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|  | **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** | | | | | | |
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|  | **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*](mailto: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** | | |
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| **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. |