

[Reference HS316 Purchasing Guidelines](#)

This form can be used by any work unit not using the SciQuest ERM system to raise requisitions for new hazardous materials. It assists to consider the risks of introducing new hazardous materials into the workplace. These questions are suggestions only and may be incorporated into a local work area purchase requisition system.

Part 1 : Enter description of item to be purchased and details about who completed the form

Proposed Hazardous Chemical to be purchased:

Form completed by:

Date:

Part 2: Checklist Pre purchase Health and Safety requirements

Questions	Yes	No	Comment
Have you investigated whether safer alternatives to this chemical are available?			
Has a Safety Data Sheet been obtained and has the safety information been read and understood?			
Is the chemical already listed on the local chemical register? [If not, who will add?]			
Is the chemical a radioactive isotope? If yes, contact the UNSW Radiation Safety Officer x52912			
Has risk management already been completed for the task or process in which this chemical will be used? If no, the risk management form must be reviewed and revised as applicable to take account of new or modified risks.			
Could this chemical become unstable during storage and thus require monitoring to ensure environmental conditions are met (e.g. stored under water, stored under hydrocarbon, stored at certain temperature, stabilizers added etc)? If yes, is a system in place to monitor such conditions and dispose of the chemical by its expiry date?			
Does this chemical require storage in a separate segregated storage area and if yes, is one available?			
Is a safe method available to transport the chemical from the store (or goods received area) e.g. carrying basket, banded trolley, gas trolley, goods lift etc.			
Is the substance a Restricted Hazardous chemical? Check Schedule 10 of the WHS Regulation. If yes, it cannot be used.			
Is the substance a Prohibited or Restricted carcinogen? Check Schedule 10 of the WHS Regulation. If yes approval must be obtained from WorkSafe NSW.			
Are any engineering controls needed and if so are they in place (e.g. fume cupboard, biosafety cabinet, cytotoxic hood, toxic substance weighing chamber)?			
Is Health Surveillance required for this chemical? Refer to HS091 Air Monitoring and Health Surveillance guideline			
Is the chemical a Schedule 8 or Schedule 9 Drug. All S8s drugs need additional requirements. Refer to UNSW Research and Ethics Compliance Support processes . See also the Authority for Research, Analysis or Instruction on NSW Department of Health webpage			
Is the chemical listed as a Precursor chemical of security concern? If yes, extra vigilance in terms of the use and storage of the chemical is required. Refer to the Australian Government Chemicals of Security Concern website			
Is an End User Declaration required e.g. drug precursors, chemicals of security concern? See NSW Drug Misuse and Trafficking Act 1985 and prohibited drugs listed in Schedule 1			
Is an AQIS permit required? See the Australian Government Department of Agriculture and Water Resources webpage			
If this is a genetically modified organism (GMO) has approval been obtained from UNSW's Gene Technology Research Committee			
Has the necessary PPCE being obtained for use of the substance, workers trained in its use and a safe storage facility provided for such PPCE?			
Is chemicals being imported? Check that the substance is on the Australian Inventory of Chemical Substances (AICS) database. It is the duty of the person importing the substance to check this database and notify NICNAS if it is not present.			