Implementation of a new Laboratory compliance management system: UQSafe-Lab safety

Background
The purpose of this memo is to provide you with an update of the project to implement a new OHS laboratory safety and compliance management system. The new system, known as UQSafe-Lab Safety is an additional database from the providers of UQSafe-Incident and Risk, Pan Software. The new system has been developed in conjunction with Griffith University and is specifically designed for management of University laboratory-based activities.

UQSafe-Lab Safety will allow several laboratory-based activities that have compliance requirements (e.g. biological, chemical and radiation activities) to be managed by a centralised system. It will allow for electronic submission of multiple applications types and will simplify the current burden of administrative processes surrounding some laboratory compliance requirements. As UQSafe-Lab Safety runs on the same platform and dashboard set up as the other UQSafe modules, many of the business rules and workflow considerations will be consistent with those already established, allowing easy interactions between the databases.

As with the other UQSafe databases, a small project team has been established to configure the system to UQ specific requirements. The project team consists of Ian Lane (Radiation and Chemical Manager, FoS), Jasmyn Cridland (Compliance Officer, School of Chemistry and Molecular Biosciences), Ross Dixon (QBI), and Rob Alcock, Jolene Cooper, Amanda Jones and Jim Carmichael from the Health, Safety and Wellness Division.

Current status
UQSafe-Lab Safety offers three new separate but linked modules within UQSafe. The first module “lab activity application register” allows users to record project details and apply for required approvals. Three activity streams will be configured – initially biological activities, then chemical and radiation activities. Each activity stream will follow an approval process similar to that currently used, but in a centralised, automated fashion.

The second module “certifications” will record both facility certifications (i.e. certified by OGTR, Department of Agriculture and Water Resources), and individual’s certifications or authorisations (e.g. radiation use licence, local inductions, radiation users licences, authorisations to use restricted or prohibited carcinogens etc.).

Initial configuration and piloting of the system has commenced by the HSW-Biosafety team. This has identified two key points requiring further configuration before the system can go live across the University. Once these points have been realigned with UQ requirements, UQSafe-Lab Safety lab activity application register and certification modules will appear in all UQ users’ dashboards when they log onto the UQSafe system. From that point, all users will be requested to log any laboratory activities requiring biosafety approval in the new system. Manual applications and approvals for chemical or radiation based activities and their local management systems will continue to be used until mid-2018, as advised by your local Safety Manager. Further details about the implementation of the system for chemical and radiation activities will be provided in the next communiqué or contact the project manager – Amanda Jones hsw@uq.edu.au.

Additional Information
For further information, contact your local Work Health and Safety Manager/Coordinator, or the UQ HSW Division. Contact the HSW Division: Phone: +61 7 336-52365 Email: hsw@uq.edu.au