Forms related to working in the Life Sciences Building can be found at:
http://www.csu.edu.au/faculty/science/home
Click on “For Staff & Students” and once logged in scroll down to National and Life Sciences Hub Forms and Documents.

These forms are intended to be filled in and signed electronically and submitted via email. Please keep a copy for your records.

1. Getting started at the Life Sciences Building (LSB)

Before starting any research work in the LSB you will need to submit (at least 2 weeks in advance of work commencing) an application to use facility form (FORM002.00).

- You will need to complete this form for each project you intend to work on in NaLSH.
- You will also need to complete a project general risk assessment
- You may also need to complete additional risk assessments for:
  - Micro-organisms
  - Hazardous chemicals
  - Ionizing radiation
- If you identify a hazard with a risk score of 1, 2 or 3 you will also need to complete a safe work procedure (SWP).
- If you require afterhours access to the facility, complete the afterhours or working alone form (FORM004.00) and any SWP’s that are required (some hazardous procedures will not be authorized afterhours).
- If you are relocating existing equipment or purchasing new equipment to be housed in the LSB you will need to complete an LSB Equipment Application.

Submit your application and accompanying documentation to nalsh@csu.edu.au

2. Induction to facility

Upon approval to work in the LSB, administration will book bench space, rooms, equipment and schedule a facility induction. Please note that while the induction is to the LSB as a whole, you will only be given card access into the areas nominated on your application to use facility form.

If you will be working in PC2, QAP or radiation facilities you will need to:
• Prior to induction day, complete the specialist requirements section of the facility induction and authorization form (FORM003.00).
• Email the form to nalsh@csu.edu.au (the form will be completed during your scheduled building induction)

3. Working in LSB

Once you have been inducted into the facility and all paper work is signed off, you will be given cardax access and notified by the NaLSH Manager that you are able to commence work within the facility.

Training on equipment is to be organized through the NaLSH Manager and individual training records must be kept (FORM005.00). These individual training records are to be kept up to date and made available to management immediately upon request.

4. NaLSH contacts

Reception: 32154
Manager: 32873 mobile: 0459 178 357

Email: nalsh@csu.edu.au

5. Useful links and documents

The technical services site on the Faculty of Sciences web page contains many useful forms and documents that you may be required to use during your research time at the LSB.
http://www.csu.edu.au/faculty/science/technical/home

Biosafety Committee
http://www.csu.edu.au/acad_sec/committees/biosafety/

Chemical Safety Committee
https://www.csu.edu.au/acad_sec/committees/chemical/

Radiation Safety Committee

Chemical labeling procedure

Faculty induction procedure

After hours or working alone procedure

FoS awareness guide