

# Safety Role Appointment Form Controlled Substances Officer (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](mailto:hsw@uq.edu.au).
4. Applicant applies for UniFi user access to be a commodity approver via my.UQ / My requests

## Step 1: Applicant to Complete

|   |                                      |                   |  |
|---|--------------------------------------|-------------------|--|
| <b>Applicant Name</b>                         |                                      | <b>UQ User ID</b> |  |
| <b>Position Title</b>                         |                                      |                   |  |
| <b>Email</b>                                  |                                      | <b>Phone</b>      |  |
| <b>Faculty, Institute, Division or Centre</b> | <i>Provide full name and acronym</i> |                   |  |
| <b>Organisational Unit</b>                    |                                      |                   |  |
| <b>Head of Section</b>                        |                                      |                   |  |

|   | <b>Start Date</b> | <b>End Date</b> |
|---|-------------------|-----------------|
| Controlled Substances Officer / Chemical Commodity Approver (CSO) |                   |                 |

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

|                                 |
|---------------------------------|
| <b>Former position holder/s</b> |
|                                 |

**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.**

| <b>Module</b>   | <b>Completion Date</b> |
|---|------------------------|
| Staff Standards of Conduct (refresher required every 2 years) |                        |
| Chemical Safety (refresher required every 2 years)            |                        |
| Privacy at UQ   |                        |

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## 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.

| HoS full name | Signature |
|---------------|-----------|
|               |           |
| Date          |           |

## Step 3: Applicant to email form to HSW Division

Email: [hsw@uq.edu.au](mailto: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 certification recorded in UQSafe-Certifications |    | Date / Signature |
|---|----|------------------|
| Yes   | No |                  |
| HSW Advisor name:   |    |                  |

| Approval reference |
|--------------------|
|                    |

## 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 holding the relevant qualifications (HSW Manager/WHSC/ Floor Manager roles) to become a Commodity approver - Chemicals (controlled substances) within UniFi for their relevant business unit. Online training modules must be completed and renewed as required.

A separate approval is required to become a Commodity approver for drugs and poisons (Drugs and Poisons Officer). Complete a Poisons Approval Application.