Safety Role Appointment Form RSO/LOS or CSO

THE UNIVERSITY OF QUEENSLAND AUSTRALIA | CREATE CHANGE

***The Head of Section must approve this form before new position holders can gain higher-level access in UQSafe as required for their role. ***

Process

1. Applicant completes this form and submits to the Head of Section for approval.

2. The Head of Section signs the form after sighting the appropriate skills, online training, and other requirements if applicable, or if satisfied with the qualifications of the applicant.

3. Applicant sends the approved form and evidence of relevant qualifications and training completion to the Health Safety and Wellness (HSW) Division at hsw@uq.edu.au.

For CSO applicants, the following is also required:

4. Applicant applies for UniFi user access to be a commodity approver via my.UQ / My requests

Step 1: Applicant to Complete

Applicant Name		**UQ User ID**	
Position Title			
Email		**Phone**	
Faculty, Institute, Division or Centre	*Provide full name and acronym*		
Organisational Unit			
Head of Section			

What is your new role? (See required documentation overleaf)

Select all that apply		Start Date	End Date
	Radiation/Laser Safety Officer (RSO/LSO) *if you tick this box, please provide information on the RSO requirements*		
	Controlled Substances Officer/Chemical Commodity Approver (CSO)		

Are you replacing someone? If yes, who are you replacing?

Former position holder/s

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In UQSafe you will have access to private information, you must complete the first two modules listed below.

You must complete Chemical Safety Training prior to an UniFi commodity approver role being actioned.

Module	Completion Date
Staff Standards of Conduct	
Privacy at UQ	
CSO Requirements	
Chemical Safety	
RSO/LSO Requirements	
RSO/LSO Certificate issued by QRH	

Step 2: Head of Section Approval

I confirm that the above staff member has been appointed to the safety role/-s indicated and I am satisfied with the qualifications and completed training of the applicant. I confirm that the application can gain higher-level access in UQSafe as required for their role.

Name and Signature	Approval Date

Step 3: 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 4: HSW Division actions

☐ Applicant's qualification/ certification recorded in UQSafe-Certifications	Date
HSW Advisor name:	

Step 5: Applicant applies for UniFi user access

*Applicants must apply for UniFi user access to be a commodity approver via UniTask. Please note that after receiving this form it will be checked by the relevant HSW Division Advisor.

HSW Commodity Approver UniFi Role Nomination

This form must be used to nominate academic or professional staff to become a commodity approver within UniFi for their relevant business unit. There are two types of commodities within UniFi that require approval by a qualified and nominated position: Drugs and Chemicals (Controlled Substances).

CSO/Controlled Substances Commodity Approver Requirements. UQ academic or professional staff holding the relevant qualifications (HSW Manager/WHSC/ Floor Manager roles) can apply to be a Controlled Substances Commodity Approver for their business unit. This form completed by the applicant and signed by Head of Section as the official nomination must accompany a copy of their position description describing their role's duties. Chemical Safety training online modules must be also completed.