The following information outlines a framework for streamlining and standardising mandatory Work Health and Safety (WHS) requirements and approvals for undertaking research in the Faculty of Science and Health (FOSH).

School Contacts:

School	Associate HoS – Research email address
SAHESS	SAHESS-Research@csu.edu.au
SAEVS	SAEVS-Office@csu.edu.au
SNPHS	SNPHS-Office@csu.edu.au
SDMS	SDMS-Office@csu.edu.au
SRM	SRM-Office@csu.edu.au

Technical Area Contacts:

Area Technical Manager	Technical Area	Technical Area email address
Kylie Kent	AW & PM Area	southernareatech@csu.edu.au
Jason Poposki	BA, OR, DU Area	northernareatech@csu.edu.au
Joe Price	Wagga - Animal & Field	animalandfieldtech@csu.edu.au
Charmaine Carlisle	Wagga - Life Science & Health	lifesciandhealthtech@csu.edu.au
Lori Blechynden	Veterinary Enterprises	vetent@csu.edu.au

Operational processes and associated forms and templates-
Technical services - Faculty of Science and Health

Location for storing researcher information-
S:\Academic\FOS\TS - Research Information

Procedure for completing required WHS research documentation

Step 1 – set up a folder on the S drive under S:\Academic\FOS\TS - Research Information

e.g. S:\Academic\FOS\TS - Research Information\Port Macquarie Research\Research\Smith, John

Step 2 (laboratory work only) - complete Application to Use Facility and email to area technical manager and the area email address.

Step 3 – complete a risk assessment

How to Guide and Forms - Technical services - Faculty of Science and Health

- Review the research laboratory and/or fieldwork standard risk controls and include all relevant risk and controls in your risk assessment.
- Add project specific risk and controls e.g. using specialist equipment to your risk assessment.

If you require assistance, please email your technical area and request assistance

Step 4 - If your research risk assessment identified the need to complete additional risk assessments (i.e. hazardous substances and/or biological hazards), complete and save to your S drive folder.

- Hazardous chemical risk assessment form
- Microbiological hazards risk assessment form
- Risk screening tool for off-campus research activities form (fieldwork only)

Step 5 - Compile all associated documentation and save to your folder on the S drive-

- safe work procedures
- competencies
- chemical related inventories
- safety data sheets
- special approvals (e.g. IBSC, ACEC, RSC, QAP, HUMC)
- licences
- training e.g. 4WD certificate etc.

Step 6 - Complete compulsory online training and save certificates to the S drive-

Staff complete training via ELMO

Students enrol @ https://www.csu.edu.au/current-students/studying/subject-enrolment/types-of-subjects/mandatory-training-modules Any problems with access email OnlineTrainingModule@csu.edu.au

- Chemical Safety@ CSU
- Defence Trade Controls Act (Facility managers and research staff/students only)
- Fire and Emergency Procedures
- SafeU@CSU
- WHS Risk Management
- Information Security Awareness

Additional online training may be required including, but not limited to-

- Radiation General Induction
- Biological Safety
- Animal Care and Ethics
- Human Research and Ethics
- Research Integrity

Proof of completion- Staff: email certificates to Technical Area Facility Manager. Students email evidence of completion (must achieve 80% or above in assessments) to Technical Area Facility Manager.

- ChemFFX (Area Technical Manager will confirm this requirement)
- ELMO - chemicalsafety@CSU
- ELMO - SafeU@CSU
- ELMO - Fire and Emergency Procedures

- ELMO - Defence Trade Controls Act
- ELMO - Information Security
- ELMO- Green labs

Step 7 (fieldwork only) - Prepare map/s of destination/sites and save to your S drive folder.

Step 8 (fieldwork only) - Complete fieldwork summary and save to your S drive folder. When conducting multiple field tips as part of the same project, a fieldwork summary must be completed and saved to the S drive for each individual trip. Further approvals for fieldwork summaries are not required after a risk assessment has been approved.

Step 9 (fieldwork only)- For all equipment requests please complete an equipment request form and email it to your area email address.

Step 10 - Research approval - when your documentation is complete follow approval flow chart below.