|  |  |
| --- | --- |
|  | **cid:image005.png@01CEBAB9.C89224A0Gas Pre-Purchase Checklist****This checklist is to be used for the initial purchase of gas products for the operational area.** |
| **Operational Area***(School/ Department/ Research Group/ Project/ Area)* |  | **Date****Completed by****Authorised by***(Line-manager/ Lab Management)* |  / / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Description of gas** **Quantity requested****Supplier***Quantity to be approved by Laboratory Management as the total storage capacity of each Operational Areas must to be assessed prior to purchase* |  | **Location of storage and use***(Identify building, laboratory and storage locations, may be multiple locations)* |  |

|  | **Complete this section prior to the gas product order being placed** |
| --- | --- |
|  | **Checklist** |  | **Additional Notes** |
| **1** | **LEGISLATION and SDS** |  |  |
|  | Have you obtained and reviewed the current Australian compliant SDS from the supplier? | Yes ☐ No ☐ | *If no, obtain SDS and review for compliance.* |
|  | Has the SDS been added to [ChemAlert](https://chemalert.rmt.com.au/curtin/) and local area registers? | Yes ☐ No ☐ | *If no, send SDS to* *HealthandSafety@curtin.edu.au* *and request an upload.* |
|  | Is the gas product a:* ozone depleting gas as defined by the [Ozone Protection and Synthetic Greenhouse Gas Management Act 1989](http://www.environment.gov.au/protection/ozone/ozone-depleting-substances)? *For advice* *contact Portfolio Manager Sustainability ext. 7952*
* Dangerous Good? *(given the Dangerous Goods Classification)*
* 2.1 Flammable gases
* 2.2 Non-Flammable, Non Toxic gases
* 2.2/5.1 Non – Flammable, Oxidising gases
* 2.3 Toxic gases
* hazardous substance?
* [Chemical of Security Concern](https://www.nationalsecurity.gov.au/Securityandyourcommunity/ChemicalSecurity/Pages/default.aspx)?

scheduled substance in the [Standard for Uniform Scheduling of Medicines and Poisons](https://www.tga.gov.au/publication/poisons-standard-susmp)? (Only S5 and S6 do not require a permit for purchase) *For advice* *contact H&S on ext: 4900.* | Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐ | *If yes, what additional controls or regulatory requirements need to be in place prior to purchase?* |
| **2** | **FACILITIES and EMERGENCY MANAGEMENT** |  |  |
|  | Is the method of gas supply appropriate for the gases use?  ⦁ Reticulation ⦁ Compressed ⦁ Bulk ⦁ Liquid | Yes ☐ No ☐ | *Please specify which gas delivery method is used.**If no, consult with the Laboratory Manager* |
|  | Size of gas cylinder/s ⦁ G/E/D/DS/C/B ⦁ Other (e.g.Dewers) |  | *Please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
|  | Is the area the gas is to be handled appropriate for the use of that gas? *(e.g. gas cage, ventilation, restraints, signage, storage cabinets, Isolation/lock out, flow restrictors/cut out switches, specialised regulators, SWP’s)* | Yes ☐ No ☐ | *If no, consult with the Laboratory Manager* |
|  | Are there appropriate emergency procedures and equipment in place to manage any incident associated with the gas? *(e.g. fire extinguishers, first aid)* | Yes ☐ No ☐ | *If no, consult with the Laboratory Manager* |
|  | Are there appropriate segregation and compliant storage facilities available to store and handle the gas? *(consider* [*Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007 - Guide*](http://www.dmp.wa.gov.au/Safety/Guidelines-guides-and-16209.aspx)*)* | Yes ☐ No ☐ | *If no, consult with the Laboratory Manager* |
| **3** | **RISK ASSESSMENT and SAFE WORK PROCEDURES** |  |  |
|  | What are the key hazards? *(from SDS)*🞏High Pressure 🞏Toxicity🞏Fire and Explosion 🞏Exposure and burns🞏Asphyxiation 🞏Manual handling |  | *Please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
|  | Have the required risk assessments for the use of the gas been undertaken and approved? *(this will include, elimination, substitution, and PPE requirements)* | Yes ☐ No ☐ | *If no, complete and forward to your Manager/Supervisor for approval* |
|  | Is area monitoring required? *(e.g. oxygen sensors)* | Yes ☐ No ☐ | *If no, consult with the Laboratory Manager* |
| **4** | **TRAINING** |  |  |
|  | Is any particular training regarding handling of the gas required?  | Yes ☐ No ☐ | *If yes, provide details of the course and booking or evidence of completion* |
| **5** | **DISPOSAL** |  |  |
|  | Is a disposal procedure in place to manage the empty gas cylinders or gases no longer required? | Yes ☐ No ☐ | *If no, consult with the Laboratory Manager* |
| **Manager/Supervisor Acknowledgement:** All hazards have been identified and adequately controlled. All appropriate documentation is in place prior to purchase of the gas cylinders/bottles. |
| **Name:** | **Signature:** | **Role:** | **Date:** |
| **Comments:**  |

**Record Keeping:** It is the responsibility of the Faculty to store all relevant records regarding the purchase of all gases.

| **REVISION HISTORY** |
| --- |
| **Revision #** | **Date** | **Amendment Description** |
| 1 | 29/09/2015 | New Document |
| 2 | 21/01/2016 | Update to additional notes section 1 |
| 2.1 | 01/07/2016 | Update to additional notes section 1 |
| 2.2 | 03/11/2021 | Links and contact details updated. |