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| https://www-p.unisa.edu.au/styleguide/logos/images/logo_unisa_RGB-blue.png | WHS FORM | WHS79 |
| Plant & EQUIPMENT PRE-PURCHASE CHECKLIST  **Managing Workplace Health and Safety Risks** procedure  **Purchasing and Safety** procedure |  |

The academic supervisor, laboratory manager, technical services manager and, where appropriate, Facilities Management Unit, must   
 be consulted in completing this form.

This form can be expanded electronically (stop protection to remove editing restriction) or extra information attached. The equivalent of this form   
 may be integrated into local purchasing practices. The completed form may be used for repeat purchases and reviewed when required.

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| --- | --- | --- | --- | --- | --- |
| Workplace (Unit/Institute): | Person requesting purchase: | | | Date: | |
| **Description of item of plant/equipment:** | | | | | |
| Equipment cost ($A):  Minimum no of quotations required is respectively: 1, 2, 3, or 3 with public tender  ⇨ Please refer to the Procurement Handbook (see link at end of form).  Name of equipment:  Manufacturer/Make/Model  Description of equipment and use:    To be located at: Campus       Room no  Installing company (if applicable): | | | | | |
| **Use of hazardous chemicals with the equipment:** | | | | | |
| Are hazardous chemicals used with the equipment (refer Safety Data Sheets)?  If **yes**, conduct a chemicals risk assessment using form **WHS12**. Refer to the Safe Management of Chemicals procedure. Use of highly hazardous chemicals meeting specific criteria requires approval by the University Chemical and Nanomaterials Committee. | | | | | |
| **Production of ionising or non-ionising radiation:** | | | | | |
| Do you have the necessary approval from the Departmental Radiation Safety Officer (RSO) or the University RSO for equipment producing ionising radiation (eg X-rays) or high-powered non-ionising radiation (eg a Class 3A, 3B or 4 laser product)? | | | | | |
| **Work environment in which plant or equipment is to be installed or used:** | | | | | |
| Have you considered the following:  adequate **space clearance** for safe operation and maintenance  workplace layout, access and storage  **manual handling** or **ergonomic** requirements  **safety signage** requirements  protective equipment or clothing (PPE)  any **noise** problems (annoyance or > 85 dBA)? | | | Comments: | | |
| **Potential impact on building infrastructure:** | | | | | |
| requires an electrical power supply or special earth connection  240 volt 3 phase  Comes with a plug: 10 amp 15 amp  Power point required Fixed wired  produces **significant heat**  produces or is sensitive to **vibration**  produces **magnetic or electrical fields**  requires **compressed air**  uses **cryogenic fluids**  requires **special gas supply**  requires **drainage**  requires **ventilation** or **extraction**  requires a **computer network connection**  requires a **special environment** (eg clean room, temperature or humidity control, special lighting) | | | Comments: | | |
| **Structural issues:** | | | | | |
| What is the weight of the equipment?       kg  For heavier equipment, how many supporting feet does it have and what is the area of each supporting foot?  What are the dimensions of the equipment (WxDxH, give units)?  Does it fit through the door? | | | | | |
| **Attachments** | | | | | |
| **Form WHS41 Plant & Equipment Risk Assessment**.  **SOP** for use of the plant/equipment.  **Note**: In some cases the risk assessment and/or SOP may not be able to be completed until the plant/equipment is on site. In this case a draft or preliminary risk assessment may be attached. However, the full risk assessment must be completed and approved, and any necessary additional control measures, including any SOP, implemented before the plant/equipment is made operable.  Instruction or operation manuals should be obtained from the manufacturer or supplier, and any relevant regulations, codes or Australian/international standards considered. | | | | | |
| **Purchase order:** | | | | | |
| Does the purchase order include a requirement that the plant/equipment complies with the Work Health Safety legislation and any relevant Australian or international standards? | | | | | |
| **Line manager authorising the purchase of the new plant/equipment within UniSA** | | | | | |
| Name: | | Signature: | | | Date: |

**Useful electronic links:**

* [UniSA Safety and Wellbeing Homepage](https://i.unisa.edu.au/staff/ptc/safety-and-wellbeing/)
* [SafeWork SA Resources](https://www.safework.sa.gov.au/law-compliance/laws-regulations/legislation)—WHS legislation and Approved Codes of Practice:
* [Australian Standards online](https://www.techstreet.com/sa?_bt=353035286355&_bk=%2Baustralian+%2Bstandards&_bm=b&_bn=g&_bg=72582871578&gclid=EAIaIQobChMIs_DEppnE6AIVkYmPCh0Aiwh-EAAYAiAAEgJt7vD_BwE) (UniSA subscription)

* [UniSA Procurement documents](https://i.unisa.edu.au/staff/finance/forms/).