

Poisons Approval Application – For Research Groups/Divisions



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

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Head of Section must approve this form before approval for the use of restricted poisons for teaching and research for a Division or research group, as required for their position under the SMP. The approval is valid for the duration of the applicant's GL/CI role at the nominating UQ section, or until decided otherwise by the applicant's Head of Section, or a change of legislation forces a relevant change to the SMP, or the General Approval is rescinded, or as the result of other legislative changes, whichever comes first.

Process

1. The Division Head, Group Leader/CI completes form for a research group approval;
2. Head of School/ Institute Director/ Senior Manager signs form of an GL/CI applicant if appropriate skills, online training, other requirements are met, or if satisfied of the qualifications of the applicant;
3. Applicant sends application 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's DO ([Safety Contacts](#)).

Step 1: Division Director, Group Leader or group CI to Complete

Name		UQ User ID	
Position Title			
Email		Phone	(07)
Organisational Unit			
Head of Section's name			

What schedule substances you'll use for your group?

Select all that apply	
☐	Scheduled 7 substances, restricted (RS7) (e.g., cyanide, ethylene dibromide, o-tolidine, strychnine) - list overleaf
☐	Schedule 4 substances, restricted (RS4)- as per Sch 2 Part 1, 2, 3 & 4 of MP (Medicines) Regs (e.g., clozapine, thalidomide)- list overleaf
☐	Schedule 4 Pentobarbitone/Pentobarbital (Lethabarb or Valabarb) – managed as S8 @UQ

List your Drug and Poisons Officer/s (DO)

Full name of DOs

You must complete the following 2 modules as a HR Schedule substances user applicant

Module	Completion Date
Staff Standards of Conduct (<i>refresher required every 2 years</i>)	
Chemical Safety (<i>refresher required every 2 years</i>)	

Step 2: Division Director, Group Leader or group CI Agreement

You must as a restricted poisons Division, Group Leader or group CI applicant ensure that all users under your employment/supervision are qualified *, trained and competent on the use of scheduled substances for research and/or teaching and have risk assessed their activities. Namely, completed their mandatory online training (as above as a minimum) and local inductions, and they follow the requirements listed in the UQ Substance

UQSafe RA/Field Trip ID#	
Group Leader or group CI full name	Signature
Date	

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Step 3: Head of Section Approval

I confirm that the above staff member has the position and qualifications to exercise the right to use restricted poisons for teaching and research as per SMP, as previously selected.

HoS Name	Signature
Date	

Step 4: Applicant to email form to HSW Division

Email: hsw@uq.edu.au

(Please cc your HSW Manager)

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

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

Advisor emails approval to applicant, copying relevant DO/s.

NOTE: *Appropriate qualifications for your users are a Diploma or Bachelors' degree in a relevant field (Science, Chemistry, Biomedical Science, Biotechnology, Biosciences, Biotechnology, Laboratory Sciences, Dental Science, Equine Science, Environmental Science, Agriculture and Food Science, Animal Science, Exercise and Nutrition Sciences, Engineering, Health Sciences, Medicine, Midwifery, Mining, Nursing, Occupational Health and Safety Science, Pharmacy, Veterinary Science, Veterinary Technology, Wildlife Science), or 3 years of work experience in the relevant field, or records of hands on training on poisons use and management with one month supervision after completion of the Chemical Safety online training and any other relevant online modules.

