

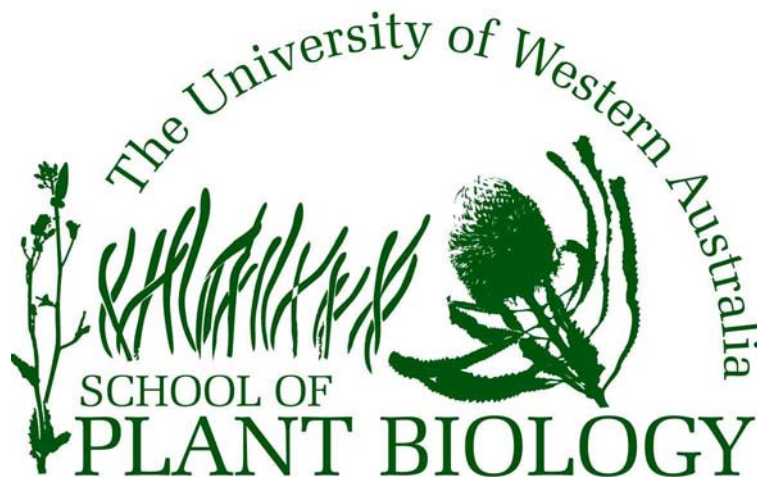


**THE UNIVERSITY OF
WESTERN AUSTRALIA**

School of Plant Biology M084
Faculty of Science
The University of Western Australia
35 Stirling Highway
CRAWLEY WA 6009

Welcome to the School of Plant Biology

www.plants.uwa.edu.au



Please also see detailed UWA induction information at
<http://www.safety.uwa.edu.au/induction-and-training/online>



Welcome to the School of Plant Biology which is within the Faculty of Science,
The University of Western Australia.

We hope your stay with us will be both a pleasant and rewarding one.

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UWA Safety and Health quick contacts

Plant Biology Botany Building

Remember, for external calls, dial '0' first

Security Office, UWA	2222	
24 hours emergencies, including Ambulance	(or 0-000)	
Security Office, UWA		
Reporting and escort to vehicle AH	3020	
Emergency free call from Campus public phones		
	1800 655 222	
Hospital (QE II "G Block" Emergency)	9346 3380	
Doctor (UWA Medical centre, office hours)	2118	
Poisons Information Centre (24hr)	0 13 11 26	
Overseas emergencies (IMAN service)	61 2 9900 4413	
Safety and Health Office, UWA	6488 3938	
Head of School	Tim Colmer	1993
School Safety Officer	Alan Luks	2541
First Aid Officer	Hai Ngo	3598
Building Fire Warden	Anna O'Connell/Pauline Yeung	2545
Safety and Health Representative (SHR)	Hai Ngo	3598
Dive Officer	Starry Starr	5800
Radiation Safety Officer	Guijun Yan	1240
Biological Safety Officer	Patrick Finnegan	8546
Chemical Safety Officer	Greg Cawthray	1789/1748
Insurance Manager	Grant Wallace	3214
EVACUATION ASSEMBLE AREA		
Inside Taxonomic Gardens		

UWA Safety and Health quick contacts Plant Biology Central Wing, Science Building

Remember, for external calls, dial '0' first

Security Office, UWA	2222	
24 hours emergencies, including Ambulance		(or 0-000)
Security Office, UWA		
Reporting and escort to vehicle AH	3020	
<hr/>		
Emergency free call from Campus public phones	1800 655 222	
Hospital (QE II "G Block" Emergency)	9346 3380	
Doctor (UWA Medical centre, office hours)	2118	
Poisons Information Centre (24hr)	0 13 11 26	
Overseas emergencies (IMAN service)	61 2 9900 4413	
Safety and Health Office, UWA	6488 3938	
<hr/>		
Head of School	Tim Colmer	1993
School Safety Officer	Alan Luks	2541
First Aid Officer	April Harris	2660
Building Fire Warden	Alan Luks	2541
Safety and Health Representative (SHR)	Elizabeth Halladin	2573
Dive Officer	Starry Starr	5800
Radiation Safety Officer	Guijun Yan	1240
Biological Safety Officer	Patrick Finnegan	8546
Chemical Safety Officer	Greg Cawthray	1789/1748
Insurance Manager	Grant Wallace	3214
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EVACUATION ASSEMBLE AREA		
Thurling Green or Biological Sciences Library Carpark		

UWA Safety and Health quick contacts Plant Biology Annexes

Remember, for external calls, dial '0' first

Security Office, UWA 24 hours emergencies, including Ambulance	2222 (or 0-000)
Security Office, UWA Reporting and escort to vehicle AH	3020
Emergency free call from Campus public phones	1800 655 222
Hospital (QE II "G Block" Emergency)	9346 3380
Doctor (UWA Medical centre, office hours)	2118
Poisons Information Centre (24hr)	0 13 11 26
Overseas emergencies (IMAN service)	61 2 9900 4413
Safety and Health Office, UWA	6488 3938
Head of School	Tim Colmer 1993
School Safety Officer	Alan Luks 2541
First Aid Officer	April Harris 2660
Building Fire Warden	Anna O'Connell/Pauline Yeung 2545
Safety and Health Representative (SHR)	Hai Ngo 3598
Dive Officer	Starry Starr 5800
Radiation Safety Officer	Guijun Yan 1240
Biological Safety Officer	Patrick Finnegan 8546
Chemical Safety Officer	Greg Cawthray 1789/1748
Insurance Manager	Grant Wallace 3214
EVACUATION ASSEMBLE AREA	
Inside Taxonomic Gardens	

UWA Safety and Health quick contacts Plant Biology North Wing

Remember, for external calls, dial '0' first

Security Office, UWA 24 hours emergencies, including Ambulance	2222 (or 0-000)
Security Office, UWA Reporting and escort to vehicle AH	3020
Emergency free call from Campus public phones	1800 655 222
Hospital (QE II "G Block" Emergency)	9346 3380
Doctor (UWA Medical centre, office hours)	2118
Poisons Information Centre (24hr)	0 13 11 26
Overseas emergencies (IMAN service)	61 2 9900 4413
Safety and Health Office, UWA	6488 3938
Head of School	Tim Colmer 1993
School Safety Officer	Alan Luks 2541
First Aid Officer	April Harris 2660
Building Fire Warden	Alan Luks 2541
Safety and Health Representative (SHR)	Elizabeth Halladin 2573
Dive Officer	Starry Starr 5800
Radiation Safety Officer	Guijun Yan 1240
Biological Safety Officer	Patrick Finnegan 8546
Chemical Safety Officer	Greg Cawthray 1789/1748
Insurance Manager	Grant Wallace 3214
EVACUATION ASSEMBLE AREA	
Thurling Green or Biological Sciences Library Carpark	

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) *On-line inductions compulsory within the first week.*
- e) Site Specific Safety Induction (COMPULSORY – within the first week)
- f) Parking Permit Request – Parking Office (if necessary)

1.2 Cards, Keys and Permits

- a) Obtain ID Card from Student Administration – take enrollment confirmation / staff contract
- b) Entry Keys and access to the building (if necessary)
- c) Lab/Facility 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) Informed of the internal mail delivery system
- d) 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) Do online UWA Safety Induction
(<http://www.safety.uwa.edu.au/induction-and-training/online>)
- 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 (<http://www.is.uwa.edu.au/about/visitors-friends/visitors>) 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 HoS (Education): Assoc/Prof Patrick Finnegan (8546) patrick.finnegan@uwa.edu.au Ag Central 1.106
Deputy Head of School (Research): Dr Pauline Grierson (7926) pauline.grierson@uwa.edu.au Botany 2.16
School Manager: Mr Alan Luks (2541) alan.luks@uwa.edu.au Agriculture Central 1.120C
Postgraduate Coordinator Assoc/Prof Megan Ryan (2208) megan.ryan@uwa.edu.au
Postgraduate Coordinator Prof Erik Veneklaas (3584) erik.veneklaas@uwa.edu.au
Postgraduate Representative Nathan Craig (21280198) 21280198@student.uwa.edu.au
Postgraduate Representative: Jason Hamer (21096625) 21096625@student.uwa.edu.au
Postgraduate Representative: Tiffany Simpson (21229199) 21229199@student.uwa.edu.au
Honours Coordinator: Assoc/Prof Patrick Finnegan (8546) patrick.finnegan@uwa.edu.au

2.1 Administrative Matters

i) Agriculture Central Building Room 1.120

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
Mrs April Harris: Administrative Officer (2206) april.harris@uwa.edu.au

ii) Botany Building

Mr Bradley Muir: Procurement Officer (4259) bradley.muir@uwa.edu.au Rm 1.21
Mrs Anna O’Connell: Accounts & Web 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: Technical Assistant (4758) bill.piasini@uwa.edu.au

2.3 Computer Support & Computer Labs

Computing support can be obtained via email ITHelp-FNAS@uwa.edu.au or by calling ext 2999.

2.4 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



Shenton Park Field Station

3. CONNECTING PERSONAL LAPTOPS TO THE INTERNET

No personal computers can be connected physically to the FNAS network.

If you have a UWA PHEME account, you can set up a UniConnect or UniFi account which allows you to use an internet connection.

If you do not have an email account, please ask in the admin office for assistance. This will be valid during your stay at UWA.

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 the admin officer for a current price list. Once you have made your decision, upon approval from your supervisor, the computer order will be placed. 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, mailbag 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/>

Help on PHEME is available here: <http://help.ams.uwa.edu.au/page/73689>.

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

Pandy du Preez	Chair	pandy.dupreez@uwa.edu.au
Greg Cawthray	Chemical Safety Officer	greg.cawthray@uwa.edu.au
Alan Luks	School Safety Officer	alan.luks@uwa.edu.au
Christine Chernoff	Faculty Safety Representative	christine.chernoff@uwa.edu.au
Rob Creasy	Glasshouses	robert.creasy@uwa.edu.au
Matthew Nelson	Research Staff Radiation License Holder	matthew.nelson@uwa.edu.au
Nathan Craig	Postgraduate Rep	nathan.craig@research.uwa.edu.au
Guijun Yan	Academic Staff Rep Radiation Safety Officer	guijun.yan@uwa.edu.au
Ellery Mayence / Liz Sinclair	Kings Park Rep	charles.mayence@uwa.edu.au elizabeth.sinclair@uwa.edu.au
Thomas Wernberg	Marine Rep	thomas.wernberg@uwa.edu.au
Warren Starr	Boating Safety Rep	warren.starr@uwa.edu.au
Danica Goggin	AHRI Rep	danica.goggin@uwa.edu.au
Peter Carlyon	UWA Safety Office Rep	peter.carlyon@uwa.edu.au
Patrick Finnegan	Biological Safety Officer	patrick.finnegan@uwa.edu.au
Hai Ngo	Safety & Health Rep Field Safety Officer	hai.ngo@uwa.edu.au
April Harris	Committee Secretary	april.harris@uwa.edu.au
Elizabeth Halladin	Safety & Health Rep	elzbieta.halladin@uwa.edu.au
Parwinder Kaur	PGB Rep	parwinder.kaur@uwa.edu.au
Rebecca Parsons	ERIE Rep	rebecca.parsons@uwa.edu.au
Tim Colmer	Head of School	timothy.colmer@uwa.edu.au

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

All purchases **MUST** have a purchase order before an order is placed. Please order well-ahead of time using an online requisition form submitted to the Procurement Officer. Allow time for processing and delivery.

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

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.

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 original receipts. It costs the University a large amount of money to process petty cash and invoices, so please order through the Admin, Accounts and Purchasing Officers whenever possible.

For all the options below, an expense claim form should be thoroughly completed, signed by your supervisor and submitted to the Admin Officer with original receipts. <http://www.plants.uwa.edu.au/staff/forms>

- **Under \$100.** Petty cash can be collected from the Administrative Officer in room 1.120, Agriculture Central Wing Building.
- **\$100 - \$250.** The Administrative Officer will complete an N form for you to collect the cash from the cashier at financial services.
- **Over \$250.** The N form will be sent to Financial Services and you will receive a cheque sent to your home address OR an EFT form can be filled out for a direct deposit. <http://www.plants.uwa.edu.au/staff/forms>



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

For small stationary requirements, the items can be purchased by yourself. To get reimbursed for these expenses, an expense claim form can be filled out and submitted together with the original receipts to the admin officer for reimbursement of funds from your Project Grant. (<http://www.plants.uwa.edu.au/staff/forms>)

For larger orders over \$50, please see the admin officer about organising an online stationary order. You will need to supply your Project Grant number, for charging purposes.

10. KEYS

For the Botany building, please see the Accounts Officer, room G17.

For the Agriculture buildings, please see the Administrative Officer, room 1.120.

There is a \$20 refundable deposit per key. **Please retain your white receipt for refund.**

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 you can obtain from the Admin officer. 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; M084 for the Agriculture buildings, M086 for AHRI, or M090 for the Botany Building.

Mail is picked up/delivered around 10/11am each day.

Mailboxes are located in Room 1.120 in 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	Physical Address
Your name The University of Western Australia School of Plant Biology M084 (or M086 or M090) 35 Stirling Hwy CRAWLEY WA 6009	The University of Western Australia School of Plant Biology Hackett Drive Entrance 3 Building (e.g. Agriculture Central Wing) 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 / SCANNER / FAX / PRINTING

There is a photocopier/fax/printer/scanner located on the first floors of the Agriculture central wing, north wing and Botany buildings. To be able to use these machines, you will need to obtain an access code from the Administrative / Accounts Officers.

There is a charge of \$0.10c per printed black and white page. There is no charge for the scanning of documents.

Should you require colour printing to be done, please get an order from school admin office to take to Uniprint.



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). 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 Connecting 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.

14.3 UniPrint Orders

The University's printshop UniPrint will be responsible for all your large quantity printing, poster printing, staff name badges and staff business cards.

All UniPrint orders **MUST** be placed through the Administrative Officer.

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 contact the Administrative or Purchasing Officers. 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



Student Internet Quota Policy - <http://www.is.uwa.edu.au/it-help/policies/student-internet-quota>

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 Finance Manager 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><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, fieldwork equipment.

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

- **Agriculture Lecture Theatre** - Agriculture North West Wing Building, Room G.013. Capacity 52 people. Please make bookings via the Plant Biology Office.
- **North Wing Meeting Room** - Agriculture North West Wing Building, Room 1024. Capacity 25 People. Please make bookings via the Plant Biology Office.
- **Botany Meeting Room** - Ground floor, Botany Building. Capacity 15. Please make bookings via the Plant Biology Office.

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 central wing 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://grserv02.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. ROTTNEST POSTGRADUATE SUMMER SCHOOL

The Rottneest 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 Rottneest Island. Rottneest 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 and Volunteer Form which must also be submitted with 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 Rooms

Central Agriculture Wing - This room is located on the first floor in the Central Ag Wing. It 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. Please help to keep this room clean and do not leave any cutlery or crockery on the draining area.

North Wing – This room is located on the first floor in the North Wing. It 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. Please help to keep this room clean and do not leave any cutlery or crockery on the draining area.

As this room is also a meeting room, when the room is booked for a meeting, please do not enter. This room cannot be booked between 12 – 2 pm in order to be used for lunchtime.

Botany Building - This room is located on the ground floor in the Botany Building. It 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 boiling water tap on the sink. Please help to keep this room clean and do not leave any cutlery or crockery on the draining area.

21.3 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. RESEARCH

22.1 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

22.2 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.

22.3 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

22.4 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.

23. GENERAL FACILITIES

23.1 Bicycle Lockup

There are bicycle lockup racks located at:

- ARE entrance
- Botany entrance
- Earth and Geographical Science entrance
- Faculty of Science entrance
- West end of Agriculture north wing



23.2 Bathrooms and Showers

i) Female

- Toilet and shower Ground Floor near ARE entrance
- 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 ARE entrance
- 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

24. SCHOOL POLICIES AND FORMS:

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

25. 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

25.1 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.

25.2 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.

http://www.safety.uwa.edu.au/policies/diving_and_boating?f=298268

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

25.3 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.

25.4 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.

26. 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 drivers are permitted to use the vehicles.

26.1 Authorised Drivers

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

- ❖ Read the Plant Biology vehicle policy and the UWA 'Use of University Vehicles' Policy found at: http://www.safety.uwa.edu.au/policies/use_of_university_vehicles.
- ❖ 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.

26.2 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.

27. FURTHER INFORMATION ABOUT THE UNIVERSITY:

UWA Code of Conduct and Code of Ethics http://www.hr.uwa.edu.au/publications/code_of_ethics

School of Plant Biology <http://www.plants.uwa.edu.au/>

University Contact Directory <http://directory.uwa.edu.au/alpha>

Search Contact Directory <http://www.directory.uwa.edu.au/>

Information Technology Services <http://www.adminis.uwa.edu.au/>

Administrative Services (Mail room, UniPrint & Publications) <http://www.admin-services.uwa.edu.au/>

Organisational and Staff Development Services <http://www.osds.uwa.edu.au/>

Research Services <http://www.research.uwa.edu.au/438123>

Student Services <http://www.studentservices.uwa.edu.au/>

Safety and Health Office <http://www.safety.uwa.edu.au/>

Insurance <http://www.safety.uwa.edu.au/insurance>

Financial Services <http://www.finserv.uwa.edu.au/>

Collective Workplace Agreements <http://www.hr.uwa.edu.au/page/95944>

International Centre <http://www.international.uwa.edu.au/>

Facilities Management <http://www.fm.uwa.edu.au/page/9843>

Statistics Office <http://www.stats.uwa.edu.au/>

UWA Guild <http://www.guild.uwa.edu.au/>

UWA Sports and Recreation <http://www.sport.uwa.edu.au/>

UWA Medical Centre <http://www.student.uwa.edu.au/life/health/medical-centre>



28. GUIDELINES FOR SUPERVISORS:

<http://www.hr.uwa.edu.au/page/7409>

29. ADDITIONAL INFORMATION FOR POSTGRADUATE STUDENTS

Plant Biology Postgraduate Student Budget <http://www.plants.uwa.edu.au/262285>

Ipoint – student online enquiry system <http://www.studentadmin.uwa.edu.au/page/13548>

Student Charter of Rights and Responsibilities <http://www.secretariat.uwa.edu.au/home/policies/charter>

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>

Confirmation of Candidature for PhD Candidates
http://www.postgraduate.uwa.edu.au/home/current/confirmation_of_candidature

Research Resources http://www.postgraduate.uwa.edu.au/home/current/research_resources

Grievance Resolution Procedures <http://www.hr.uwa.edu.au/hr/grievance/>

Help with Thesis writing <http://www.postgraduate.uwa.edu.au/home/current/thesis>

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 Students Association
http://www.guild.uwa.edu.au/home/guild_departments/postgraduate_student_association2

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



INDUCTEE INFORMATION

Name	
Supervisor	
Date	

	✓
Staff	
Student	
Visitor	

Supervisors must ensure workers / volunteers are inducted into their workplace prior to commencing work and the completed induction form should be handed to the Administrative officer within 1 week of commencement. It is to be retained by the School as evidence of induction and a copy given to inductees. Further information is available at www.safety.uwa.edu.au/induction-and-training.

Inductees should also read the Plant Biology Safety Notes http://www.plants.uwa.edu.au/staff/safety_and_inductions and complete the compulsory [UWA Online Health and Safety Induction](#) within 1 week of commencement. This completion will be noted on ESS and the completed certificate must be forwarded to admin officer.

Most documents hyperlinked below will apply to UWA workers even when not working on campus. Where a local equivalent document or process exists it is acceptable to use that instead provided that it is relevant to that workplace and it meets the same standards as the UWA equivalent.

An electronic version of this form can be found on the Plant Biology Website – please visit the electronic version to click the links and do a thorough read of the policies and procedures. <http://www.plants.uwa.edu.au/staff>

1. HAZARDS, INCIDENTS AND EMERGENCIES

Emergency procedures including local health and safety personnel and emergency telephone number.	
Show the location of the Building Safety Personnel Poster containing emergency contact information.	
Verify the locations of first aid boxes.	
Verify the locations of fire extinguishers, fire blankets (where present) and fire alarm.	
Verify the locations of emergency fire procedures. Thoroughly explain the procedures, show the exit routes and assembly points.	
How to report hazards . A hazard is a situation which presents the potential for an incident, accident or near miss. All hazards must be reported to your supervisor/manager or the university where no reliable remedy has been found locally.	
How to report incidents, injuries, illness, disease or near misses . All incidents must be reported to your supervisor/manager and The University requires that all injuries, incidents and near misses are properly reported, investigated and recorded.	

2. SAFETY PERSONNEL ROLES AND RESPONSIBILITIES

Inform the inductee of the following personnel and explain their safety roles and responsibilities:				
Head of School, Director or Senior manager	<input type="checkbox"/>	<input type="checkbox"/>	Building Warden (in your area)	<input type="checkbox"/>
School Safety Officer	<input type="checkbox"/>	<input type="checkbox"/>	Area Warden (Red hat person)	<input type="checkbox"/>
Health and Safety Representatives	<input type="checkbox"/>	<input type="checkbox"/>	School Radiation Officer	<input type="checkbox"/>
First Aid Officer (in your area)	<input type="checkbox"/>	<input type="checkbox"/>	School Biological Safety Officer	<input type="checkbox"/>
			Chemical Safety Officer	<input type="checkbox"/>

3. GENERAL INFORMATION

Verify the location of the nearest facilities including toilets, showers and kitchens.	
Discuss the contents of the SPB Welcome Pack.	
Discuss the procedures for the use of University vehicles. http://www.safety.uwa.edu.au/policies/use_of_university_vehicles	
Discuss the procedures for the use of School vehicles. http://www.plants.uwa.edu.au/staff/policies	
Discuss Fieldwork procedures, including all relevant forms. http://www.safety.uwa.edu.au/policies/field_work	
Discuss any other relevant housekeeping procedures relevant to your work.	
Inductee to complete the compulsory UWA Online Health and Safety Induction within <u>1 week</u> . Forward certificate to admin.	
How local health and safety arrangements conform to the UWA Work Health and Safety Policy .	
Discuss the UWA Code of Ethics and Code of Conduct .	
Explain the process for resolution of health and safety issues .	
The principal aspects of workers' compensation and the injury management processes.	
Discuss psychological health resources available, including the employee assistance program and grievance procedures .	
Electrical safety using the electrical safety pamphlet .	
The importance of working comfortably with computers and how to book an ergonomic assessment .	
The UWA is smoke free policy.	
Ensure that existing personal health status, where relevant to the work, has been disclosed so that any required, specific needs can be accommodated. This includes any allergic reactions or conditions for which assistance could be required.	

4. WORKPLACE SPECIFIC INFORMATION		✓
Discuss any specific training requirements related to work being done for example Gene Technology, First Aid, Manual Handling, Radiation, Driving, Boating or Diving.		
Discuss obtaining any necessary certificates, permits or licences as required.		
Discuss known workplace hazards with reference to use of vehicles, equipment and hazardous substances eg. Liquid Nitrogen.		
Provide and discuss proper use and care of any personal protective equipment (PPE) to be used in the workplace.		
Discuss access restrictions (e.g. controlled access laboratories or workshops), working alone and after hours working .		

5. LABORATORY SPECIFIC INFORMATION		✓
Introduce inductee to lab manager, supervisor and all other lab occupants.		
Discuss lab specific protocols.		
Verify the locations of first aid box, fire extinguishers and fire blankets (where present).		
Verify the location of the Chemical Spill Kit and discuss correct procedure and safe use of the kit.		
Verify the location of the Emergency Eye Wash Station and discuss correct procedure and safe use.		
Verify the location of the nearest Emergency Shower and discuss correct procedure and use.		
Provide safety glasses and laboratory coat and discuss the usage and storage procedures for both items.		
Discuss waste disposal management. http://www.safety.uwa.edu.au/topics/waste		
Ensure enrolment in next Lab Safety Course. http://www.safety.uwa.edu.au/induction-and-training/courses/laboratory-safety		
Verify the location of the Material Safety Data Sheets file and discuss the necessary use and interpretation of the MSDS.		
Locate and discuss the hazardous areas and discuss the precautions required while working in hazardous areas:		

6. GLASSHOUSE SPECIFIC INFORMATION (SUPERVISOR TO INDUCT)		✓
Introduce inductee to PGF manager / supervisors and all PGF staff.		
Discuss all PGF specific protocols.		
Ensure enrolment in Manual Handling Course. http://www.safety.uwa.edu.au/induction-and-training/courses/manual-handling		
Verify the location of safety glasses, dust masks and other relevant protective gear. Discuss the usage and storage for all items.		
Verify the location of the fire extinguishers, fire blanket and fire alarm.		
Discuss emergency evacuation procedures and muster points.		
Verify responsible Building & Area Wardens for this area.		
Verify the locations of first aid boxes.		
Verify responsible First Aid Officer for this area.		
Verify the location of the Chemical Spill Kit and discuss correct procedure and safe use of the kit.		
Verify the location of the Emergency Eye Wash Station and shower. Discuss correct procedure and safe use.		
Discuss waste disposal management. http://www.safety.uwa.edu.au/topics/waste		
Locate and discuss the hazardous areas and discuss the precautions required while working in hazardous areas:		

7. FURTHER INFORMATION, INSTRUCTION OR TRAINING REQUIRED	PROVIDER	BY (DATE)

INDUCTEE DECLARATION		
I will comply with the UWA Work Health and Safety Policy and associated Safe Systems of Work. I acknowledge receipt of this health and safety induction and have received the necessary information, instruction and training required to enable me to work safely.		
NAME:	SIGNATURE:	DATE:

SUPERVISOR ENDORSEMENT		
NAME:	SIGNATURE:	DATE:

GLASSHOUSE MANAGER ENDORSEMENT		
NAME:	SIGNATURE:	DATE:

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.**

Biosafety Induction: <http://www.research.uwa.edu.au/staff/biological/safety-training>

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.

NAME (print)	_____	SIGNATURE	_____
POSITION	_____	STAFF NUMBER	_____
SCH/CTR/INST	_____	DATE	_____

PLEASE SIGN AND DATE THIS DECLARATION AND FORWARD TO YOUR DESIGNATED MANAGER