

Pre-purchase chemical risk assessment

Complete this pre-purchase assessment prior to ordering all chemicals, including consumer chemicals (excludes stationery/office supplies).

- Use this pre-purchase assessment for individual products or groups of compatible products e.g. DG 5.1 nitrates, ceramic glazes etc.
- If a product is re-ordered and there is no pre-purchase assessment, complete one prior to reordering.
- Where a pre-purchase assessment is already available, review the assessment, update with any changes to ensure continued safe use and management. Re-approval is not required if the pre-purchase assessment and SDS are in date and risks are managed.
- Approval is not issued unless the vendor Safety Data Sheet (SDS) has been reviewed and is available in the workplace, and risks can be safely managed including storage and disposal.

Description of chemical(s):

Completed by:

Additional persons consulted:

Complete the following for chemical purchases:

Has the full vendor SDS been obtained and reviewed?		Yes	No	Notes:			
Does the chemical or its ingredients (SDS s3) appear on the department's prohibited substances list?		Yes	No	If yes, purchase NOT permitted . Find a less hazardous alternative			
Is the chemical already listed on your Chemwatch manifest?		Yes	No	If no, person responsible:			
Select all relevant fields. The chemical is:	a consumer product	non-hazardous	hazardous	a scheduled poison	S5	S6	S7
	dangerous good – DG Class:		flammable	combustible liquid	compressed gas		
	health hazard—hazard type:		corrosive	toxic substance	oxidiser		
Have you investigated whether safer alternatives to this chemical(s) are available? Is this the smallest package that is required?		Yes	No	If no, purchase NOT permitted .			
Are further risk management strategies needed e.g. Chemwatch risk assessments, CARAs, SOPs, training?		Yes	No	NA			
		If yes, requirements:					
		Person responsible:					
Are any authorities required? If so, ensure conditions/licenses are in place prior to purchase.		Yes	No				
		If yes, authority required:					
		Person responsible:					
Record a suitable workplace storage location(s) as per SDS s2, 7, 10 and/or 14). Note any special requirements CMP role is to maintain to meet SDS conditions		Storage location:					
		Special requirements:					
State the safe method used to transport the chemical(s) in/ around the workplace:							
Are any engineering controls needed and if so are they in place (e.g. fume cupboard, safety cabinet, ventilated storage, spray booth)?		Yes	No	NA	If yes, description:		
List PPE required for safe handling, use and disposal:							
Are suitable labels and containers available e.g. for dilutions, decanting or long-term storage?		Yes	No	NA	If no, organise before first use.		
Record the disposal method for the product(s):							

The risk posed by the introduction and lifecycle management of this/these chemical(s) **can / cannot** be managed in this workplace.

Approved for purchase: Yes No Approver:

Role: Date: Review date:

Attach this, and any relevant documents to the chemical(s) in your Chemwatch manifest. Formally review every 5 years.

