1. Purpose – context for development of the protocol
   The purpose of this protocol is to ensure that all equipment and materials purchased by the School are safe for use in the workplace.

2. Scope – to which positions/groups does the protocol apply
   This applies to all staff, students, visitors who purchase goods for carrying out school activities, on or off site.

   Purchasers of the following non-hazardous items need not complete the Pre-purchasing checklist: stationery, office supplies, books, journals, travel, conference and other membership fees, accommodation, computer software, minor hardware items and non-hazardous chemicals.

3. Definitions and acronyms used

   Hazardous equipment: In general if a piece of equipment is identified as potentially causing an injury and requiring a Safe Work Procedure it is hazardous and should require a Pre-Purchase Checklist.

   Hazardous chemical: This will be specified in the Safety Data Sheet as hazardous or a dangerous good.

   Requisitioner: The person who wishes to purchase the goods.

   University Purchase Card: UNSW Credit Card.

   Supervisor: Project/Academic Supervisor.

   Laboratory Manager: Water Quality Labs Laboratory Manager.

   Infrastructure Laboratory Manager.

   Water Research Centre Manager.

4. Protocol statement

   1. Prior to making any purchasing decisions the following information must be considered:
      - The health and safety risks associated with the use, transport, storage, maintenance and disposal of the equipment, materials or services.
      - The risk control strategies needed to be in place for the use, transport, storage, maintenance and disposal of the equipment, materials or services.
      - Ensure hazards and controls are documented as part of the overall project Risk Management Form.

   2. Purchases should be obtained from UNSW Preferred Suppliers or a reputable supplier/manufacturer. Where possible national agents should be used; if this is not possible, the requisitioner takes on the responsibilities of an importer. These responsibilities include:
      - Ensure that equipment is compliant with national legislation and Australian Standards.
      - Have written instructions in legible English.
3. Purchases must be discussed with the relevant Lab Manager to consider such factors as available space, services required, risk management, training, maintenance costs, consumables costs, waste management and equipment disposal costs.

4. The Requisitioner must complete the Pre-Purchase checklist and have this countersigned by the Lab Manager. Persons responsible for actions identified in the Pre-Purchase checklist must be informed.

5. The Requisitioner supplies a copy of the Pre-Purchase checklist to the Purchasing Officer with the purchasing information. If a University Purchase Card is used then the Pre-Purchase checklist must be attached to the monthly credit card statement, so that the Purchasing Officer can ensure it was completed.

6. Once the goods are received the Requisitioner declares that the item meets safety requirements.

7. The Requisitioner nominates a custodian for equipment and ensures that a Safe Work Procedure (SWP) is prepared and signed off by the responsible Supervisor.