is still valid.

The manager/supervisor will keep the authorised pre-purchase checklist as an auditable record of their hazard identification process prior to purchase of the product.

Recommendations

Where possible, areas are required to purchase products from preferred local manufacturers or suppliers. Where this is not possible, areas may then investigate the possibility of importing required products from alternative manufacturers or suppliers, taking into account all relevant regulatory requirements.

Who do we call with questions?

If you have any queries, please contact Health and Safety on 9266 4900 or email healthandsafety@curtin.edu.au.

References

[Procurement Procedures](#)

[Assets Procedures](#)

[Pre-Purchase Risk Assessments](#)

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