

WHS Pre-Purchase Risk Assessment Checklist

Date Modified: 02/09/26

Next Revision Date: 02/09/28

The requirements of this Risk Assessment apply to new and used plant utilised for Brendan McKenna Earthmoving that will be procured or acquired by Brendan McKenna Earthmoving includes plant that is:

purchased, hired, leased, borrowed or received as a gift

1. Documentation

Purchase Order Number		Supplier	
Description of item to be purchased			
Purpose of purchase			
Person Requesting Purchase		Date	
Authorising Person		Date	

2. Pre-Purchase WHS Considerations

The following section must be completed prior to purchasing/ hiring the item. All items are to be completed by the person requesting the purchase and confirmed by the Authorising Person

Pre-Purchase WHS considerations	Yes	No	N/A	If No, List controls/requirements pre-purchase
Plant & Equipment (and Electrical)				
Plant hazard assessment from manufacturer or supplier				
For registrable – registration of plant				
Noise less than 85 dBA				
Suitable guarding/emergency stops/safety devices				
Meets relevant Australian Electrical Standards				
New electrical equipment tagged				
Instruction manuals, information about safe use				
Operator licence/certificate of competency required				
Staff are competent/trained to install				
Staff are competent/trained to use				
Staff are competent/trained to maintain				
Consultation with HSR/employees affected				
Other				

Sign off section

I have completed the Risk Assessment checklist and acknowledge my responsibilities:

Name: _____

Signature: _____