

Request to Appoint Acting "JCU Authorised Officer  
Delegated the Vice Chancellor's Authority"  
Health (Drugs and Poisons) Regulation 1996 (Qld)



HSE-PRO-004a

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This form is to be completed under guidance of James Cook University's Health, Safety and Environment Policy and Procedures which can be viewed via <https://www.jcu.edu.au/policy/health-safety-and-environment>.

"Authorised Officer's Delegated the Vice Chancellor's Authority" to purchase schedules 2, 3 and 4 drugs and poisons are listed on the "Vice Chancellor's Delegation of Authority". When an Authorised Officer is absent from the University the Acting Authorised Officer can be formally appointed to carry out the authorisation.

This authorisation **does not** extend to schedules 7, 8 and 9 that must be approved by a Drugs Officer. Drugs Officer Approvals from Qld Health are awarded to a specific person not a role.

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|                          |                      |         |                      |
|--------------------------|----------------------|---------|----------------------|
| Incumbent Name           | <input type="text"/> |         |                      |
| Incumbent Position Title | <input type="text"/> |         |                      |
| Incumbent Division       | <input type="text"/> |         |                      |
| Acting Name              | <input type="text"/> |         |                      |
| Acting Position Title    | <input type="text"/> |         |                      |
| Acting Division          | <input type="text"/> |         |                      |
| From Date                | <input type="text"/> | To Date | <input type="text"/> |

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Acting Authorised Officer Declaration

I, , agree to exercise my duty in accordance with Sections 179A and 265A of the Health (Drugs and Poisons) Regulation 1996 (Qld) and JCU's Health and Safety Management System, Drugs and Poisons Procedure HSE-PRO-004

[Health \(Drugs and Poisons\) Regulation 1996 \(Qld\)](#)  
[Drugs and Poisons Procedure HSE-PRO-004](#)

Acting Signature

Please submit signed form for Endorsement to the relevant delegate of your Division (Director, Divisional Operations or Dean, Research)

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Endorsement

I, the undersigned, consider the above Acting Authorised Officer is an appropriately qualified officer, having the qualifications, experience or standing appropriate to exercise the Vice Chancellor's Delegation of Authority

Director, Divisional Operations  or Dean, Research

Please submit signed form for Authorisation to the Vice Chancellor on email [vc@jcu.edu.au](mailto:vc@jcu.edu.au)

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Authorisation

Vice Chancellor

Please submit signed form for completion to the Health, Safety and Environment team on email [safety@jcu.edu.au](mailto:safety@jcu.edu.au)