

Approval to Purchase Regulated and High-Risk Poisons



WHS-PRO-FORM-011b

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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 <https://www.jcu.edu.au/policy/health-safety-and-environment>.

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 drugs safe)				
A controlled Drug Register is to be kept for High Risk Poisons. Who will control the register?				
Purchasing as a Registered Professional for Teaching or Research	Name:	Work Address:	Professional Registration Number:	

Date

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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 WHS-PRO-011.

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against the Medicines and Poisons Act 2019, Health Act 1937 (including the Health (Drugs and Poisons) Regulation 1996) (repealed) or equivalent legislation in another Australian jurisdiction?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 <i>Medicines and Poisons Act 2019, Health Act 1937</i> (including the <i>Health (Drugs and Poisons) Regulation 1996</i>) (repealed) or equivalent legislation in another Australian jurisdiction, that was suspended or cancelled?	Yes / No
Been refused a licence, approval and/or an endorsement under the <i>Medicines and Poisons Act 2019, Health Act 1937</i> (including the <i>Health (Drugs and Poisons) Regulation 1996</i>) (repealed) or equivalent legislation in another Australian jurisdiction?	Yes / No

If you have answered yes to any of the above. Please contact the WHS Unit to discuss the next step. If all answers are No proceed with application.

End User Signature:

Witness confirmation — I confirm that this request is a genuine teaching/research requirement and that the drug will be used for its intended purpose;

Witness Name:

Witness Signature:

Approval required for **initial** purchase of High Risk Poisons S7 restricted, S8 or S9 substances.

****Subsequent purchases of the same substance do not require this additional approval**

I, the undersigned, consider the above End User is an appropriately qualified person, having the qualifications, experience or standing appropriate to possess the drug or poison

Director, Divisional
Operations or Dean
Name:

Director, Divisional
Operations or Dean
Signature:

Please submit signed copy in "My Requisition"

My Requisition, Purchase Orders:

In the “My Requisition” system for purchasing please use the following Use Codes and attach the required documentation to your “My Requisition” order:

Use code	Schedule
8432	Schedule 11 (Dangerous Goods) Hazardous Chemicals
8436 Regulated poisons	Schedule 2 Schedule 3 Schedule 4
8437 High Risk Poisons	Schedule 7 (restricted), 8 and 9
8438	Schedule 10

- User code: 8432. Is used for Schedule 11 (Dangerous Goods)
- Schedules 5 and 6 have no specific requirement for purchasing. These substances may still be Hazardous or Dangerous Goods (User Code: 8432). Local risk assessments and procedures will need to be in place.

Teaching and Research (S2, S3, S4, S7, S8, S9):

- **Use Code: 8436. Schedules 2, 3 and 4.**
 - To support the request, attach or write in the comments section, proof of the need to use this substance for genuine teaching and research. This could include:
 - Human or Animal Ethics approvals.
 - Project approvals
 - Description of who requires the substance, for what practical or research project, and detail of storage.
- **Use Code: 8437. Schedules 7, 8, 9** can only be approved by the Drugs Officer.
 - Personnel that are endorsed by the Qld Drugs and Poisons Act and Regulation to obtain, store and use scheduled drugs and poisons such as registered Veterinarians and Doctors, can request the substances for genuine research and teaching. Include with the request:
 - Name of the professional, their registration number, description of the teaching or research the substance will be used for and location the substance will be stored.
 - S7 (restricted), S8 and S9 substances must be entered into a controlled drug register.

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 WHS-PRO-005 Hazardous Chemicals Procedure for guidance.
 - Once you have the approval from WHS Qld 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 stocktakes need to occur monthly by the users for high-risk poisons.