

Poisons Approval Application - Individual users



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

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Head of Section must approve this form before approval for the use of restricted and/or high-risk regulated poisons for teaching and research for an individual user, as required for their position under the SMP. Approval will be valid for a period of 2 years from date of verification and approval.

NOTE: at UQ, RS4 and S8 are poisons and can only be considered Medicines when only used as a therapeutic substance (in humans or animals). Refer to SMP for further clarification.

Process

1. Applicant completes this form, **please discuss application with your Drugs and Poisons Officer (DO)**.
2. Supervisor/line manager signs form after sighting the appropriate skills, competency, online training, other requirements if applicable, or if satisfied with the qualifications of the applicant.
3. Head of School/ Institute Director/ Division Head signs form if satisfied with the qualifications of the applicant or agrees with supervisor.
4. Applicant sends application to the Health Safety and Wellness (HSW) Division at hsw@uq.edu.au.
5. HSW Division verifies and records approval in UQSafe-Certifications and returns the recorded approval to the applicant.
6. HSWD Advisor sends recorded approval to the relevant organisational unit's DO ([Safety Contacts](#)).

Step 1: Applicant to Complete

Name		UQ User ID	
Position Title			
Email		Phone	(07)
Organisational Unit			
Supervisor's name			

What scheduled substances you'll use?

Select all that apply	
<input type="checkbox"/>	Schedule 4 substances, restricted (RS4) - as per Sch 2 MP (Medicines) Regs (e.g., clozapine, thalidomide)- list overleaf
<input type="checkbox"/>	Schedule 7 substances, restricted (RS7) - Sch 1 MP (Poisons) Regs (e.g., cyanide, ethylene dibromide, strychnine)- list overleaf
<input type="checkbox"/>	Schedule 8 substances (e.g., cocaine, ketamine, pentobarbitone/lethabarb) - list overleaf
<input type="checkbox"/>	Schedule 9 substances (e.g., cannabis, heroin, muscimol) - list overleaf
<input type="checkbox"/>	Schedule 10 substances (e.g., cardarine, phenpromethamine) - list overleaf
<input type="checkbox"/>	Schedule substances RS4, RS7, S8, S9 or S10 - for field trips - list overleaf
<input type="checkbox"/>	Schedule substances RS4, RS7, S8, S9 or S10 – for manufacturing (for lab internal use) - list overleaf
<input type="checkbox"/>	Schedule substances RS4, RS7, S8, S9 or S10 – for store/goods receipt and distribution - list is NA

List your Drug and Poisons Officer/s (DO) ([Safety Contacts](#))

DO full name

You must complete the following 2 modules as a HR scheduled substances user applicant

Module	Completion Date
Staff Standards of Conduct	
Chemical Safety	

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Step 2: Applicant agreement

I confirm that I am qualified*, I have received training, I have risk assessed the relevant activities with Scheduled substances, and I agree to follow the requirements listed in the UQ Substance Management Plan.

UQSafe RA/Field Trip ID#	
Applicant full name	Signature
Date	

*Appropriate qualifications are a Diploma or Bachelors' degree in a relevant field (Science, Chemistry, Biomedical Science, Biotechnology, Biosciences, Biotechnology, Laboratory Sciences, Dental Science, Equine Science, Environmental Science, Agriculture and Food Science, Animal Science, Exercise and Nutrition Sciences, Engineering, Health Sciences, Medicine, Midwifery, Mining, Nursing, Occupational Health and Safety Science, Pharmacy, Veterinary Science, Veterinary Technology, Wildlife Science), or 3 years of work experience in the relevant field. For a store/goods receipt and distribution role, records of hands on training on poisons management with one month supervision after completion of the Chemical Safety online training and any other relevant online modules is required.

Step 3: Supervisor Approval

I confirm that the applicant has the appropriate skills, training and competency to use scheduled substances for research and/or teaching and has risk assessed the relevant activities.

Supervisor full name	Signature
Date	

Step 4: Head of Section Approval

I endorse the applicant for the approval to use of scheduled substances for research and/or teaching as selected.

HoS full name	Signature
Date	

Step 5: 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 6: HSW Division to action

Record of approval in UQSafe-Certifications		Date / Signature
<input type="checkbox"/> Yes	<input type="checkbox"/> No	
HSW Advisor name		

Approval reference

Advisor to record signed approval under the reference number in UQSafe-Certifications module under 'Chemical/Drug and Poisons use approval'. Advisor emails approved and recorded form to applicant, copying relevant DO.

