Welcome to the School of Plant Biology

www.plants.uwa.edu.au

Please also see detailed UWA induction information at
http://induction.uwa.edu.au
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**UNDER STRESS? NEED HELP?! Call 6488 2541 or 6488 1782**
Welcome to the School of Plant Biology which is within the Faculty of Science at the University of Western Australia. We hope your stay with us will be both a pleasant and rewarding one.

1. FORMS AND ACTIVITIES DURING THE FIRST WEEK

Forms and activities you may have to complete within a week of being employed as staff or starting as a postgraduate student are listed below.

Please note that the ‘Site Specific Induction’ and the ‘Ethics and Bio-Safety Checklist and Declaration’ (both located at the rear of this induction pack) as well as the online induction are to be completed within the first week of commencement with the School of Plant Biology.

Students should seek the help of their supervisor and others as listed above.

Please ask the Administrative Officer to add your email address to the Plant Biology distribution list. If you apply for a new email address, please let the Administrative Officer know when you receive your notification.

1.1 Forms

a) New Staff to complete Commencement Form
b) Net Salary Transfer Form
c) Tax File Number Declaration Form
d) Site Specific Safety Induction (COMPULSORY ASAP)
e) Parking Permit Request – Parking Office (if necessary)

1.2 Cards, Keys and Permits

a) Obtain ID Card from Student Administration
b) Entry Keys and access to the building (if necessary)
c) Lab/Facility/Glasshouse Keys (if required)
d) Explained security/locking requirements
e) Ask for Code for use of the Photocopier/Fax/Printer (if necessary)
f) Domain log on – email request from Admin office (please ask)

1.3 Facilities

a) Allocated Room/lab and Work Station
b) Ask to be included in School Email List
c) Allocated Basic Stationery
d) Provided University Map
e) Informed of the internal mail delivery system
f) Informed of lunching facilities, Friday morning tea and common room location and seminars

1.4 Safety and Health

a) Discussed Safety Issues with supervisor
b) Register with Safety and Health Representative regarding School-specific Safety Induction
c) Provided any Safety Equipment (if required)
d) Organised Occupational Health and Safety related training where required (i.e. Lab Safety; OGTR; 4WD; Radiation)
1.5 Meet and Discuss
a) Meet the Head of School
b) Meet the Administrative Staff
c) Meet Staff in your Section
d) Discuss your role and specific work-related matters with your supervisor

1.6 Visitors
Visitors need to complete a “Visitor Application for a UWA Campus Card” form in order to obtain a campus card. The campus card can be used for after-hours access to buildings and access to the library facilities.

2. WHO TO APPROACH FOR INFORMATION AND ASSISTANCE?
Below, we have listed the key people in the School whom you can approach for assistance, the main facilities we can offer, and URLs of important University websites and some School policies.

Head of School: W/Prof Tim Colmer (1993) timothy.colmer@uwa.edu.au  Agriculture Central 1.120B
Deputy Head of School (Education): Assoc/Prof Patrick Finnegan (8546) Agriculture Central 1.106
Deputy Head of School (Research): Dr Pauline Grierson (7926) Botany  2.16
School Manager: Mr Alan Luks (2541) alan.luks@uwa.edu.au  Agriculture Central 1.120C
Postgraduate Coordinator Prof Tim Colmer (3998) timothy.colmer@uwa.edu.au
Postgraduate Representative Mr Arbab Ahmad (7607) ahmada08@student.uwa.edu.au
Postgraduate Representative: Mrs Eleanor Hoy (7799) bradbe01@student.uwa.edu.au
Postgraduate Representative: Ms Christine Allen (2418) allenc07@student.uwa.edu.au
Postgraduate Representative: Ms Xing Wang (1988) wangx11@student.uwa.edu.au
Botany Honours Coordinator: Assoc/Prof Patrick Finnegan (8546) patrick.finnegan@uwa.edu.au
Marine Science Coordinator: Assoc/Prof Euan Harvey (2416) euan.harvey@uwa.edu.au
Genetics Honours FNAS Contact: Assoc/Prof Susan Barker (2435) susan.barker@uwa.edu.au

2.1 Administrative Matters
i) Agriculture Central Building Room 1.120
Mr Alan Luks: School Manager (2541) alan.luks@uwa.edu.au
Mrs Pandy du Preez: Team Leader (Finance and HR) (3863) pandy.dupreez@uwa.edu.au
Ms Barbara Jamieson: Executive Assistant to Head of School (1782)  barbara.jamieson@uwa.edu.au
Miss Natalie Jagals: Administrative Officer (2206) natalie.jagals@uwa.edu.au

ii) Botany Building
Mr Bradley Muir: Procurement  & Web Officer (4259) bradley.muir@uwa.edu.au Rm 1.21
Mr Jeremy Foster: Procurement Officer (part time) (2542) jeremy.foster@uwa.edu.au Rm 1.21
Mrs Anna O’Connell: Accounts Officer (part time) (2545) anna.oconnell@uwa.edu.au Rm G17
Ms Pauline Yeung: Accounts Officer (part time) (2545) pauline.yeung@uwa.edu.au Rm G17

iii) Agriculture North West Wing Room G006
Ms Lisa Mayer: Centre Manager AHRI (7870) lisa.mayer@uwa.edu.au

2.2 Glasshouse Facilities
Mr Rob Creasy: Manager PGF (8549) robert.creasy@uwa.edu.au
Mr Steven Mole: Technician (Horticulture) (2202) steven.mole@uwa.edu.au
Mr Bill Piasini: Glasshouse Assistant (4758) bill.piasini@uwa.edu.au
2.3 **Workshop**
Mr Ray Scott: Senior Technician (2570) raymond.scott@uwa.edu.au
To submit work to Ray, please consult him first. You will then need to provide him with a project grant number so that an Internal Funds Transfer can be created.

2.4 **Computer Support & Computer Labs**
Computing support can be obtained via email ITHelp-FNAS@uwa.edu.au or by calling ext 2999.

2.5 **Undergraduate Computer Laboratories**
South Lab, located in the Zoology Building, (20 machines) East Lab, located alongside Botany Annex I (36 Machines) Central Lab, located in the Agriculture North Wing (36 machines) North Lab, located in the Geography Building (30 machines)

2.6 **Field Station**
Mr. Michael Blair 9387 3384 michael.blair@uwa.edu.au

2.7 **Undergraduate Teaching Laboratories**
Mr. Hai Ngo (3598) hai.ngo@uwa.edu.au
Ms Elzbieta Halladin (2573) elzbieta.halladin@uwa.edu.au

3. **CONNECTING PERSONAL LAPTOPS TO THE INTERNET**
No personal computers can be connected physically to the FNAS network.
If you have an email account, you can set up a SNAP account which allows you to use a wireless internet connection. http://its.uwa.edu.au/staff/accounts/snap
If you do not have an email account, please ask in the admin office for a SNAP username and password. This will be valid during your stay at UWA. You can then connect via wireless connection.

4. **POSTGRADUATE STUDENTS**
4.1 **Plant Biology Forms and Policies**
The first stop for information is http://www.plants.uwa.edu.au/staff
Information on Plant Biology policies can be found at http://www.plants.uwa.edu.au/staff/policies
Postgraduate Forms can be found via the following link http://www.postgraduate.uwa.edu.au/staff/forms

i) **Student Laptops**
For information about student laptops, please see http://www.plants.uwa.edu.au/staff/policies.
The School provides $1500 towards the purchase of a computer for postgraduate students. To order a computer plus ergonomic equipment and accessories (including a lock) please contact Computer Support (ITHelp-FNAS@uwa.edu.au) to ask for advice on specifications and a quote from Red 11. Once you have a quote, please complete the Plant Biology online requisition form, referring to the quote number. Computer Support will install and set up your computer.

ii) **Thesis Binding**
http://www.plants.uwa.edu.au/staff/policies

iii) **Student Budget Allocation**
http://www.plants.uwa.edu.au/staff/policies

iv) **Budget Template**
The Postgraduate Budget Template is located under the heading of ‘Quick Links’ at http://www.plants.uwa.edu.au/staff
v) Postgraduate Webpages

All postgraduate students are requested to create their own webpages. To create your profile, please email bradley.muir@uwa.edu.au and you will be sent the profile template and information. Postgraduate webpages can be viewed here http://www.plants.uwa.edu.au/99867

4.2 How to Achieve the Most out of Your Interaction with Your Supervisor

Postgraduate students are strongly encouraged to take the lead in organising regular meetings with their supervisors. A pre-scheduled meeting once every two weeks between the student and the co-ordinating supervisor is suggested. Less frequent meetings between the student and all the supervisors are also suggested. It is also recommended that these meetings are arranged at the beginning of the year for the whole year. To be able to achieve the most out of these meetings, the students can prepare an agenda with items to be discussed in each meeting and circulate it to their supervisor(s) prior to the meeting. Moreover, notes can be kept during the meeting by the student to set goals to achieve before the next meeting. These can be followed up at the next meeting.

If you would like more information or advice on how to achieve the most out of your interaction with your supervisor, please contact the School Manager.

5. HUMAN RESOURCES

http://www.hr.uwa.edu.au/hr

5.1 Payslips

All staff should log in to Employee Self Service (ESS) for payslips, viewing leave details, personal details, emergency contacts, mailbox address, qualifications, banking details etc. Please note that payslips are not sent out to employees. To view your payslip, you need to log in to ESS.
http://www.hr.uwa.edu.au/hr/us/applications/employee_self_service

For first time users please use your employee number then use your birth date ddmmyy as the password. You will then be prompted to change your password.

5.2 Booking Leave

Booking leave is done via the web through ESS. You can also check your leave balances.

5.3 Employee Assistance Program

The Employee Assistance Program provides confidential and professional assistance for employees, and to other persons whose care is the responsibility of the employee, who are experiencing difficulties of a personal or work-related nature. University Counselling Service 6488 2423 or 6488 2222 (24 hours).
http://www.safety.uwa.edu.au/page/8708

5.4 How to activate staff and student accounts

Pheme is the UWA Authentication Management System and your login is used for many different UWA applications.

Staff: To activate your pheme account, go to https://www.pheme.uwa.edu.au/

Students: To activate your pheme account, go to https://www.pheme.uwa.edu.au/
Help on Pheme is available here: http://help.ams.uwa.edu.au/page/73690 Your pheme account is used for student email, WebCT, dialin access and Student Connect.

Student Connect http://www.studentadmin.uwa.edu.au/page/72195
6. SAFETY AND HEALTH

6.1 Plant Biology Safety and Health Committee

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<tr>
<td>Greg Cawthray</td>
<td>Field Safety Officer</td>
<td><a href="mailto:greg.cawthray@uwa.edu.au">greg.cawthray@uwa.edu.au</a></td>
</tr>
<tr>
<td>Alan Luks</td>
<td>School Safety Officer</td>
<td><a href="mailto:alan.luks@uwa.edu.au">alan.luks@uwa.edu.au</a></td>
</tr>
<tr>
<td>Natalie Jagals</td>
<td>First Aid Officer</td>
<td><a href="mailto:natalie.jagals@uwa.edu.au">natalie.jagals@uwa.edu.au</a></td>
</tr>
<tr>
<td>Rob Creasy</td>
<td>Glasshouses</td>
<td><a href="mailto:robert.creasy@uwa.edu.au">robert.creasy@uwa.edu.au</a></td>
</tr>
<tr>
<td>Matthew Nelson</td>
<td>Research Staff Radiation License Holder</td>
<td><a href="mailto:matthew.nelson@uwa.edu.au">matthew.nelson@uwa.edu.au</a></td>
</tr>
<tr>
<td>Christine Allen</td>
<td>Postgraduate Rep</td>
<td><a href="mailto:20729936@student.uwa.edu.au">20729936@student.uwa.edu.au</a></td>
</tr>
<tr>
<td>Guijun Yan</td>
<td>Academic Staff Rep Radiation Safety Officer</td>
<td><a href="mailto:guijun.yan@uwa.edu.au">guijun.yan@uwa.edu.au</a></td>
</tr>
<tr>
<td>Lucy Commander</td>
<td>Kings Park Rep</td>
<td><a href="mailto:lucy.commander@uwa.edu.au">lucy.commander@uwa.edu.au</a></td>
</tr>
<tr>
<td>Mechelle Owen</td>
<td>AHRI</td>
<td><a href="mailto:mechelle.owen@uwa.edu.au">mechelle.owen@uwa.edu.au</a></td>
</tr>
<tr>
<td>Peter Carlyon</td>
<td>UWA Safety Office Rep</td>
<td><a href="mailto:peter.carlyon@uwa.edu.au">peter.carlyon@uwa.edu.au</a></td>
</tr>
<tr>
<td>Patrick Finnegan</td>
<td>Biological Safety Officer</td>
<td><a href="mailto:patrick.finnegan@uwa.edu.au">patrick.finnegan@uwa.edu.au</a></td>
</tr>
<tr>
<td>Hai Ngo</td>
<td>Safety &amp; Health Rep Field Safety Officer</td>
<td><a href="mailto:hai.ngo@uwa.edu.au">hai.ngo@uwa.edu.au</a></td>
</tr>
<tr>
<td>Natalie Jagals</td>
<td>Committee Secretary Safety &amp; Health Rep</td>
<td><a href="mailto:natalie.jagals@uwa.edu.au">natalie.jagals@uwa.edu.au</a></td>
</tr>
<tr>
<td>Elizabeth Halladin</td>
<td>Safety &amp; Health Rep</td>
<td><a href="mailto:elzbieta.halladin@uwa.edu.au">elzbieta.halladin@uwa.edu.au</a></td>
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6.2 Injury / Incident / Accident / Hazard Reporting

Please ensure that you report all injuries, incidents, accidents and hazards to the Plant Biology Office. In the case of incident or injury, an incident/injury report form needs to be completed within 24 hours. These procedures are in place to prevent similar incidents recurring in the future, identify any new hazards and identify and choose suitable controls. The reporting process is necessary in case any workers compensation is required.

The incident/injury report form can be downloaded from the Safety and Health webpage:

http://www.safety.uwa.edu.au/page/8725

7. PURCHASING

Whenever possible, please order well-ahead of time using an online requisition form submitted to the Procurement Officer. Allow time for processing and delivery.

To order equipment or supplies, please fill in the online requisition form under “Quick links” at:

http://www.plants.uwa.edu.au/purchasing

Purchasing of lab equipment should be organised through your supervisor first. They will advise as to where funding should originate. Please ask your supervisor for the appropriate project grant number to charge for your purchases.

Please undertake risk assessment and management planning before ordering any hazardous goods.

The requisition form will be sent to the Purchasing Officer, who will then order the supplies. He/she will send an email letting you know that it has been ordered. Please note the purchase order number for any enquiries. When the goods arrive, the Accounts Officer will send you an email of notification and you can collect them from Rm G.19, ground floor, in the Botany Building.
8. FINANCE

8.1 Reimbursements
Reimbursement for expenses on authorised purchases will require receipts. It costs the University a large amount of money to process petty cash and invoices, so please order through the Accounts and Purchasing Officer whenever possible.

- **Under $100.** Petty cash can be collected from the Administrative Officer in room 1.120, Agriculture Central Wing Building. Please bring your receipts and your project grant number.

- **Over $100.** For reimbursements over $100 please complete the Plant Biology Cash Advance/Expense Claim (including your home address) and submit to the Administrative Officer (Finance) along with your receipts. Plant Biology Expense Claim [http://www.plants.uwa.edu.au/staff/forms](http://www.plants.uwa.edu.au/staff/forms) The Administrative Officer (Finance) will complete an N form.

- **For reimbursements under $250,** you can take the N form to the cashier in Financial Services and collect the cash.

- **For reimbursements over $250,** the N form will be sent to Financial Services and you will receive a cheque sent to your home address.

8.2 Payment of Invoices Received
Invoices for payments relating to authorised activities should be submitted to the Accounts Officer as soon as possible. **No invoices will be processed for payment unless it has a purchase order in place.**

9. STATIONERY STORE
Please ask the Administrative Officer, Plant Biology Office, room 1.120, regarding stationery. The following items are available from our store for use: ballpoint pens, pencils, University logo envelopes, whiteboard markers, A4 paper, size 26/6 staples, glue, masking tape, paper clips, hardcover notebooks, post-it notes and lined writing pads.

The store room is restricted access, please do not enter.

All other stationery items can be ordered through the Administrative Officer by providing a project grant number to charge.

The Accounts Officer also holds a small amount of stationery (ballpoint pens, pencils, envelopes, A4 paper and whiteboard markers) in the Botany Building, room G17.

10. KEYS
For the Botany building, please see the Accounts Officer, room G17.
For the Agriculture building, please see the Administrative Officer, room 1.120.
There is a $20 refundable deposit per key. **Please retain your white receipt for refund.**

Access to the glasshouse after hours

11. MAIL
There are mailbags in the Plant Biology Office and on the ground floor of the Botany building for internal and external mail. Personal stamped mail can be placed here too. Internal mail does not need a stamp. Work-related letters weighing less than 500 g can be placed here free of charge. If the mail is research-related, or you are sending high quantities, please use the relevant project grant number.

To send anything other than “paper weighing less than 500 g” or letters and parcels charged to a particular project grant number, you need to complete a “MDR-04 Mail Despatch Request” form which is hanging up behind the mailbag. This form is also used to send registered mail, couriered mail or declared mail. Attach the form to your parcel or letter.
Our mailbag addresses are; MO84 for the Agriculture building, MO86 for AHRI, or MO90 for the Botany Building.

Mail is picked up/delivered around 9 am and 1:30 pm each day.

Mailboxes are located adjacent to the Plant Biology office or on the ground floor of the Botany Building G19. Please ask Administrative staff where your mail will be placed for collection.

For more information about the University mail system, please see: http://www.admin-services.uwa.edu.au/page/5203

**Postal Address**
Your name
The University of Western Australia
School of Plant Biology M084 (or M086 or M090, please see above)
35 Stirling Hwy
CRAWLEY WA 6009

**Physical Address**
UWA
Hackett Drive Entrance 3
Building (e.g. Agriculture Central Wing, Agriculture North West Wing, Botany Building etc)
Floor number / Room number

**12. BUILDING ACCESS**
The doors to the buildings automatically open at 7:30 am and close at 6:00 pm (apart from the Botany building where the doors are manually unlocked by key at 8:00 am and locked at 5:00 pm).
For access outside of these hours, please see the Administrative officer to place access limits on your staff/student/visitor card.
To open the door, move the card across the black control box on the wall adjacent to the door. To exit the building, please press the small white button located on the inside wall close to the exit.
For access to the Botany Building, please see the Accounts Officer.

**13. PHONE**
For help with using the phone, please see http://www.its.uwa.edu.au/page/103478

**13.1 Charges**
- Calls internal to the University are free.
- Students are allocated $5 for phone calls per month.
- Staff are allocated $10 per month.
- Phone usage above this amount will be charged to your relevant project grant number or recouped in cash.

**13.2 How to Use**
- For internal numbers – lift the handset and dial the 4 digit extension number.
- For external numbers – lift handset, dial 0 for an outside line, then the full local, STD or IDD number.
- The Switchboard Operator is on extension 99. The switchboard can also assist in setting up voicemail functions.
- If during your call, you are asked to select options by entering a number, you need to turn on the tone function by pressing 9 before your selection. Dialing 9 turns the tone on, you only need to dial 9 once during the call.
13.3 Message Mailbox

The phone mailbox can be accessed by dialing 7999. You will be asked to enter a PIN. To change your greeting or other settings, please follow the instructions. For help, see the above website, or call the helpdesk on ext. 1111.

14. PHOTOCOPIER / FAX / SCANNER

There is a photocopier/fax/printer/scanner located on the first floor of the Agriculture central wing building near the stairwell and close to the Plant Biology Office. To be able to use this machine, you will need to obtain an access code from the Administrative Officer.

There is a photocopier/fax/printer/scanner located on the first floor, room 1.14 in the Botany Building. To be able to use this machine, you will need to obtain an access code from the Accounts Officer in the Botany building, room G.17.

14.1 Fax

To send a fax, you need to dial 0 to access an external line. Please ask the Administrative staff for help if you require it. After sending your fax, please wait until the fax light stops flashing and there is a beep for confirmation that your fax has sent.

To receive a fax, please use 6488 1108 (Agriculture building) or 6488 7461 (Botany). Please remember to ask the sender to place your name on the fax so that we know where to direct it to.

To send an international fax, please dial 0 (external line) 0015 (international fax code) country code and fax number.

14.2 Printers

Please check with Faculty (FNAS) IT support staff about access to a printer for your computer (ext. 2999 or ITHelp-FNAS@uwa.edu.au). You may need to enter an access code to print. This will be the same code as you use for the photocopier and fax.

15. COMPUTING

All computers must be secured with a lock in order to comply with University security and insurance policies. If you need to purchase a computer, lock or computer accessories please obtain a quote from IT Support and complete the Plant Biology online requisition process for the Purchasing Officer. Please include a project grant number to charge. Computer Support are able to assist with quotes and advice on computer questions ITHelp-FNAS@uwa.edu.au.

15.1 Internet Usage

The Internet usage is unlimited for study/work purposes. The internet can be used for private purposes but within reason. The following however is not acceptable –
1. downloading of videos, music and programs;
2. watching videos or movies online;
3. listening to music online etc


Generally speaking, if you appear to be using more than 1GB per day on a regular basis then it is quite likely that you will receive a warning and requested to explain why your usage is so high.
15.2 Software
Please see the Administrative Officer (Finance) if you would like to order software.
The UWA IT information about software can be found at:
http://software.ucs.intranet.uwa.edu.au/page/33960

15.3 Computing Policies
Please see the following webpage for links to the computer and network use regulations and IT policies.
http://www.its.uwa.edu.au/page/129704

16. HOW TO MAKE BOOKINGS

16.1 Plant Biology Equipment
You need to register with the Accounts Officer, Botany, Ext 2545, to use the EZbook system
http://new.ezbook.com/PlantBiology. You can book equipment such as; vehicles, trailer, a data projector,
digital camera, satellite phone, laptop and the Botany Seminar Room.
Plant Biology has a fleet of 8 vehicles available for use. Bookings for longer than 2 weeks at a time require
clearance by the School Manager.

16.2 Venues
- **Paterson Room** - The meeting room (capacity of approximately 12 people) located on the ground floor
  opposite the Faculty of Science (FOS) office can be booked through the Faculty office on Ex 2565 or by
  emailing faculty@fnas.uwa.edu.au
  http://new.ezbook.com/PlantBiology - please see 16.1 above (How to book Plant Biology Equipment)
- **Agriculture Lecture Theatre** - Agriculture North West Wing Building, Room G.013. Capacity 52 people.
  Please make bookings via the Plant Biology Office.
- **CLIMA Seminar Room** - Ground floor, CLIMA wing of Agriculture Building. Booked through CLIMA
  Office ext. 2505 or greg.madson@uwa.edu.au
- **CLIMA Boardroom** - Ground floor, CLIMA wing of Agriculture Building. Booked through CLIMA Office
  ext. 2505 or greg.madson@uwa.edu.au

17. PLANT GROWTH FACILITY (PGF)

17.1 Equipment located in the Plant Growth Facilities:
http://www.plants.uwa.edu.au/337925

17.2 Access to the Plant Growth Facilities
The glasshouses are generally unlocked at 8 am and locked at 4 pm.
For access outside of these hours, there is a communal glasshouse key held in the tea room that can be
signed in and out. There are also keys held within research groups, so please check with your supervisor.

17.3 Plant Growth Facility Booking System
- Plant Growth Facility (PGF) bookings are made through an online database called Apollo.
- For information on how to make bookings, please see:
  http://www.plants.uwa.edu.au/page/142946
- You will need a Pheme account (https://www.pheme.uwa.edu.au/) and you will
  need to log in to Apollo (http://grsserv02.grs.uwa.edu.au/Apollo/) using your
  Pheme username and password
18. PLANT BIOLOGY SEMINAR SERIES

Seminars are held every Monday from 4 pm till 5 pm in the Agriculture Lecture Theatre. Staff and students are encouraged to attend in order to broaden their knowledge of research activities within the School.

http://www.plants.uwa.edu.au/page/13134

19. ROTNNEST POSTGRADUATE SUMMER SCHOOL

The Rottnest Postgraduate Summer School is unique to the School of Plant Biology, and is a three-day retreat in a relaxed atmosphere, designed to give postgraduates in the School a chance to get to know each other and learn about what each other is studying. All students are expected to attend each year during 2 years (MSc) or 3 years (PhD). Sometimes it is not possible to attend, and you should request exemption by contacting Barbara Jamieson at barbara.jamieson@uwa.edu.au. The School has budgeted for each student to attend. Late cancellations and ‘no shows’ will have the costs recouped from their PGs.

The Summer School is coordinated by students and is hosted by the School at no cost to students. It is usually held in February at the Kingstown Barrack's Youth Hostel on Rottnest Island. Rottnest Island is a beautiful location just off the coast of Perth, with spectacular scenery, and activities such as swimming, snorkeling, cycling, bushwalking, and relaxing.

The Postgraduate Summer School includes:

- presentations by all postgraduates
- invited international guest speakers
- lectures about generic skills (e.g. how to write a publication, biometrics, equity and diversity, career development, giving talks, etc.)
- social activities such a quiz night, BBQ and/or Pub meal

To see some photos from previous years, go to http://www.plants.uwa.edu.au/page/51123

20. FIELD WORK

At least one week before you undertake field work outside the metropolitan area, you MUST submit a Field Work Plan.

The form is then signed by the School Manager and is filed in the Plant Biology Office.

Associated with the Field Work Plan is a Field Work Participant’s Form which must also be submitted because it contains emergency contact details. Information about UWA policies on Field Work Procedures in Rural and Remote Areas can be found on the Safety and Health website. The forms can also be downloaded here: http://www.safety.uwa.edu.au/policies/field_work

The Field Work Participant’s Form only needs to be submitted once per year, as long as the emergency contact details are current.

21. SOCIAL ACTIVITIES

21.1 Friday Morning Tea

Every Friday, Plant Biology holds a morning tea for staff, students and visitors. This is held at 10:30 in the Plant Biology Meeting Room (Rm # 1024) located on the first floor of the North Agriculture Wing. A roster is organised by the Administrative Officer. Each week two people are assigned to organise morning tea, which involves going to the shopping centre at Broadway, using a purchase order to buy supplies and then arranging the morning tea on platters. You also need to clean and tidy up afterwards. It is mandatory that you attend.
21.2 Plant Biology Tea Room (Central Ag Wing)

This room contains a fridge for storing your lunch. This fridge gets cleaned out regularly, so please put your name on items that you want to retain. Remove items when you no longer need them.

There is a hot water urn above the sink. There are plates, mugs and cutlery for use, please wash and dry them after use. Do not leave them to drain.

This room is also used for meetings, so if the door is closed, only enter if it is absolutely necessary.

21.3 Tea Club

The tea, coffee and milk supplies in the Tea Room are for Tea Club members only. To join the Tea Club, please see the Plant Biology Administrative Officer. It costs $8 per month and this entitles you to tea, coffee, sugar, biscuits and milk. Stock supplies are stored in the Plant Biology Office. Members usually meet at 10:45 am for morning tea. You can purchase individual cups of tea or coffee for 50c per cup.

21.4 Books for Sale

Every two weeks, Lifetime Distributors “The Book People” have a selection of books and novelties for sale. You can view the books in the Plant Biology Office. The books are sold below the recommended retail price. Please pay the Administrative officer at the time of ordering.

22. PLANT BIOLOGY ‘E’ BULLETIN

The Plant Biology ‘E’ Bulletin is a quarterly (every 3 months) newsletter that includes information about staff and student activities in the school. If you have any items that you would like included in the ‘E’ Bulletin, please email your contributions to the Administrative Officer. Please keep items short and concise. Previous E Bulletins can be viewed at http://www.plants.uwa.edu.au/481970

23. RESEARCH

23.1 Plant Biology Facilities & Equipment

http://www.plants.uwa.edu.au/88242

On this website you can find information about plant growth facilities, molecular biology facilities, analytical equipment, tissue culture, ecophysiology equipment, WA Biogeochemistry Centre (WABC), Yule Brook Reserve and Shenton Park field station.

For analytical and chemical questions, please contact Greg Cawthray, telephone extension 1789, greg.cawthray@uwa.edu.au

23.2 Using New Equipment

If you are using equipment for the first time, please obtain full instructions from your supervisor before you attempt to use it. Failure to do so may lead to personal injury and/or damage to the equipment.

23.3 Plant Biology Equipment List

Plant Biology Equipment List (refer to Plant Biology's web-site under research/facilities)

- By no means is the list exhaustive and it will change with time.
- The above link used for the list will always take you to the most current form
- The file itself is locked to prevent inadvertent editing; however website & email hyperlinks still work.
- Use the zoom and full view function to optimise for your screen size.
- You should be able to bookmark the page
- List is presented in 2 forms, alphabetically by item name and also by contact name
23.4 Using the School Boat and Diving Equipment

http://www.safety.uwa.edu.au/topics/off-campus/boating-diving

The School Dive Officer is Warren Starr. He can be contacted on Ext. 5800. His email address is: warren.starr@uwa.edu.au. Boats and equipment can be booked through EzBook once log-in has been granted by the University’s Diving and Boating Safety Officer.

24. GENERAL FACILITIES

24.1 Bicycle Lockup
There are bicycle lockup racks located at:
- Animal Biology entrance
- Botany entrance
- Earth and Geographical Science entrance
- Clima/CRC entrance
- West end of Agriculture north wing

24.2 Bathrooms and Showers
i) Female
- Toilet and shower Ground Floor near Animal Biology entrance
- Toilet and shower Ground floor CLIMA/CRC wing
- Toilet and shower Ground floor Botany building
- Toilet Ground floor near western fire exit Agriculture central wing
- Toilet Second floor eastern end Agriculture central wing

ii) Male
- Toilet and shower Ground Floor near Animal Biology entrance
- Toilet and shower Ground floor CLIMA/CRC wing
- Toilet and shower Ground floor Botany building
- Toilet Ground floor near eastern fire exit Agriculture central wing
- Toilet Second floor western end Agriculture central wing

25. SCHOOL POLICIES AND FORMS:

http://www.plants.uwa.edu.au/82623

26. DIVING & BOATING (Excerpt from Oceans Institute Induction Manual):

The University Diving & Boating Safety Officer is:

Starry (Warren) Starr. Ext 5800, email: dbso-oceans@uwa.edu.au

26.1 Diving & Boating Policies & Procedures
Diving & Boating policies, procedures and forms can be found at http://www.safety.uwa.edu.au/policies/diving_and_boating

This site also has links to UWA Dive log and Diving and Boating Safety Working Group.

Forms are updated regularly so please download a new form each time you require it. The Diving & Boating Safety Officer may not approve your request if the latest form has not been submitted.
26.2 Planning Process for Diving and Boating Fieldwork

When planning a field trip the flow chart located under the heading Boating and Diving Information is to be followed, (Flowchart – Planning Process for Diving and Boating Fieldwork) link below. To see what is required, discuss with your supervisor and the Diving & Boating Safety Officer.


A copy of this flowchart has been provided separately in the Oceans Institute induction folder.

26.3 Registration of Diving and Boating Qualifications & UWA Dive Log

Your diving qualifications need to be uploaded to the UWA Dive Log. Create your account at this site http://www.divelog.uwa.edu.au/users/sign_up

Those needing to update details or login once an account has been established http://www.divelog.uwa.edu.au/users/sign_in

If needed contact your supervisor or the Diving & Boating Safety Officer.

Any members wishing to dive or snorkel require assessment by the Diving & Boating Safety Officer prior to going on a trip. To make arrangements for your assessment, email dbso-oceans@uwa.edu.au.

26.4 Dive Medical

All those wishing to participate in diving activities require a commercial dive medical; this is also required to be uploaded on Dive Log for Diving & Boating Safety Officer approval. Any approved doctor can issue a dive medical. Please ensure it is AS 2299.1 dive medical. The Diving & Boating Safety Officer has a list of possible contacts if required.

27. PLANT BIOLOGY FLEET VEHICLE USE

The School of Plant Biology (PB) maintains a fleet of vehicles and several trailers to support the teaching and research activities of the School, particularly in regards to fieldwork. Only authorised driver’s are permitted to use the vehicles.

27.1 Authorised Drivers

In order to become an authorised driver, an individual must:

- Have a current appropriate license;
  - Visiting International students may drive on their overseas license for as long as it remains valid in the country of issue. If your overseas license is not in English, then you must carry an International Driving Permit or an approved English translation of your license. This must be carried with you at all times when driving. See http://www.transport.wa.gov.au/mediaFiles/lbu_dl_fs_drivinglaws_english.pdf.
  - If you hold a permanent resident visa, you can drive on your overseas license until you have resided in WA for three (3) months. You should apply for a WA driver’s license during this time as you will not be able to drive on your overseas driver’s license after the 3 month period.
- Complete a Plant Biology vehicle induction with the Plant Biology Vehicle Fleet Manager.
- Register with the Botany Administration Office located in Room G17 and have your license sighted and a copy is to be kept on file
- If you are likely to be driving on gravel roads, then the Operate Light Vehicle course is to be undertaken and certification filed with the Botany Administration Office.
- If driving 4WD’s then the appropriate 4WD course needs to be completed and once again the certification is to be filed with the Botany Administration Office.
27.2 Booking of Vehicles

Vehicles are to be booked through the on-line booking system (Ez-Book). Your name, contact number, Business Unit and Project Grant to be charged MUST be completed when making the booking.

28. FURTHER INFORMATION ABOUT THE UNIVERSITY:

- School of Plant Biology [http://www.plants.uwa.edu.au/](http://www.plants.uwa.edu.au/)
- Administrative Services (Mail room, UniPrint & Publications) [http://www.admin-services.uwa.edu.au/](http://www.admin-services.uwa.edu.au/)
- International Centre [http://www.international.uwa.edu.au/](http://www.international.uwa.edu.au/)

29. GUIDELINES FOR SUPERVISORS:

30. ADDITIONAL INFORMATION FOR POSTGRADUATE STUDENTS

Plant Biology Postgraduate Student Budget http://www.plants.uwa.edu.au/262285
Ipont – student online enquiry system http://www.studentadmin.uwa.edu.au/page/13548
Activate your email account / Internet Access http://www.its.uwa.edu.au/page/112168
Graduate Research School http://www.postgraduate.uwa.edu.au/home/current
http://www.postgraduate.uwa.edu.au/home/international/current
Graduate Research School Events http://www.postgraduate.uwa.edu.au/events
Research Resources http://www.postgraduate.uwa.edu.au/home/current/research_resources
Grievance Resolution Procedures http://www.hr.uwa.edu.au/hr/grievance/
Travel Funding http://www.postgraduate.uwa.edu.au/home/current/travel
Scholarship Information http://www.scholarships.uwa.edu.au/
Language and Research Skills www.student.uwa.edu.au/learning/studysmarter
Accommodation / Housing Services / Housing Officer http://www.housing.uwa.edu.au/
International Centre http://www.postgraduate.uwa.edu.au/home/international
Postgraduate Profile Webpages http://www.plants.uwa.edu.au/pgweb
School of Plant Biology Seminar Series http://www.plants.uwa.edu.au/news_and_activities/activities

UNDER STRESS? NEED HELP?! Call 6488 2541 or 6488 1782
Employee Assistance Program http://www.safety.uwa.edu.au/health-wellbeing/health/eap
University Counselling Service, Student Services, 2nd Floor, South Wing, Guild Building. Phone 6488 2423 or 6488 2222 (24 hours)
OSA Group, Level 16, 251 Adelaide Terrace, Perth. Phone 1300 361 008
Equity and Diversity 6488 3791
School of Plant Biology
Site Specific Safety Induction

This induction must be done at the commencement of your time in Plant Biology. This should be conducted by your supervisor or a person nominated by your supervisor.

The following checklist is a guide to the basic safety and health information and the procedures that should be devolved to any new people working within a Plant Biology. It is not intended to replace the broader School of Plant Biology Safety Induction; in fact it is to be used as a compliment to the School’s safety induction.

Please Circle:

Site specific

Name:

Student / Staff / Visitor

X

1. Verify if the new arrival has undergone the general safety induction conducted by the School of Plant Biology (held twice per year).
   a. If no, enrol in the next one available.

2. Discuss emergency evacuation procedures and muster points
   http://www.safety.uwa.edu.au/policies/emergency_fire_and_evacuation

3. Show the location of the 2 closest emergency exits

4. Show the location of the fire extinguisher and fire blanket.
   a. discuss use of both
   b. organise training course where requested

5. Show location of Fire Alarm
   a. discuss procedure if person activates the fire alarm

6. Inform person of area and building Fire Wardens

7. Show the location of the First Aid station

8. Inform person of the nearest Senior First Aid Officer
   http://www.safety.uwa.edu.au/people/fao

9. Inform person of the Worksafe Safety and Health Representative
   http://www.safety.uwa.edu.au/people/safety_and_health_representatives

10. Show the hard copy location of the Plant Biology Safety Notes also:
    http://www.plants.uwa.edu.au/staff/safety_and_inductions

11. Provide and discuss the importance of hazard and incident reporting
    http://www.safety.uwa.edu.au/forms/reporting

12. Discuss any specific training requirements related to work being done and show where and how to register (for example, Gene Technology; First Aid; Manual Handling; Radiation; Driving; Four Wheel Driving; or Boating and Diving)
    http://www.safety.uwa.edu.au/courses

13. Discuss the use of University vehicles and attend next available Plant Biology ‘Vehicle Induction’
    http://www.safety.uwa.edu.au/page/30394

14. Discuss Fieldwork procedures
   a. Fieldwork Plan
   b. Fieldwork Participant’s form
   c. Voluntary Worker’s Insurance form
    http://www.safety.uwa.edu.au/policies/field_work
15. Discuss any other housekeeping procedures relevant to your work | X
16. Laboratory  
17. Ensure the person has been enrolled for the next available UWA Laboratory Safety course (COMPULSORY) if not already completed. [http://www.safety.uwa.edu.au/courses](http://www.safety.uwa.edu.au/courses) | X
18. Introduce person to all lab occupants and discuss lab specific protocols. | X
19. Show the location of the laboratory chemical spill kit a. discuss correct and safe use of the spill kit | X
20. Show location of the emergency eye wash station  
21. Show location of the nearest emergency shower  
22. Provide safety glasses and laboratory coat a. discuss use and storage of both | X
25. Show and discuss the hazardous areas and the precautions required while working in hazardous areas  
26. Glasshouse  
27. Introduce person to all PGF staff and discuss PGF specific protocols | X | X
29. Show the location of safety glasses and dust masks a. discuss use and storage of both items | X

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<tr>
<th>Name</th>
<th>Signature</th>
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<tr>
<td>New Person</td>
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<tr>
<td>Person conducting the induction</td>
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<td>Supervisor</td>
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<tr>
<td>Glasshouse Rep</td>
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Once this checklist has been completed and signed, the original is to be handed into the School Manager.

A copy can be made for the records of the individual where requested.
FACULTY OF SCIENCE
RESEARCH ETHICS AND BIOSAFETY CHECKLIST AND DECLARATION

All academic and professional staff and postgraduate students in FOS are required to complete the FOS Research Ethics and Biosafety Checklist and Declaration annually.

New staff members and postgraduate students are required to complete the FOS Research Ethics and Biosafety Checklist and Declaration (including completion of the Biosafety Induction in Section 1) within one month of commencement at UWA.

SECTION 1 - BIOSAFETY

All academic and professional staff in FOS are required to read and understand the UWA Biosafety Induction Information Sheet annually. New staff are required to complete the induction within one month of commencement.


At the end of the induction information sheet, instructions are given to send an email to the biosafety office.

Do you work with hazardous biological materials, including genetically modified organisms, infectious microorganisms, animal tissues, or quarantined materials?

If yes, then this field is highly regulated and you might need approval from the Institutional Biosafety Committee to do the work.

SECTION 2 - ANIMAL RESEARCH ETHICS

Do you work with live animals including their embryonic, fetal or larval forms, any live non-human vertebrate, that is, fish, amphibians, reptiles, birds and mammals, domestic animals, purpose-bred animals, livestock, wildlife (observational studies), crustaceans and cephalopods such as octopus and squid?

If yes, then this field is highly regulated and you will need approval from the Animal Ethics Committee to do the work. For more information, please phone the Animal Ethics Office on 6488 7887. Further information is available at website http://www.research.uwa.edu.au/staff/animals

SECTION 3 - HUMAN RESEARCH ETHICS

The ethical conduct of research involving humans is governed by a number of guidelines and by legislation. All staff and student researchers at UWA must be aware of, and must meet, their ethical responsibilities when designing, implementing and managing human research projects.

Most research activities involving human participants will require a human research ethics review and approval prior to their commencement.

The Human Research Ethics Office (HREO) provides information on its web site to assist researchers in designing research projects that meet all ethics requirements.

The HREO website is at: http://www.research.uwa.edu.au/staff/human-research/welcome-to-HREO

For information about all other hazards, contact UWA Safety and Health http://www.safety.uwa.edu.au/.

DECLARATION:
- I have read, understood and will abide by the information given to me in this checklist.
- I have read, understood and will abide by the information given to me on the Biosafety Induction Information Sheet V2 (see Section 1 above) and have emailed the Biosafety Office confirming this.

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<th>NAME (print)</th>
<th>POSITION</th>
<th>SCH/CTR/INST</th>
<th>SIGNATURE</th>
<th>STAFF NUMBER</th>
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PLEASE SIGN AND DATE THIS DECLARATION AND FORWARD TO YOUR DESIGNATED MANAGER (SEE OVER)
## Faculty of Science

### Research Ethics and Biosafety Checklist and Declaration

#### Faculty, School, Centre and Institute Contacts

<table>
<thead>
<tr>
<th>Schools</th>
<th>Manager</th>
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<tbody>
<tr>
<td>School of Agricultural &amp; Resource Economics</td>
<td>Emma Smith</td>
</tr>
<tr>
<td>School of Animal Biology</td>
<td>David Faithfull</td>
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<tr>
<td>School of Earth &amp; Environment</td>
<td>Ray Ryken-Rapp</td>
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<tr>
<td>School of Plant Biology</td>
<td>Alan Luks</td>
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<th>Research Centres and Initiatives</th>
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<tbody>
<tr>
<td>Canola Breeders WA</td>
<td>Susan Knights</td>
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<tr>
<td>Centre for Environmental Economics and Policy</td>
<td>Emma Smith</td>
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<tr>
<td>Centre for Evolutionary Biology</td>
<td>David Faithfull</td>
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<tr>
<td>Centre for Excellence in Natural Resource Management</td>
<td>Randall Jasper</td>
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<tr>
<td>Centre for Exploration Targeting</td>
<td>Estelle Dawes</td>
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<tr>
<td>Centre for Integrated Human Studies</td>
<td>David Faithfull</td>
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<tr>
<td>Centre for Legumes in Mediterranean Agriculture</td>
<td>Sue Dodimead</td>
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<tr>
<td>Centre for Marine Futures</td>
<td>Rachael Offer</td>
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<tr>
<td>Centre for Microscopy, Characterisation and Analysis</td>
<td>Alynka Youngman / Steve Parry</td>
</tr>
<tr>
<td>Centre for Petroleum Geoscience &amp; CO2 Sequestration</td>
<td>Alan Pitman</td>
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<tr>
<td>Centre for Regional Development</td>
<td>Ray Ryken-Rapp</td>
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<tr>
<td>Geothermal Centre of Excellence</td>
<td>Sean Webb</td>
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<tr>
<td>International Centre for Plant Breeding Education and Research</td>
<td>Margaret Campbell</td>
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<td>WA Biogeochemistry Centre</td>
<td>Alan Luks</td>
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<td>Australian Herbicide Resistance Initiative</td>
<td>Lisa Mayer</td>
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<tbody>
<tr>
<td>UWA Institute of Agriculture</td>
<td>W/Professor Graeme Martin</td>
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<tr>
<td>UWA Oceans Institute</td>
<td>TBA</td>
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| Future Farm Industries CRC                   | Graeme Stewart         |