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| Research Project – WHS Requirements Checklist  **WHS-PRO-CHK-002e** |  |
| *Electronic copies of this checklist are current. All other copies are uncontrolled and currency can only be assured at the time of printing* | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Owner:** |  | | | | |
| **List the Core Project Activities:** |  | | | | |
| **Person Completing this Plan:** |  | **Signature:** |  | **Date:** |  |
| **Project Dates:** |  | | | | |

1. **Will you be using hazardous chemicals at any time during the project?  Yes  No**
2. **Will you be using scheduled drugs and poisons at any time during the project?  Yes  No**
3. **Does your project have any biosafety hazards?  Yes  No**
4. **Does your project have any quarantine requirements?  Yes  No**
5. **Does your project involve activities conducted in a laboratory?  Yes  No**
6. **Does your project involve the use of ionising radiation?  Yes  No**
7. **Does your project involve the use of plant or equipment?  Yes  No**

*(NOTE: this does not include standard laboratory equipment)*

1. **Does your project involve field work?  Yes  No**
2. **Does your project involve boating / snorkelling / diving work?  Yes  No**
3. **Does you project involve the use of remotely piloted aircraft (i.e. drones)?  Yes  No**
4. **HAZARDOUS CHEMICALS**

**Will you be using hazardous chemicals at any time during the project?  Yes  No**

[*WHS-PRO-010 Hazardous Chemicals Procedure*](https://www.jcu.edu.au/?a=1144006)

**How do I determine if the chemical is hazardous, dangerous or a carcinogen?**

The SDS will state if the chemical is a hazardous chemical, or dangerous, scheduled poison (sections 2 & 15).

**Minimum requirements for chemicals:**

**Chemwatch Manifest** *Add the chemical to the ChemWatch manifest for the storage location (assistance is available from the WHS Unit on request).*

**Safety Data Sheet (SDS)** *Each chemical must have a current (less than 5 years old) safety data sheet (SDS).*

**Labelling** *Labelling must be original or meet requirements detailed in WHS-PRO-010 Hazardous Chemical Procedure.*

**Risk Assessment** *Refer to the question below to determine if a risk assessment is required.*

**Storage** *Refer to the SDS for requirements.*

**Spill kit** *You need to have the ability to safely clean up a spill of the chemical. For small quantities of chemicals, gloves and paper towel may be sufficient. Refer to the SDS for requirements.*

**Is a risk assessment required?**

A risk assessment is not required if the chemical risks are well known and have well-established and accepted control measures. The control measures must be able to be implemented for the project.

If risks and hazards are unknown or the chemical is not being used for the purpose detailed in SDS and label, a risk assessment is required (this can be included in the project risk assessment).

*E.g. of well-known well-established and accepted controls: Using 10% ethanol for cleaning surfaces*

*E.g. of when a risk assessment is required: Using 100% ethanol as part of a chemical experiment*

**Schedule 10 Prohibited carcinogens, restricted carcinogens and restricted hazardous chemicals (WHS Regulation 2011)**

These chemicals will only be approved for use at JCU campuses and sites where there is a genuine requirement for analysis or research. Complete section 1.1 below.

**QUESTIONS**

1.1 Are all project chemicals listed on the JCU Chemwatch manifest?  Yes  No

1.2 Do you have SDS’s printed and available where the chemical is stored and used?  Yes  No

1.3 Are hazardous chemical risk assessment required?  Yes  No

If no, add reason here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, add the RiskWare number here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.4 Are chemicals being manufactured as part of the project? If yes, contact the WHS unit.  Yes  No

1.5 Are chemicals being imported not currently listed on the Australian Inventory of Chemical

Substances (AICS) [https://www.industrialchemicals.gov.au/search-inventory](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.industrialchemicals.gov.au%2Fsearch-inventory&data=04%7C01%7Cmichelle.nethery%40jcu.edu.au%7C017c781d41d745e1fb3208d98d4621e4%7C30a8c4e81ecd4f148099f73482a7adc0%7C0%7C0%7C637696154617733214%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=qxTCIqbHEVVrJ5D1RC4jAxhovr2lpGTEwGHWjA7Fgn8%3D&reserved=0)? Refer to  Yes  No

WHS-PRO-010 for specific requirements.

1.6 Is there a risk of persons being exposed to a substance above the recommended exposure

standard?  Yes  No

If yes, detail substance and contact WHS Unit.

1.7 Are all project chemicals being stored in accordance with the instructions on the SDS?  Yes  No

1.8 Do you have the equipment required to safely clean up a spill of all project chemicals?  Yes  No

***Schedule 10 Questions:***

1.7 Dean of College has been consulted and given approval to obtain Schedule 10 carcinogens  Yes  No

1.8 Form 74 - Application of authorisation to use, handle or store prohibited or restricted  Yes  No

carcinogens has been completed and approved by WHSQ.

1. **SCHEDULED DRUGS & POISONS**

**Will you be using scheduled drugs and poisons at any time during the project?  Yes  No**

What are scheduled drugs and poisons and how do I know what schedule my product is?

Medicines and chemicals are classified in schedules according to the level of control over their availability needed to protect public health and safety. The document that lists schedules of drugs and poisons is called the Standard for the Uniform Scheduling o Medicines and Poisons (SUSMP).

Obtain the SDS for the product and look for wording “Standard for the Uniform Scheduling of Medicines and Poisons” in this section the SDS will stated if the product is a scheduled drug or poisons. Secondly the SUSMP can be consulted if unsure.

The signal headings for the different schedules are as follows:

|  |  |  |
| --- | --- | --- |
| **Schedule** | **Signal heading** | **Example** |
| Schedule 2 (S2)\* | Pharmacy Medicine |  |
| Schedule 3 (S3)\* | Pharmacist Only Medicine |  |
| Schedule 4 (S4)\* | Prescription Only Medicine ***or*** Prescription Animal Remedy | Antibiotics |
| Schedule 5 (S5)\* | Caution (available to the public) |  |
| Schedule 6 (S6)\* | Poison (available to the public) |  |
| Schedule 7 (S7)\* | Dangerous Poison | Cyanide, Strychnine |
| Schedule 8 (S8)\* | Controlled Drug | Ketamine, Morphine |
| Schedule 9 (S9)\* | Prohibited Substance | Cocaine |
| Schedule 10 | Strictly Prohibited Substance |  |

Schedule 4, 7, 8 and 9 have specific requirements to obtain, store and use.

**What do I need to do if I am planning to use a scheduled drug or poison as part of my project?**

Read the SDS and identify if you will be using drugs or poisons that are scheduled 4, 7, 8 or 9. Read and follow the instructions detailed in [WHS-PRO-011 Drugs and Poisons Procedure](https://www.jcu.edu.au/?a=1105667). This procedure includes all JCU requirements.S4 substances can be supplied to staff and students with a genuine teaching or research need. S7, S8 and S9 substances can be supplied for genuine teaching and research if the person has a right under the regulation (such as a registered veterinarian surgeon).

To purchase a S4, S7, S8 or S9 go to the link below and click on the acquisition heading to find the approval form that must be completed and attached to the my requisition.

**Important information:**

It is important to identify all requirements at the start of your project as there are extended timeframes for acquiring some of these substances.  *E.g. S7, S8 and S9 substances can be authorised by the JCU Drugs Officers where the person requesting is a registered profession (Doctor, Veterinarian), or has an approval from Qld health to use, store and obtain the particular substance. Processing of approvals can take up to six weeks from the date received by Qld Health.*

The WHS Biological, Radiation and Chemicals Safety Advisor is to be advised where S4, S7, S8 and S9 substances are being obtained and stored. A central register of Qld Health Approvals and storage locations is maintained by the WHS Unit.

Storages of S4 and S8 substances will be audited by the Divisional JCU Officers Delegated the Vice Chancellor’s Authority on an annual basis.

All of the specific requirements for storage, use, purchasing and approvals can be found in the Drugs and Poisons Procedure.

1. **BIOSAFETY HAZARDS**

**Does your project have any biosafety hazards?  Yes  No**

[WHS-PRO-009 Biosafety Procedure](https://www.jcu.edu.au/policy/procedures/hse-procedures/whs-pro-009-biosafety-procedure)

**Biosafety hazards include, but are not limited to:**

Genetically modified organisms

Genetically modified microorganisms

Genetically modified animals and plants

Materials derived from human source:

* Collecting blood
* Interacting with potentially infected individuals, for example, interviewing or taking biological samples
* Activities conducted outside of facilities being operated under infection and control requirements from Queensland Health

Materials derived from animal sources, in particular those with potential for causing zoonotic infection and:

* Dealing with wild animals, such as bats (e.g. Lyssavirus)
* Dealing with domestic animals such as horses (e.g. Hendra Virus)
* Dealing with animals outside of Australia (e.g. rabies)

Purposely infecting animals

Working with poisonous or venomous organisms

Synthetic toxins/biologicals

Working with microorganisms

**Biosafety applications:**

A biosafety application is required for projects with biological hazards. If your project includes any biological hazards, you are required to seek guidance by sending an email to [biosafety@jcu.edu.au](mailto:biosafety@jcu.edu.au).

The email should include the following information:

* applicants name
* contact details
* name of supervisor
* Division
* College/Institute
* Description of the project

**Biosafety risk assessment:**

It is mandatory to complete a risk assessment if there you have identified biosafety hazards.

The biosafety risk assessment should include:

* *Identification of the microorganisms and risk group or biological hazard*
* *The processes and equipment to be used*
* *Storage requirements and safe handling*
* *Type of physical containment facility required and available e.g. PC 1-4, OGTR certified, Quarantine certified*
* *Containment equipment required, such as biological safety cabinets*
* *Provision for handling, decontamination and disposal of wastes*
* *Required PPE*
* *Training and experience required*
* *Health considerations including vaccinations and medical monitoring if required*
* *Support this with full references of any documents that assisted in arriving at the decision such as journal articles.*

**Mandatory training requirements:**

Any person working with biological material in a PC facility and in the field must complete and pass the Biosafety training that is available on Learn JCU.

A laboratory induction is required to be completed by anyone working within a physical containment facility or laboratory.

**QUESTIONS**

* 1. Has a biosafety application been completed and approved by the JCU Biosafety Committee  Yes  No

for this project? Biosafety reference number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Have you completed a risk assessment in RiskWare?  Yes  No
  2. Are immunisations required for people working on this project?  Yes  No

If yes, list immunisations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **QUARANTINE**

**Does your project have any quarantine requirements?  Yes  No**

[WHS-PRO-009 Biosafety Procedure](https://www.jcu.edu.au/?a=1144038)

Quarantine requirements are monitored by the Department of Agriculture and Water Resources in accordance with the Queensland Biosecurity Act 2014.

The Department issues permits for importation and monitors compliance through auditing of Quarantine Approved Premises (QAP).

Import permits impose the requirements relating to the specific application. The requirements of a permit must be met in full.

Import permit requirements can range from:

* Initial inspection at the point of entry (in some cases there are no further requirements).
* Import with post entry requirements including the need to use material within a Quarantine Approved Premises (QAP), track usage and disposal.

**How do I know what the Biosecurity Import Conditions are for the product I would like to import?**

If you intend on importing products into Australia for your project you will need to identify any biosecurity import conditions. The Department of Agriculture & Water Resources regulates products imported into Australia and have developed a system ‘Biosecurity Import Conditions System (BICON) to assist you to identify if the product:

* Is permitted
* Is subject to import conditions
* Requires supporting documentation
* Requires treatment
* Needs an import permit

JCU has set up a multiuser BICON account administered by the WHS Unit.

Anyone planning on submitting import permit applications will need to register as a ‘user’ on the system. There are two ways to become a ‘user’:

* Receiving an invite from the system administrator. Initially you would request an account from [importpermit@jcu.edu.au](mailto:importpermit@jcu.edu.au)
* When applying in the BICON system selecting the ‘account type’ as joining an existing ‘multiuser account’ and selecting James Cook University.

Further information can be found at the following link: <http://www.agriculture.gov.au/import/bicon>

Biosecurity conditions can also apply to moving items across boarders within Australia. If you are moving animals, plants, soil, or water samples consult the department of agriculture before making the move.

**QUESTIONS**

* 1. Do you have quarantine permit available and current?  Yes  No

Permit number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Have all people involved in your project working with quarantined material undergone  Yes  No  
     Quarantine Approved Arrangement for Accredited Persons (QAA-AP) training for the type of

facility and specific permit requirements?

* 1. Do all people with access to quarantine material and the Quarantine Approved Arrangements

have successfully passed a ‘Fit and Proper Person’ test  Yes  No

1. **LABORATORY**

**Does your project involve activities conducted in a laboratory?  Yes  No**

[WHS-PRO-013 Laboratory Safety Procedure](https://www.jcu.edu.au/?a=1176317)

**QUESTIONS**

* 1. Have you read the JCU Laboratory Safety Procedure?  Yes  No
  2. Have you received a laboratory induction from the Laboratory Manager?  Yes  No
  3. Have you provided the laboratory manager with a copy of your project risk assessment?  Yes  No

Project risk assessment RiskWare number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Have you familiarised yourself with the other projects being conducted within the laboratory and

added any hazards that may be caused by the other project to your project risk assessment  Yes  No

* 1. Have you ensured that your project activities can not cause injury / illness to the other personnel

using the laboratory space.  Yes  No

NOTE: The WHS Unit conduct an audit of every JCU laboratory annually, you may be required to attend this laboratory audit.

1. **IONISING RADIATION**

**Does your project involve work with ionising radiation?  Yes  No**

[WHS-PRO-014 Ionising Radiation Procedure](https://www.jcu.edu.au/?a=1108030)

Ionising radiation is radiation which is capable of causing ionisation, either directly (e.g. radiation in the form of gamma rays and charged particles) or indirectly (e.g. radiation in the form of neutrons). Ionisation is the process by which one or more electrons are removed from, or sometimes added to, an atom leaving the atom in a changed state.

The use of radiation sources and apparatus is highly regulated. To use a source or apparatus the following must be in place:

* Possession Licensee
* Radiation Safety Officer
* Radiation Safety Plan
* Approval to Acquire
* Certification Inspection of facility/apparatus
* User training
* Monitoring

JCU has a specific approval process.

**Type of project:**

Projects will broadly fit two categories:

* There is an existing isotope or apparatus in use, and this is already documented in a radiation safety plan. This will involve minor changes to allow use.
* There is no existing use of an isotope or apparatus, and there is no documented radiation safety plan, RSO.

The WHS Biological, Radiation and Chemicals Safety Advisor can be contacted for assistance.

**QUESTIONS**

* 1. Have you read the [WHS-PRO-014 Ionising Radiation Procedure](https://www.jcu.edu.au/policy/procedures/hse-procedures/HSE-PRO-003-Ionising-Radiation-Procedure.pdf)?  Yes  No
  2. Are you using an existing isotope or apparatus that is already documented in a  
     radiation safety plan?  Yes  No
     1. Have minor changes been made (if required)?  Yes  No
  3. Where an isotope or apparatus is being acquired, have you informed the WHS Biological,   
     Radiation and Chemicals Safety Advisor (WHS Unit) of your intentions and do you   
     understand your requirements?  Yes  No

**NOTE: Acquisition of an isotope or apparatus involves a reasonable investment of time and money to progress. The application aspects could take 180 days to be processed as the various components are submitted to the Regulator.**

1. **PLANT AND EQUIPMENT**

**Does your project involve plant or equipment?  Yes  No**

It is important to identify any hazards and risks associated with project specific plant and equipment.

Plant and equipment includes any machinery, appliance, container, implement and tool, and includes any component or anything fitted or connected to any of those things. Plant includes items as diverse as lifts, cranes, computers, machinery, conveyors, forklifts, vehicles, power tools and amusement devices.

**QUESTIONS**

* 1. Is the plant designed and manufactured in accordance with a relevant standard  Yes  No (e.g. Australian Standard) / competent person?
  2. Registration / certification: Is plant registered / certified if required?  Yes  No

List of plant requiring registration in accordance with the WHS Regulations Part 2 Schedule 5 [*https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2011-0240#sch.5*](https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2011-0240#sch.5 )

* 1. Modifications: Has the plant been modified in any way?  Yes  No
     1. Was it modified by a qualified / competent person?  Yes  No
     2. Have you received a certification number / engineering report for modifications?  Yes  No
     3. Do these modifications add WHS risks? (a risk assessment should be completed)  Yes  No
  2. Second hand plant: Is plant second hand?  Yes  No
     1. Is a written notice outlining the condition of the plant, any faults identified available?  Yes  No
     2. Have faults been repaired / made safe?  Yes  No
     3. Has plant safety been assessed by a competent person?  Yes  No
  3. Do you have access to required documentation  Yes  No

(the below list is a sample only – other documentation may be available):

Design safety documentation

Manufacturer’s installation, operation and maintenance manual

Approved plans / calculations

Safety data sheets

Certifications

* 1. Are the any licensing / qualification / competency requirements for the installation, operation, maintenance or repair of the plant / equipment?

Yes  No

Installation Click or tap here to enter text.

Operating Click or tap here to enter text.

Maintenance / Servicing Click or tap here to enter text.

Repair Click or tap here to enter text.

* 1. Have you arranged servicing / maintenance requirements (including calibration) as per the  
     manufacturer’s recommendations?  Yes  No
  2. Does all plant with the potential to cause injury to the user / others within the laboratory have   
     clear safe use instructions (e.g. Safe work procedure / user manual available)  Yes  No

1. **FIELD WORK**

**Does your project involve field work?  Yes  No**

[WHS-PRO-015 Field Trip Procedure](https://www.jcu.edu.au/?a=737369)

**What is a field trip?**

Any approved work / activity for the purpose of work, study or research that is conducted by JCU staff, postgraduate and undergraduate students and volunteers at various field sites which are off campus. This includes urban, rural, terrestrial, freshwater marine or remote locations.

In the context of this Procedure, a field trip does not include:

* Inter-campus travel (Townsville, Cairns, Singapore)
* Urban office locations
* Off campus meetings
* Attending conferences
* Visits to an urban area where the participants are considered to be an audience
* Location reconnaissance in an urban area
* Travel within an urban area
* Travel to and work at JCU managed research stations using the research stations safe system of work.

**Minimum requirements for a field trip**

Attend field trip training (<https://www.jcu.edu.au/work-health-and-safety/training>)

Using RiskWare:

* Complete a risk assessment for the field trip in the WHS risk module
* Complete a new field trip in the field trip module

Topics to include in the risk assessment:

* *Consider all activities to be conducted during the field trip*
* *Threat analysis (security threat, significant natural hazards, and health risks).*
* *Emergency planning that provides for:*
  + *Effective response to an emergency*
  + *Evacuation and rescue procedures*
  + *Notifying emergency services*
  + *Medical treatment and assistance*
  + *Effective communication between the field trip participants and the Communications Person to coordinate an emergency response*
* *First aid provisions including trained personnel and first aid kits*
* *Information, training and instruction for the nature of the activities, the foreseeable risks and the control measures implemented*
* *Drinking water, hygiene and eating facilities*
* *Fitness for work: Participants should consider their ability to safely complete the physical requirements of the field trip activities, with respect to their individual fitness levels and limitations, pre-existing medical conditions, injuries, allergies, medications etc*
* *Fatigue management planning: may encompass field trip activity timing, duration, breaks, task loading, as well as an individuals’ fitness for work*
* *Plant and Equipment, which must be suitable for the task, serviced and tagged*
* *Safe living arrangements. This may include providing accommodation/tents for participants with respect to gender, religious or other preferences, privacy for personal hygiene activities (e.g. getting changed, bathing, toileting), and consideration of animals / insects*
* *Breaches of the Code of Conduct and related procedures*
* *Handling of animals.  This may include hazardous manual tasks and/or infectious disease risks.*

**QUESTIONS**

* 1. Have you read the [WHS-PRO-0](https://www.jcu.edu.au/policy/procedures/hse-procedures/HSE-PRO-003-Ionising-Radiation-Procedure.pdf)15 Field Trip Procedure?  Yes  No
  2. Have you attended the field trip training?  Yes  No
  3. Have you completed and submitted a field trip in Riskware?  Yes  No

1. **BOATING, SNORKELLING AND DIVING**

**Does your project involve snorkelling / diving work?  Yes  No**

[WHS-PRO-017 Diving Procedure](https://www.jcu.edu.au/?a=1173840) and Scientific Diving Operations Manual 2020

If you are snorkelling or diving as part of your research project, you must be registered and complete a trip in the JCU boating and diving register.

**Does your project involve the use of boats?  Yes  No**

[WHS-PRO-016 Boating Procedure](https://www.jcu.edu.au/?a=721661)

If you are using a boat to conduct research from, you are required to register the trip in the JCU Boating and Diving Register. If you are a passenger on a boat for travel purposes only (i.e. to travel from one destination to another e.g. a ferry) you are not required to register this trip.

NOTE: The Boat Safety Management Systems (SMS) and the JCU Diving Operations Manual can be found in the resources section of the Boating and Diving Register.

**Are you registered on the boating and diving register?**

<https://myregister.jcu.edu.au/>

**New users:**

* Select the Boating & Diving login
* If you have an existing JCU login, then use that to start your account
  + If you don’t have a JCU login, then first ‘create an account’, complete your personal details (your email must be correct – your log-in will be emailed to you), when you receive your password, you can log-in.
* Go to ‘Edit Profile’, enter your details in the personal profile page and change your password
* Upload a photo of yourself
* ‘REGISTERS’ - Select the register you wish to apply for (Diving, Snorkelling or Boating)
* Press ‘Start New Application’ to complete the questionnaire for that register
* ‘CERTIFICATIONS’ – choose your certifications from the list and provide details (e.g. scuba certificates, dive medical, first aid, boat licence etc). If a certificate or licence is not perpetual, then please enter the expiry date.
  + NOTE: Dive medical expires 12months from issue date, First Aid expires 3 years from issue date, CPR & Oxygen expires 12months from issue date.
* Upload copies of your certificates - a digital or scanned PDF is preferable, ensure that any attached documents can be clearly read and understood! Copy both sides of dive cert cards as one document. Please don’t make multiple entries of the same certification!
* ‘EQUIPMENT LIST’ - Add details about your own diving equipment if relevant.

Once all your mandatory information is provided, the Diving / Boating Officer will arrange a time for you to have the relevant inductions.

When your inductions are completed your register status will be activated.

All users must ensure that expired certifications are removed and replaced with updated ones. All new certificates will be re-validated by the Diving / Boating Officer.

Please contact [boating.diving@jcu.edu.au](mailto:boating.diving@jcu.edu.au) if any problems are encountered.

**Have you completed a field trip in the Riskware module?**

Refer to Field trip page of this document.

**QUESTIONS**

* 1. Have you read WHS-PRO-016 Boating Procedure and / or WHS-PRO-017 Diving Procedure?  Yes  No
  2. Have you completed a boating / diving induction?  Yes  No
  3. Are you registered in the Boating and Diving Register?  Yes  No
  4. Have you submitted the trip in the Boating and Diving Register?  Yes  No
  5. Have you submitted a field trip in RiskWare?  Yes  No

**10.REMOTELY PILOTED AIRCRAFT (RPA) (i.e. Drones)**

**Does you project involve the use of remotely piloted aircraft (i.e. drones)?  Yes  No**

[WHS-PRO-018 Remotely Piloted Aircraft Procedure](https://www.jcu.edu.au/?a=733357)

**Is the RPA under 2kg and operated in accordance with Standard Operating Conditions?  Yes  No**

**No:** For RPA’s over 2kg (or under 2kg and not flying in accordance with the standard operating conditions), please refer to the procedure and send your details through to [RPAS@jcu.edu.au](mailto:RPAS@jcu.edu.au) for further information.

**Yes:** Under 2kg RPA and operated in accordance with standard operating conditions (SOC). Refer to the questions below:

What are Standard Operating Conditions (SOC)?

CASA have developed a set of conditions that, when followed for very small RPA (under 2kg) have been determined as low risk. If the following conditions cannot be followed, CASA has a number of additional requirements (e.g. pilot licensing).

The RPA is operated:

* by visual line of sight (VLOS) only - close enough to see, maintain orientation and achieve accurate flight and tracking;
* no higher than 120 m (400 feet) above ground level;
* during daytime only - not after sunset.

The RPA is not operated:

* any closer than 30 m from people not associated with the flight (i.e. any person who is not charged with duties essential to the safe operation of a remotely piloted aircraft);
* in a prohibited area or restricted area as defined by a CASA-verified drone safety app;
* over populous areas;
* within 5.5 km (3 NM) of a controlled aerodrome - one with an operating control tower;
* in the area of a public safety operation without the approval of a person in charge of the operation.

Only 1 RPA flown per pilot at any one time.

**QUESTIONS**

* 1. Have you obtained an individual ARN? (This allows CASA to transact directly with you.

You will need this to access myCASA portal to obtain accreditation).  Yes  No

* 1. Do you have RPA Operator Accreditation?  Yes  No

1. RPA operator accreditation involves viewing a short safety video, reading the educational material and successfully completing an online quiz to test knowledge of the standard RPA operating conditions and drone safety rules. Accreditation can be completed online through the myCASA portal.
2. Accreditation is free and is valid for three years.
3. If you hold a Remote Pilot Licence (RePL) you are not required to hold accreditation.
   1. Have you registered the RPA under JCU’s ARN?  Yes  No
   2. To register a drone to JCU’s ARN send the following details to ([RPAS@jcu.edu.au](mailto:RPAS@jcu.edu.au))
      1. manufacturer name,
      2. Make
      3. Model
      4. [Serial number](https://www.casa.gov.au/drones/register/serial-numbers) (if home made or no serial number is available – CASA will generate a number. Use permanent marker to display the number on the drone),
      5. weight and
      6. [type of drone](https://www.casa.gov.au/drones/rules/drone-types) (i.e. multi-rotor helicopter, single-rotor helicopter, aeroplane, powered lift, airship)
   3. Are you listed on the JCU Pilot Register? (Contact RPAS@jcu.edu.au to be added to the list)  Yes  No
   4. Have you downloaded a CASA approved Drone safety app?  Yes  No

It is your responsibility to download the CASA-verified drone safety applications to help decide where flights can take place. <https://www.casa.gov.au/knowyourdrone/drone-safety-apps>

Recent CASA changes:

* <https://youtu.be/ExGAxQmfo3I?t=181/ExGAxQmfo3I>
* <https://youtu.be/5AqYffRejPQ>