PROCUREMENT: HAZARD IDENTIFICATION AND RISK ASSESSMENT

PERSON RESPONSIBLE FOR HAZARD IDENTIFICATION AND RISK ASSESSMENT (ENSURING CONTROLS ARE IN PLACE, WHERE APPLICABLE)
(Procurement will not proceed until assessment on the requisition is signed by this person.)

DECIDE HAZARD LEVEL OF ITEM/S TO BE PROCURED

HIGH LEVEL HAZARD

- ARE PRODUCTS ESSENTIAL?
  - NO
  - YES

CONSIDER ALL HAZARDS (eg.)
- Quantity/size of item/s
  - are special delivery instructions needed?
  - what are the manual handling implications?
  - are there storage implications?
  - will the siting of the item/s create other hazards?
- Plant/Machinery
  - dust/fume extraction implications?
  - guarding implications?
  - appropriate to power supply & location of power outlet?
  - signage needed?

NO HAZARD

LOW LEVEL HAZARD

- ARE SAFER ALTERNATIVES AVAILABLE?
  - NO
  - YES

CAN HAZARDS BE MANAGED WITHIN EXISTING WORKSITE STRUCTURE? eg.
- trained staff
- safe work practices/procedures
- adequate ventilation
- appropriate lighting
- appropriate storage
- adequate work space
- sack truck available
- protective clothing available
- electrical equipment - RCDs
- ergonomic furniture
- MSDS available

ENSURE, SO FAR AS IS REASONABLY PRACTICABLE, (as applicable)
- training is provided and documented
- adequate supervision
- safe work practices/procedures documented and followed
- Material Safety Data Sheets for hazardous substances available

DO NOT PROCUREMENT

SEEK ADVICE FROM:
- Workcover
- MSDS
- Instruction & Operation Manuals
- Regulation
- Codes of Practice
- Professional Bodies & Associations
- NOSHC (Worksafe)
- Australian Standards
- WHS Reps and/or Committee
- WHS Co-ordinator
- Facilities Personnel
- Arrange for Trial Periods

PROCEED WITH PROCUREMENT

NO

YES