



6 – CHECKLIST

 Checklist: Green procurement	
Get an overview of the raw and process materials used in the company. Examine the raw and process materials listed in the worksheets of Volume 1 and determine their environmental relevance and possible substitution.	<input type="checkbox"/>
Ask the supplier for product information (e.g. safety data sheets).	<input type="checkbox"/>
Collect information on environmental or sector-specific labels for materials used in the company and ask the suppliers for site certifications.	<input type="checkbox"/>
Use the criteria and guidelines of environmental labels to define guidelines for the company's tenders.	<input type="checkbox"/>
Ask the supplier to offer environmentally friendly alternatives.	<input type="checkbox"/>
If the company has a quality management system, examine the purchasing procedure.	<input type="checkbox"/>
Does the company's environmental policy mention green procurement?	<input type="checkbox"/>
Do employees know who exactly is responsible for which type of procurement in the company?	<input type="checkbox"/>
Are the environmental manager and the safety manager integrated in the procurement activities?	<input type="checkbox"/>
Is there a central purchasing unit in the company?	<input type="checkbox"/>
Are products examined by a central unit before they are used in the company for the first time?	<input type="checkbox"/>
If cleaning is carried out by an external cleaning team, does the company know which detergents are used?	<input type="checkbox"/>
Are the procurement activities of the company documented?	<input type="checkbox"/>
Does the company inform its employees in time if a new product will be used?	<input type="checkbox"/>
Does the company train its employees in the handling of a new product?	<input type="checkbox"/>
Are all environmentally friendly purchased products marked and are the underlying criteria applied?	<input type="checkbox"/>
Does the company have a list of products for which no environmentally friendly alternative has been found to date?	<input type="checkbox"/>
Does the company regularly check the product packaging in view of environmental friendliness (multi-way packaging system, recyclability)?	<input type="checkbox"/>



Checklist 6– Green procurement and hazardous materials

 Checklist: Handling of hazardous materials	
Does the company keep an updated register for hazardous materials used?	<input type="checkbox"/>
Does the company contact its suppliers to get information on the hazardous materials they use (hazardous substances contained, size of trading unit, etc.)?	<input type="checkbox"/>
Reduction of the product variety in cooperation with the supplier: adjust the product range if required.	<input type="checkbox"/>
Are the procedures and responsibilities for safety and health protection measures defined at the different levels?	<input type="checkbox"/>
Is information on hazardous materials (safety data sheets, etc.) systematically gathered?	<input type="checkbox"/>
Order updated safety data sheets (SDS) with each delivery and file them (e.g. security administrator or purchasing department).	<input type="checkbox"/>
Return the SDS to the supplier or ask for a new one if: <ul style="list-style-type: none">▪ The product identification does not correspond to the product;▪ The SDS or parts of it are illegible;▪ Date, manufacturer, distributor or product name are missing on the SDS;▪ The information on the SDS does not correspond to the product identification;▪ The SDS is not subdivided into the required 16 chapters.	<input type="checkbox"/>
Contact the supplier if: <ul style="list-style-type: none">▪ The SDS is not up-to-date;▪ The classification according to the chemicals regulation is missing, incomplete or incorrect;▪ Part of the information is missing (e.g. environmental properties, disposal details, etc.).	<input type="checkbox"/>
Is there medical assistance or safety support for the employees?	<input type="checkbox"/>



Checklist 6– Green procurement and hazardous materials

 Checklist: Storage of hazardous materials	
Hazardous properties of the stored are chemicals known	<input type="checkbox"/>
Flammable liquids safely stored	<input type="checkbox"/>
Toxic materials safely stored	<input type="checkbox"/>
Caustic materials safely stored	<input type="checkbox"/>
Gases and liquid gases safely stored	<input type="checkbox"/>
Other chemicals safely stored	<input type="checkbox"/>
Updated safety data sheets available	<input type="checkbox"/>
Updated register of hazardous materials exists	<input type="checkbox"/>
Separated storage room exists	<input type="checkbox"/>
Storage outside of the actual storage room	<input type="checkbox"/>
Materials which could cause a dangerous reaction if mixed are separately stored	<input type="checkbox"/>
Leak-proof and even floor in the storage area	<input type="checkbox"/>
Leakproof and uninterrupted collection tray	<input type="checkbox"/>
Labelled storage shelves	<input type="checkbox"/>
Updated storage file/list	<input type="checkbox"/>
Sufficient natural ventilation	<input type="checkbox"/>
Mechanical ventilation	<input type="checkbox"/>
Fire alarm system in the storage area	<input type="checkbox"/>
Suitable fire extinguishing agents	<input type="checkbox"/>
Inventory of suitable binders	<input type="checkbox"/>
Suitable personal protective equipment (gloves, safety goggles, etc.)	<input type="checkbox"/>
Suitable first aid equipment	<input type="checkbox"/>



Checklist 6– Green procurement and hazardous materials

 Checklist: Reducing risks of hazardous materials	
Organizational measures	
Substitution of hazardous materials with less dangerous alternatives	<input type="checkbox"/>
Substitution of CMR (carcinogenic, mutagenic, reprotoxic) materials	<input type="checkbox"/>
Substitution of PER, TRI, methylene chloride and 1,1,1-trichloroethane used for metal cleaning and degreasing with water-based and alkaline cleaner	<input type="checkbox"/>
Substitution of paints and glues containing solvents with water-soluble products	<input type="checkbox"/>
Substitution of quarry sand for sandblasting with crystal-free products such as corundum	<input type="checkbox"/>
Substitution of organic cleaning agents with products based on plants (natural products)	<input type="checkbox"/>
Constant information and training of the employees in the correct handling of hazardous materials and waste	<input type="checkbox"/>
Constant check of the technical safety equipment and the personal protective equipment for functional efficiency	<input type="checkbox"/>
Constant measuring of the emissions at the workplaces	<input type="checkbox"/>
Availability of measuring devices; checks and optimization of measuring devices	<input type="checkbox"/>
Personal safety measures	
Suitable personal protective equipment for eyes (e.g. safety goggles)	<input type="checkbox"/>
Suitable personal protective equipment for the skin (e.g. gloves, protective clothing)	<input type="checkbox"/>
Suitable personal protective equipment for the respiratory tract (e.g. dust mask, filter for painting plant)	<input type="checkbox"/>
Technical measures	
Closed glove boxes for handling hazardous products (e.g. for small sand blast operations)	<input type="checkbox"/>
Pivoting connecting piece for welding	<input type="checkbox"/>
Structural separation of operations and harmful substances	<input type="checkbox"/>



Checklist 6– Green procurement and hazardous materials

 Checklist: Preventive risk reduction measures for hazardous chemicals	
Substitution of high risk hazardous substances with less dangerous alternatives.	<input type="checkbox"/>
Elimination of CMR (carcinogenic, mutagenic, reprotoxic) substances as far as possible.	<input type="checkbox"/>
Use of automated systems for applying hazardous chemical substances.	<input type="checkbox"/>
Segregation of combustible and flammable hazardous chemical substances from each other.	<input type="checkbox"/>
Measurement and monitoring of the concentrations of hazardous chemical substances.	<input type="checkbox"/>
Installation of appropriate collective protection equipment.	<input type="checkbox"/>
Distribution of the necessary personal protective equipment to the workers.	<input type="checkbox"/>
Continuous local exhaust ventilation at all workplaces where the concentration of chemical substances exceeds the maximum admissible concentration.	<input type="checkbox"/>
Regular technical checks of the equipment used with chemicals.	<input type="checkbox"/>
Inspection and cleaning of exhaust ventilation systems on a regular basis to maintain maximum efficiency.	<input type="checkbox"/>
Regular medical examinations for workers exposed to hazardous chemical substances, especially to CMR substances and substances with a biological limit value.	<input type="checkbox"/>
Use of ventilation and monitoring of concentrations.	<input type="checkbox"/>
Prevention or elimination of ignition sources.	<input type="checkbox"/>
Separation of substances which can form explosive mixtures with air from open flames, electrical equipment, sparks, etc.	<input type="checkbox"/>
Avoiding the contamination of original containers caused by pouring back products taken from them.	<input type="checkbox"/>
Marking of explosive areas.	<input type="checkbox"/>
Signalling of escape and rescue routes and absence of obstacles.	<input type="checkbox"/>



Checklist 6– Green procurement and hazardous materials

 Checklist: Communicating information about dangerous substances	
Is there a list of hazardous substances used or produced in every workplace?	<input type="checkbox"/>
Are material safety data sheets available for all the hazardous chemicals used?	<input type="checkbox"/>
Has the information from the safety data sheet been translated into workplace instructions providing practical information on the safe handling of substances in everyday work?	<input type="checkbox"/>
Is each container for a hazardous substance (e.g. vats, bottles, storage tanks, etc.) labelled with the identification of the product and appropriate hazard warnings specifying both physical hazards (e.g. risk of explosion) and health hazards?	<input type="checkbox"/>
Has a risk assessment been carried out and have its findings been communicated?	<input type="checkbox"/>
Are workers regularly asked about potential health and safety problems?	<input type="checkbox"/>
Have the workers received all relevant information, instructions and training on the hazardous substances present in the workplace including the precautions to protect themselves and the other employees?	<input type="checkbox"/>
Do all employees know how to make full and proper use of all the control measures provided?	<input type="checkbox"/>
Do all employees know to whom they should report problems and defects regarding control measures?	<input type="checkbox"/>
Do all employees know how to react in the event of an accident, incident or emergency involving hazardous substances?	<input type="checkbox"/>