



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

Storage of Information and Documents

S Drive – TS – Research Information

[S:\Academic\FOS\TS - Research Information](#)

Location for storing all WHS research information for the FOSH e.g. risk assessments, safe work procedures, licences etc



Procedure for laboratory based research

Step 1 – set up a folder on the S drive.

S:\Academic\FOS\TS - Research Information

Step 2 - complete Application to use facility and email to area technical manager and the area email address.

Step 3 – complete a laboratory risk assessment

- Review the research laboratory standard risk controls for research laboratories 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 laboratory 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
- biological hazards risk assessment form

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-

- Biosafety 1 – Biosafety 1 principle
- 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



Step 7 - Research approval - when your documentation is complete follow approval flow chart below.

Procedure for fieldwork based research

Step 1 – set up a folder on the S drive.

S:\Academic\FOS\TS - Research Information

Step 2 - Complete a research fieldwork risk assessment

- Review the standard risk controls for research fieldwork and include all relevant risks 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 3 - If your research laboratory risk assessment identified the need to complete additional risk assessments (e.g.. hazardous substances and/or biological hazards), complete and save to your S drive folder.

- Hazardous Chemical Risk Assessment form
- Solar UV Radiation Risk Assessment form
- Biological Hazards Risk Assessment form
- Risk screening tool for off-campus research activities form

Step 4 - 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. IBC, ACEC, RSC, QAP, HUMC)
- licences etc.

Step 5 - Complete compulsory online training and save certificates to the S drive-

- Biosafety 1 – Biosafety 1 principle (only required if project has biological hazards)
- ELMO - chemicalsafety@CSU
- ELMO - SafeU@CSU
- ELMO - Fire and Emergency Procedures
- ELMO - Defence Trade Controls Act
- ELMO - Information Security



Step 6 - Prepare map/s of destination/sites and save to your S drive folder.

Step 7 - Complete fieldwork summary and save to your S drive folder. When conducting multiple field trips as part of the same project, a fieldwork summary will need to 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 - 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.

Approval Flow Chart

