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](mailto:SAEVS-Office@csu.edu.au) |
| SNPHS | [SNPHS-Office@csu.edu.au](mailto:SNPHS-Office@csu.edu.au) |
| SDMS | [SDMS-Office@csu.edu.au](mailto:SDMS-Office@csu.edu.au) |
| SRM | [SRM-Office@csu.edu.au](mailto: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](mailto:southernareatech@csu.edu.au) |
| Jason Poposki | BA, OR, DU Area | [northernareatech@csu.edu.au](mailto:northernareatech@csu.edu.au) |
| Joe Price | Wagga - Animal & Field | [animalandfieldtech@csu.edu.au](mailto:animalandfieldtech@csu.edu.au) |
| Charmaine Carlisle | Wagga - Life Science & Health | [lifesciandhealthtech@csu.edu.au](mailto:lifesciandhealthtech@csu.edu.au) |
| Lori Blechynden | Veterinary Enterprises | [vetent@csu.edu.au](mailto:vetent@csu.edu.au) |

**Operational processes and associated forms and templates-**

[Technical services - Faculty of Science and Health](https://science-health.csu.edu.au/resources-services/technical-services)

**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](https://cdn.csu.edu.au/__data/assets/word_doc/0008/3250925/Application-to-use-facility.docx) 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](https://science-health.csu.edu.au/resources-services/technical-services)

* 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](https://cdn.csu.edu.au/__data/assets/word_doc/0005/4285994/Risk-screening-tool-for-off-campus-research-community-visit-activities-form.docx) (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](mailto: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

**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](https://cdn.csu.edu.au/__data/assets/word_doc/0007/4285960/Equipment-request-form.docx)and email it to your area email address.

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

