

Approval to Purchase Regulated and High Risk Poisons



WHS PRO FORM 011b

Electronic copies of this form are current. All other copies are uncontrolled and currency can only be assured at the time of printing

This form is to be completed under guidance of James Cook University's Health, Safety and Environment Policy and WHS PRO 011 Drugs and Poisons Procedures which can be viewed via _____.

End User: (Full Name)			
Are you a member of Staff or Faculty or a Student: (if Student include Supervisor)	Staff (Y/N)	Student (Y/N)	
College/Business Unit:			
Drug Requested: (include quantity)			
Schedule of Drug or Poison (Obtain from Safety Data Sheet)			
Specify the Genuine Research or Teaching the Substance will be used for: (Research name project, teaching name subject & week)			
Storage Location: (Campus Building Number, Room Number and who can access)			
S4, S7 (restricted) S8 and S9, what secure storage is available? (S4, are to be secure (eg locked cupboard, card swipe access) S7 (restricted) S8 and S9 must be in a drug safe)			

Approval to Purchase Regulated and High Risk Poisons

WHSPROFORM011b



Electronic copies of this form are current. All other copies are uncontrolled and currency can only be assured at the time of printing

Declaration

I, _____, agree to exercise my duty in accordance with the Medicines and Poisons (Poisons and Prohibited Substances) Regulation 2021 and JCU's Health and Safety Management System, Drugs and Poisons Procedure WHSPRO011.

Have you, the applicant;	
Been convicted of an indictable offence (drink driving and minor traffic offences are not indictable offences)?	Yes/ No
Been convicted of an offence against the Medicines and Poisons Act 2019, Health Act 1937 (including the Health (Drugs and Poisons) Regulation 1996) (repealed) or equivalent legislation in another Australian jurisdiction?	Yes/ No

Held a licence, approval and/or an endorsement under the Medicines and Poisons Act 2019, Health Act 1937 (including the Health (Drugs and Poisons) Regulation 1996) (repealed) or

Approval to Purchase Regulated and High Risk Poisons

WHSPROFORM011b



Electronic copies of this form are current. All other copies are uncontrolled and currency can only be assured at the time of printing

My Requisition, Purchase Orders:

In the "My Requisition" system the

Approval to Purchase Regulated and High Risk Poisons

WHS PRO FORM 011b



Electronic copies of this form are current. All other copies are uncontrolled and currency can only be assured at the time of printing

Schedule 10 Carcinogens:

- User Code: 8438. Schedule 10 Carcinogens are identified in the Work Health and Safety Regulation 2011 (Qld), Schedule 10. These substances require an approval from Workplace Health & Safety Queensland to obtain, use and store. See WHSPRO005 Hazardous Chemicals Procedure for guidance.
 - Once you have the approval from WHSQ, attach a copy to your My Requisition request.

Internal Reporting and Auditing:

- Let the WHS Biological, Radiation and Chemicals Safety Advisor know of your initial purchase of High Risk S7 (restricted), S8, S9 substances.
- The following items will be added to the central register:
 - Stocks of high risk poisons (S7 restricted, S8 and S9 substances) will be audited at least annually.
 - Local stock takes need to occur monthly by the users for high risk poisons.