

Victorian School Chemical Procurement & Reorder Control

A routing tool for procurement officers, business managers and delegates: use Page 1 for an unchanged repeat purchase; use Page 2 for a new, changed or substituted product. Follow the school's applicable OHS/procurement procedure; Victorian government schools should use the Department OHS Purchasing Checklist where required.

Purchase decision pathway

Same exact product already assessed and controls still effective? Use the Approved Reorder Schedule below. New product, changed formulation/pack, supplier substitute or unsure? Stop and use the New / Changed Product Control on Page 2 before introduction under the school's applicable OHS/procurement process.

1. Approved repeat-purchase schedule

Exact product / manufacturer	Supplier / SKU	Task / area	Chemwatch / register ref	SDS checked	Original OHS purchase ref	Controls still effective?	PO / standing ref	Review date

Supplier substitutions are not automatically the same product

Do not assume that a supplier replacement is covered by an earlier assessment. A different product can have a different SDS, classification, storage requirement, PPE/control requirement or prohibited/restricted status. Route a substitute through the new/changed-product review unless it has already been assessed and recorded as an approved alternative.

Approved alternative (if already assessed)	Approval / evidence reference	Responsible delegate	Next review

New / Changed Chemical Procurement Control

Requested product _____	Requested by _____	Purpose / task _____	Proposed supplier _____
Area of use _____	School-owned or contractor-supplied? _____	Date requested _____	Required-by date _____

2. Before ordering / introduction

☐ Need confirmed: an existing product/process does not already solve the task, or a documented reason for change exists.	☐ Current manufacturer SDS obtained for a proposed dangerous good / hazardous substance before introduction.
☐ Classification reviewed: dangerous good, hazardous substance, both, neither or requires specialist confirmation.	☐ Applicable prohibited/restricted chemical requirements checked. Victorian government schools: current Department guidance checked where applicable.
☐ Safer practical elimination/substitution option considered where relevant.	☐ Applicable OHS/procurement checklist completed; Victorian government schools: Department OHS Purchasing Checklist where required.
☐ Additional risk assessment / Safe Work Procedure requirement determined.	☐ Storage, access, PPE, training, spill and disposal controls are ready before use.
☐ Principal/delegate approval and required consultation completed under the applicable school process.	☐ Order specifies the exact assessed product; no unapproved substitution is accepted.

3. On receipt / before first use

☐ Received product matches the approved specification / order.	☐ Non-conforming or substituted product isolated and referred back before use.
☐ Required purchasing/receipt record completed. Victorian government schools: Department checklist receipt section signed where applicable.	☐ Chemical register / Chemwatch updated where required.
☐ Stock card / receipt record updated where applicable.	☐ Relevant staff can access SDS and required controls before use.

Official resources

WorkSafe Victoria - Safety data sheets

<https://www.worksafe.vic.gov.au/safety-data-sheets>

Department of Education - New chemical procurement (Victorian government schools)

<https://www2.education.vic.gov.au/pal/chemical-management/procedure/procuring-new-products-chemicals>

Department of Education - OHS Purchasing Checklist (Victorian government schools)

<https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-purchasing/procedure/3-ohs-purchasing-checklist>