

Pre-Purchasing Checklist for Chemicals/ Materials



Reference HS316: [Purchasing Guidelines](#)

This form can be used to assist consider the risks of introducing new materials into the workplace. These questions are suggestions only and may be incorporated into a local work area purchase requisition system.

PART 1: Enter description of item to be purchased

Material name:		Material category:	
Requisitioner:		Responsible Academic/ Supervisor:	
Supplier:		Supplier country:	
Quantity:		Cost:	
Storage location:		Use Location:	

Part 2: Checklist pre-purchase health and safety requirements

Questions	Yes/No/N/A	Comment
Have you investigated whether safer alternatives to this chemical are available?		
Has an Australian compliant Safety Data Sheet been obtained from the supplier and has the safety information been read and understood? <i>This is mandatory – ask your WHS team.</i>		
Is your chemical/material hazardous? <i>(Check section 2 of SDS for GHS classification/pictogram, for chemicals with multiple hazards, list type with lowest category)</i>		
If yes, what are the physical, health and environmental hazards (Section 2.2 in the Safety Data Sheet). Please list them here?		
Are any engineering controls needed and if so are they in place (e.g. fume cupboard, biosafety cabinet, cytotoxic hood, toxic substance weighing chamber)? Please list what engineering controls in place		
What Personal Protective Equipment (PPE) are required to handle this chemical/ material. (Section 8 in the SDS). Please list them below:		
Does this chemical/material require storage in a separate segregated storage area? <i>(Refer to Section 7 of SDS for handling precautions and Section 10 of SDS for any incompatible materials. For chemicals with multiple hazard pictograms, decide storage based on hazard category and incompatible materials)</i>		
Where is your chemical/ material going to be stored?		
Which lab?		
Which DG cabinet?		

Has risk assessment (RMF &SWP) already been completed for the task or process in which this chemical will be used? If no, the risk management form must be reviewed and revised as applicable to take account of new or modified risks.							
<table border="1"> <tr> <td>What is the RMF Number:</td> <td></td> </tr> <tr> <td>What is the SWP Number:</td> <td></td> </tr> </table>		What is the RMF Number:		What is the SWP Number:			
What is the RMF Number:							
What is the SWP Number:							
Is a safe method available to transport the chemical from the store (or goods received area) e.g. carrying basket, bunded trolley, gas trolley, goods lift etc. <i>(Check Section 14 of SDS for any special precautions required and Section 10 for incompatible materials)</i>							
Is the chemical already listed on the local chemical register (Jaggaer)? [If not, who will add?]							
Is the chemical a radioactive isotope? If yes, contact the UNSW Radiation Safety Officer x52912							
Could this chemical become unstable during storage and thus require monitoring to ensure environmental conditions are met (e.g. stored under water, stored under hydrocarbon, stored at certain temperature, stabilizers added etc)? If yes, is a system in place to monitor such conditions and dispose of the chemical by its expiry date?							
Is the substance a Restricted Hazardous chemical? Check Schedule 10 of the WHS Regulation. If yes, it cannot be used.							
Is the substance a Prohibited or Restricted carcinogen? Check Schedule 10 of the WHS Regulation. If yes approval must be obtained from SafeWork NSW.							
Is Health Surveillance required for this chemical? Refer to HS091 Air Monitoring and Health Surveillance guideline							
Is the chemical a Schedule 4 or Schedule 8 Drug. Some S4s and all S8s require additional requirements. Refer to HS331 S4 and S8 Drugs procedure							
Is the chemical listed a Precursor chemical of security concern? If yes, extra vigilance in terms of the use and storage of the chemical is required. Refer to the Australian Government Chemicals of Security Concern website							
Is an End User Declaration required e.g. drug precursors, chemicals of security concern?							
Is an AQIS permit required? See Biosafety webpage							
If this is a genetically modified organism (GMO) has approval been obtained from the UNSW IBC ?							
How your waste will be disposed of <i>(Check section 13 of SDS for Disposal considerations)</i>							
What is the type of spill kit you need for this chemical/material?							
Do you have it in the space where you store/use the chemical/material?							
If needed, What is the type of fire extinguisher you need for this chemical/material?							
Do you have it in the space where you store/use the chemical/material?							

PART 3: Pre-purchase declaration			
Laboratory Manager/Space Manager/Technical Officer review			
I have reviewed this item and am satisfied that there is adequate place for work and storage in the lab			
Name:		Signature:	
			Date:
Responsible person/ Supervisor for the chemical			
I declare that all safety measures have been considered to the best of my knowledge			
Name:		Signature:	
			Date:

PART 4: Purchase declaration			
I declare that the item purchased meets the above safety requirements and all controls have been implemented			
Name:		Signature:	
			Date: