

Aim: To ensure all pre-purchasing chemicals have an approved risk assessment and SDS registered

Pre-purchase chemical risk assessment

Complete this pre-purchase assessment prior to ordering all chemicals, including consumer chemicals.

- Use this pre-purchase assessment for individual products or groups of compatible products.
- 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:
Is the chemical already listed on your Hazardous substance register?	Yes	No	If no, Person Responsible:
Select all relevant fields. The chemical is:	☐ a consumer product ☐ non-hazardous ☐ dangerous good — DG Class: ☐ corrosive ☐ flammable ☐ hazardous ☐ combustible liquid ☐ oxidizer ☐ compressed gas ☐ scheduled poison ☐ toxic substance ☐ health hazard		
hazard type:			
Have you investigated whether safer alternatives to this chemical(s) are available? Is this the smallest package that	Yes	No	Notes:
Are further risk management strategies needed e.g hazardous substance risk assessments, SOPs, training?	Yes	No	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. 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:			

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Date Modified: 02/09/26

Next Revision Date: 02/09/28

Are any engineering controls needed and if so, are they in place (e.g. fume cupboard, safety cabinet, ventilated storage, spray booth)?	Yes	No	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	If no, organize before first use.
Record the disposal method for the product:			

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 or ☐ No; **Approver:** _____

Role:**Date:****Review date:**

Attach this, and any relevant documents to the hazardous substance register. Formally review every 5 years.

Employee Name:	Signature:	Date:
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