

## ENVIRONMENT, HEALTH & SAFETY PRE-PURCHASE RISK ASSESSMENT

### 1. Why do a Pre-Purchase Risk Assessment?

Environment, Health & Safety Pre-Purchase Risk Assessment is essential to ensure that before you decide to purchase plant, equipment or chemicals, you have considered:

- the potential risks to the health and safety of people or the environment associated with the item purchased; and
- how you will eliminate or mitigate these risks; and
- what new or additional hazards will be present in your workplace or systems of work as a result of the purchase.

This Safety Bulletin follows a number of recent non-conformance findings during Environment, Health & Safety external audits, and an investigation of a serious incident that revealed that University purchasing procedures and EHS procedures had not been properly applied.



### 2. Who is responsible?

If you have:

- financial delegations; or
- responsibility for procurement of goods (including plant, equipment and chemicals);

then you have specific responsibilities with respect to completing pre-purchase EHS risk assessment checklists.

These responsibilities are defined and documented in:

- Part A2 of the University of Melbourne Council Regulation [17.1 R6 Procedures and Delegations in Relation to Contractual Obligations Including Financial Matters](#); and
- EHS Manual procedure [11.8.New. Purchasing - EHS Requirements](#).

### 3. What is required?

The essential requirement is for an **EHS Pre-purchase Risk Assessment Checklist** to be completed **prior** to the decision to purchase plant, equipment and chemicals. Note: Pre-purchase Risk Assessment Checklists are normally only required for the initial purchase as described below:

#### For initial purchases

For all initial purchases, the Authorising Officer (employee with delegated authority to permit the purchase of goods and services) shall ensure an EHS Pre-purchase Risk Assessment Checklist has been completed prior to the authority to purchase being issued.

#### For subsequent purchases

For repeat purchases, the Authorising Officer shall verify that a Pre-purchase Risk Assessment Checklist has been completed.

### 4. Documents and More Information

[EHS Pre-purchase Risk Assessment Checklist](#) [\*.pdf]

Contact your EHS Adviser or Manager in the EHS Unit: <http://www.pb.unimelb.edu.au/ehs/ehs/general/contact.php3>

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Contact your EHS Adviser in the EHS Unit: Refer <http://www.pb.unimelb.edu.au/ehs/ehs/general/contact.php3>

Authorised: General Manager, EHS  
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