

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. teT Q q 24 W n BT 9 0 0 99 0 0 9 307.2 626.4 6 15

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

<p>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.</p> <table border="1" data-bbox="108 181 1107 248"> <tr> <td data-bbox="108 181 456 215">What is the RMF Number:</td> <td data-bbox="456 181 1107 215"></td> </tr> <tr> <td data-bbox="108 215 456 248">What is the SWP Number:</td> <td data-bbox="456 215 1107 248"></td> </tr> </table>	What is the RMF Number:		What is the SWP Number:			
What is the RMF Number:						
What is the SWP Number:						
<p>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. (Check Section 14 of SDS for any special precautions required and Section 10 for incompatible materials)</p>						
<p>Is the chemical already listed on the local chemical register (Jaggaer)? [If not, who will add?]</p>						
<p>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)?</p>						