Poisons Approval Application – Organisational Unit

The Head of Section must apply by this form for approval for the use of regulated poisons for teaching and research by an Organisational Unit, as required under the Substance Management Plan for Medicines and Poisons (SMP). The approval will be valid from date of verification until decided otherwise by the Head of Section, Faculty Dean, PVC or DVC, or a change of legislation forces a relevant change to the SMP, or UQ's General Approval for Regulated Poisons is rescinded or not renewed, or as the result of other legislative changes, whichever comes first.

Process

1. Head of Section (HoS - Division, School, Institute or Centre) completes the form;
2. Faculty Dean / PVC / DVC signs the form;
3. Application is sent to the Health Safety and Wellness (HSW) Division at hsw@uq.edu.au.
4. HSW Division verifies and records approval in UQSafe-Certifications and returns the recorded approval to the applicant.
5. HSWD Advisor sends recorded approval to the relevant Organisational Unit DO (Safety Contacts).

Step 1: Head of Section to Complete

Name		**UQ User ID**	
Position Title			
Email		**Phone**	
Organisational Unit			

What schedule substances will be approved for the Org Unit / Section?

Select all that apply	
☐	Schedule 2 substances (S2)
☐	Schedule 3 substances (S3)
☐	Schedule 4 substances (S4 non-restricted)

Organisational Unit / Section Drugs and Poisons Officer/s (DO)

DO name

UQSafe Risk Assessment Ref number/s	

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THE UNIVERSITY OF QUEENSLAND AUSTRALIA

Step 2: Head of Section Agreement

You must ensure that processes are in place which requires all eligible users in the Organisational Unit to be trained and competent in the use of regulated poisons for research and/or teaching, and they have risk assessed their activities in compliance with the requirements of the UQ Substance Management Plan. I agree:

HoS name	Signature
Date	

Step 3: Faculty Dean / PVC / DVC Approval

I endorse the Organisational Unit / Section to be approved for the use of regulated poisons for teaching and research.

Name	Signature
Date	

Step 4: Email form to HSW Division

Email: hsw@uq.edu.au

(Please cc the relevant HSW Manager/s)

Contact for more information
(07) 3365 2365
Level 6, Building 69, St Lucia Campus
Health, Safety and Wellness Division

Step 5: HSW Division to action

Record of approval in UQSafe-Certifications		Date / Signature
☐ Yes ☐ No		
HSW Advisor name		

Approval Reference

HSWD Advisor to record signed approval under the reference number in UQSafe-Certifications module under 'Chemical/Drug and Poisons use approval'.

Advisor emails approved and recorded form to applicant, copying relevant DO/s.