

SAFETY INSPECTION CHECKLIST

PROCUREMENT CHECKLIST

| | Yes | No |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| • Management Systems | | |
| 1. Is there a written Procurement Policy? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Does it include consultation with suitable qualified staff? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do the procurement specifications include the requirement to comply with WHS Legislation and Australian Standards? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Where appropriate, is newly procured equipment inspected before acceptance? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are Material Safety Data Sheets (MSDS) required with all hazardous substances procured (e.g. request for Material Safety Data Sheets (MSDS) printed on order form)? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Pre-procurement check | | |
| General | | |
| 1. Has an examination of the technical data and other information relevant to health and safety been completed? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. If the equipment or materials are hazardous, can a less hazardous alternative be used? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have workers potentially affected by the procurement been consulted? | <input type="checkbox"/> | <input type="checkbox"/> |
| Specific | | |
| 1. Has safe storage of the goods been considered? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Has safe transportation of the goods been considered? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Will this be organised by the supplier? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Has safe maintenance of the equipment/plant been considered? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Has training, instruction and supervision needs for the proposed procurement been considered? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have signage requirements been considered? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Have licencing requirements, permits to operate or registration of equipment, if required by legislation, been considered? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Have any potential emergency procedures associated with the procurement been considered? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Has the need for Personal Protective Equipment been considered? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Have the hazards associated with the procurement been identified? | <input type="checkbox"/> | <input type="checkbox"/> |