### SAFETY INSPECTION CHECKLIST

#### PROCUREMENT CHECKLIST

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#### Management Systems

1. Has a written Procurement Policy? .................................................................
2. Does it include consultation with suitable qualified staff? ..........................
3. Do the procurement specifications include the requirement to comply with WHS Legislation and Australian Standards? .........................................................
4. Where appropriate, is newly procured equipment inspected before acceptance? ..
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)? ...........................................

#### Pre-procurement check

**General**

1. Has an examination of the technical data and other information relevant to health and safety been completed? .................................................................
2. If the equipment or materials are hazardous, can a less hazardous alternative be used? .................................................................
3. Have workers potentially affected by the procurement been consulted? ..........

**Specific**

1. Has safe storage of the goods been considered? ..........................................
2. Has safe transportation of the goods been considered? ..............................
3. Will this be organised by the supplier? .........................................................
4. Has safe maintenance of the equipment/plant been considered? ..................
5. Has training, instruction and supervision needs for the proposed procurement been considered? .................................................................
6. Have signage requirements been considered? ..........................................
7. Have licencing requirements, permits to operate or registration of equipment, if required by legislation, been considered? ..............................
8. Have any potential emergency procedures associated with the procurement been considered? .................................................................
9. Has the need for Personal Protective Equipment been considered? .............
10. Have the hazards associated with the procurement been identified? ..........