School of Life and Environmental Sciences

Induction Manual Higher Degree by Research Students

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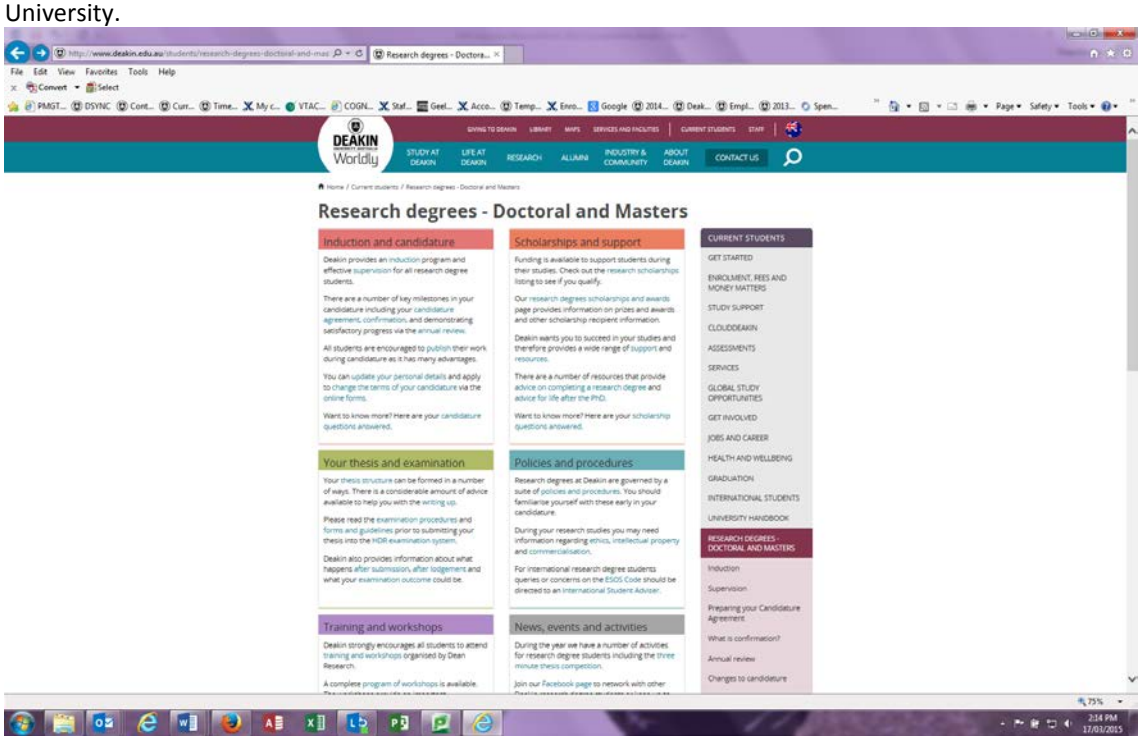
Introduction

The School of Life and Environmental Sciences aims for all HDR students to feel immediately oriented to the School and its community. This manual will outline what to expect in your first week in the School, our expectations during the induction process, your contacts and support whist undertaking a Higher Degree by Research within the School, financial support, operational information and most importantly, maintaining safety in the School and how to minimise risk.

Before commencing the School Induction we recommend you first visit Deakin University's HDR Current Students page: www.deakin.edu.au/current-students/research. Please explore each section to begin navigating the HDR online site. This online resource will explain many areas of Research life at Deakin University.



If you are **New to Deakin** the Get Started page assists you to navigate your way through your first few weeks as a Deakin Student as we understand it can sometimes be a daunting experience. For information on matters such as organizing your ID card, email set up, parking and managing your finances visit http://www.deakin.edu.au/students/get-started (NOTE This link is also found on the HDR Current Students page located on the right hand side tab)

Welcome from the Associate Head of School (Research)

Welcome to your higher degree by research candidature at Deakin University. You are embarking on a journey that will be challenging, fascinating, full of twists and turns, at times exciting, at times frustrating. You will venture into the unknown, you will discover new knowledge, and you will emerge as an independent and respected researcher. Along the way, you'll develop skills in problem solving, time management, and communication. Ultimately, you will complete a thesis that sets out your contribution to knowledge: it will be one of the most rewarding things you have ever done. For most people, completing a research degree is the launching pad to an enjoyable, stimulating and satisfying career.

Deakin supports its HDR candidates in a number of ways, starting with expert supervision from School staff, opportunities to participate in seminars and training events, and central resources including an excellent library. The Division of Student Life provides various pastoral support services, and the Institute of Research Training provides a number of training workshops in specialised and generic skills that help you with your research and completing your thesis. Our statistics show that over 98% of Deakin HDR candidates who hand in their thesis for examination will be awarded their degree.

I wish you every success in your research, and I hope that your time at Deakin will be deeply fulfilling and thoroughly enjoyable.

A/Prof Giovanni M. Turchini
Associate Head of School (Research)

Welcome from the Head of School

The School of Life and Environmental Sciences is ambitious in its scope, encompassing a wide range of disciplines from biomedical science to environmental management. These two fields are at the ends of a continuum, which has at its central point the biology of living organisms. We aspire to be Australia's best School of life and environmental sciences, known for outstanding teaching and research at the cutting edge of the interface between the physical, biological and environmental sciences.

Our breadth also means that our research program, which attracts approximately four million dollars annually, can focus on national research priorities that are important for the future social, economic and environmental development and well-being of Australia and the world. Much of our research is conducted in partnership with government departments and industry, and in collaboration with leading international scientists; and is funded by nationally and internationally competitive granting agencies. The School is proud to host three of Deakin University's Strategic Research Centres (SRC): Centre for Cellular and Molecular Biology (joint centre with the Faculty of Health), Centre for Chemistry and Biotechnology, Molecular and Medical Research Centre and Centre for Integrative Ecology. The School also performed very well in the 2012 'Excellence in Research for Australia' (ERA 2012) national assessment, receiving strong performance rankings in Biochemistry and Cell Biology, Chemical Sciences, Ecology, Environmental Science and Management, Fishery Sciences, Medical Physiology, and Zoology.

I wish you all the best with your studies and hope you find it stimulating and an enjoyable research experience with us at Deakin University.

Professor Guang Shi
Head of School

Learn more about the School of Life and Environmental Sciences

What to expect when you arrive

Your First Day

Once arriving at Deakin you will meet with your Research Supervisor who will assist you in meeting key personnel in the School. Among the first contacts you will meet will be the Administrative Team, the Technical Manager, and eSolutions/IT support. These key personnel will assist in setting you up and providing a central means of support for your research work.
An important part of this day is to gain access to our online services. eSolutions/IT support will issue your user name and password on your first day.
After meeting the team and other HDR colleagues, your supervisor will take you for a tour of the campus. You will locate Deakin Central to obtain your student card and parking permit (unless you have arranged this already online), the Library, Deakin Student Association, cafes, banks, shops and the gym. If you wish to tour other areas of the campus, use this time with your supervisor to do so.

Your First Week

Key Activities	Completed
1. Meet with supervisor who will introduce you to key personnel	
2. Visit to Deakin Central for student card and student starter pack. Also visit http://www.deakin.edu.au/students/get-started	
3. Administration Officer will provide a stationery start-up kit.	
4. Supervisor to give a short tour locating Administration areas including kitchen, toilets, printers, photocopiers and explain vehicle booking procedure	
5. Technical Manager to allocate level of access, lab keys and inform you about out of hours access and upcoming safety induction sessions**	
6. Technical Manager will assign you with a technical support officer	
7. Technical Officer to provide a tour of labs, allocate hot desk and locker	
8. You will attend induction sessions arranged by Administrative and Technical staff	
9. IT Support to guide you through IT usage and internal drives/software	
10. IT Support to provide internet access for student supplied lap-tops	
11. You will complete Online Safety training located at Cloud Deakin	
12. Your Supervisor will discuss the ethics approval process and register you for appropriate seminars	
13. Supervisor to discuss field trips, conference support, funding and grants, and candidature induction	

**If you begin your degree later in the trimester your Supervisor will arrange appropriate seminars with the Technical Manager. You will not be able to enter the lab or conduct research without prior training by the School.

School of LES Information

School of LES Contacts

Role	Name	Phone	Email
Head of School	Prof Guang Shi	17619	guang.shi@deakin.edu.au
Deputy Head of School (Honours Co-ordinator)	Prof John Donald	72097	john.donald@deakin.edu.au
Associate Head of School (Research)	A/Prof Giovanni M. Turchini	33312	giovanni.turchini@deakin.edu.au
HDR Coordinator Geelong	Dr Lee Rollins	72084	lee.rollins@deakin.edu.au
HDR Coordinator Burwood	Dr Euan Ritchie	17606	e.ritchie@deakin.edu.au
HDR Coordinator Warrnambool	Dr Rebecca Lester	33330	rebecca.lester@deakin.edu.au
School Manager (Administrative and Technical Services)	Sarah Chandley	79322	sarah.chandley@deakin.edu.au
G: IT Support	Julian Vreugdenburg	72788	julian.vreugdenburg@deakin.edu.au
G: Lab Support	Sam Parry	73344	samuel.parry@deakin.edu.au
G: Admin Support	Claire Maginness	72618	claire.m@deakin.edu.au
B: IT Support:	Higo Jasser	17325	higo.jasser@deakin.edu.au
B: Lab Support	Michael Holmes	17340	michael.holmes@deakin.edu.au
B: Admin Support	Alison Blake/Natalie Gallagher	45809/ 46800	alison.blake@deakin.edu.au/ natalie.gallagher@deakin.edu.au
W: Lab Support	David Mills Sharon Rowe	33473 33435	david.mills@deakin.edu.au sharon.rowe@deakin.edu.au
W: Admin Support	Jimena Harrington/ Gail Fazakerley	33399	j.harrington@deakin.edu.au/ g.fazakerley@deakin.edu.au

Locations

The School of Life and Environmental Sciences has a presence at the Melbourne Burwood Campus, Geelong Waurn Ponds Campus and Warrnambool Campus.

Waurn Ponds: **Building KA Levels 2, 3, 4 and 5: L**ocated on the south west edge of Geelong, the campus features expansive landscaped grounds and extensive sporting facilities. The campus is home to the Geelong Technology Precinct, which provides research and development capabilities and opportunities for university-industry partnerships and new enterprises in the region. **Campus Map: Appendix 1**

Burwood Campus: **Building T, Level 2 and Buildings L and M:** Located south east of Melbourne in Burwood and attracts about 17,000 undergraduate and postgraduate on-campus students. Deakin's thriving metropolitan campus has open and inviting spaces for socialising and studying, innovative architecture, spacious new buildings and wireless hotspots**.** **Campus Map: Appendix 1**

Warrnambool Campus: **Building J, Levels 2 and 3, and Building D:** Set on the banks of the picturesque Hopkins River, close to local surf beaches and popular tourist attractions. The Warrnambool Campus is a friendly, close-knit community, with a personal and informal relationship between students and staff. **Campus Map: Appendix 1**

Minimum Resources for HDR Students

It is a requirement at Deakin that all research students are provided with the resources they need to undertake their research project. These minimum requirements are outlined in your 'Guide to Candidature' manual, and have been provided here for your convenience.

	On Campus		Off Campus	
	Full-time	**Part-time**	**Solo**	**Embedded***
Desk in a shared office with 24/7 access	Yes	Hot Desk	-	A*
Normal office facilities incl. phone, fax, copier, printer, mail, stationery	Yes	Yes	N/A	A
Access to communal tearoom/kitchen	Yes	Yes	-	A
Internet and email access	Yes	Yes	Yes	Yes
Dial up access	Yes	Yes	Yes	Yes
PC with standard OS and software	Yes	Access to pool	-	A
Software privileges equivalent to staff	Yes	Yes	Yes	Yes
Library privileges equivalent to staff	Yes	Yes	Yes	Yes
Off campus library services	-	-	Yes	Yes
Central support towards registration and/or travel to assist in attending and presenting at one conference during candidature (up to $3000 total).	Yes	Yes	Yes	A

Embedded with a partner institution (e.g. CSIRO, DIRI)
A = specified in partner agreement

Stationery

HDR Students are allocated a Stationery Start Up kit which includes basic items such as lab book, pens, notebook, highlighters, bulldog clips and paperclips (any additional items need to be purchased by students). Please see the Administrative Officer at your campus for your Start Up Kit:

Melbourne Burwood	Room T2.12.4	Admin officer
Geelong Waurn Ponds	Room Ka5.145	Admin officer
Warrnambool:	Room J203	Admin officer

Additional items will need to be purchased by students.

Office Equipment

Printers, photocopiers and multifunction devices providing print, photocopy, scan and fax capabilities are provided for HDR students in a number of locations across all University campuses.
Waurn Ponds equipment is located in Room ka5.142
Warrnambool equipment is located in Room J2.22
Burwood equipment is located in Building BA
The School will provide HDR students with the equipment necessary to complete required tasks. The equipment should not be used for personal use, nor removed from the physical confines of the School unless it is approved for a task that specifically requires use of School equipment outside the physical facility

IT Provisions

Computers and IT Access

All HDR students have access to a computer and workstation once enrolled. Your immediate supervisor will allocate a computer and workspace during the first week of your induction unless you prefer to use your own personal laptop. Your IT access and Deakin email is enabled with your enrolment at Deakin,

but you will need to create your password. You must check your Deakin email frequently as all communication from Deakin is via your Deakin student email.
Windows and Mac User Guides
If you are working away from a Deakin computer workstation, you will need a system with specifications dating later than 2011. Please see Windows and Mac specifications.

Software
HDR Students are provided with software that is licensed for educational purposes to install on University owned workstations and to install on personally owned workstations. All Deakin workstations used by students have a suite of mandatory software installed including Microsoft Office, Mozilla Firefox, Adobe Acrobat and virus protection. The majority of other software licensed for University use is available for installation through the Software Catalogue.

Password
All Deakin staff and students are provided with a unique username and password which enables access to Deakin's IT services. Your combined username and password allow you to use your Deakin email, home directory storage, printing, and workstations in the computer laboratories, StudentConnect, Deakin Studies Online and to gain internet access from Deakin's network. Forgotten your password? If you have forgotten your password, select the "I have forgotten my username or password" option.

File Storage
This service provides students with secure space on the network where files can be saved. A quota of 5 gigabytes of file storage space is allocated to authorised students using the Deakin University network. All Deakin students are provided with a home directory (h drive) where personal data that is not intended to be shared with others can be stored. All file storage space is backed up on a daily basis by Deakin eSolutions.

Conditions of Use
Property of the School of Life and Environmental Sciences, including computers, phones, electronic mail, and voice mail should be used only for conducting Deakin research. Incidental and occasional personal use of computers, phones, electronic mail, and voice mail systems is permitted, but information and messages stored in these systems will be treated no differently from other business-related information and messages.

IT Support/eSolutions
IT support is available and the first point of contact for any technical issues. Contacting eSolutions helps to ensure that problems are resolved in the shortest possible time with minimal disruption to work or study. The School also has an online IT Request system which enables you to log problems online.

Mail (incoming & outgoing)
Mail is delivered and collected once a day. Student mail is delivered to the boxes labeled alphabetically.

Kitchen - Coffee/Tea Facilities
HDR Students are welcome to use the kitchen facilities, which include tea, coffee, milk, sugar, hot/cold water, microwave and fridge. You can find yours at:
Geelong Waurn Ponds: Room ka5.135
Warrnambool: Room J310
Melbourne Burwood: Room T3.03

Toilets
There are toilets located on each floor of the LES buildings. Ask your supervisor for directions to the closest toilet to your lab and/or research area.

Training and Support for Research Students

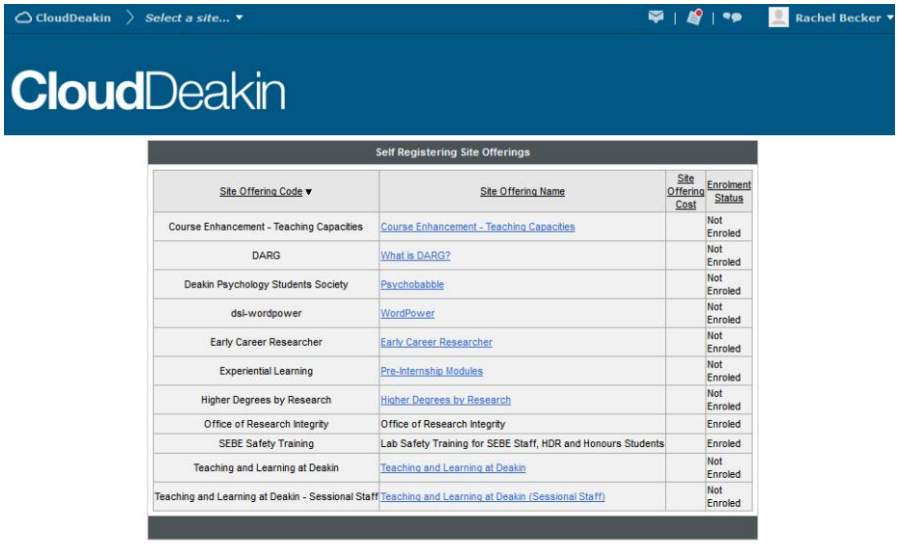
Safety Induction Program

The School will make you aware of the Occupational Health and Safety issues related to the different aspects of your research. The School provides an extensive Induction Program at the commencement of your HDR studies.

(A) Safety Seminar SLE010 presented at the beginning of the trimester provides the information required to pass the quiz. Topics covered include OH&S responsibilities, emergency procedures, introduction to staff who assist with first aid and emergency evacuations and how to access the quiz on CloudDeakin.

(B) The Safety Quiz must be completed as soon as possible with a pass mark of 70%. Failure to successfully complete the quiz may result in attendance in practical classes/workshops being restricted.

Registering and accessing the Lab Safety Training Site on CloudDeakin:
If you have trouble please contact Matt Connolly
If you are not currently enrolled in the CloudDeakin Lab Safety Training, then you will need to self-register:
1. Click https://d2l.deakin.edu.au/login.asp?target=/d2l/lms/legacy/selfregistration.d2l?ou=6605
2. Log in to CloudDeakin with your Deakin Username and Password
3. Select ''Lab Safety Training for SEBE Staff, HDR and Honours Students'' and follow the instructions to register
4. In your Homepage locate the Safety Training Site by clicking the 'More' tab then 'Self Registration.



Should you require additional information about the safety seminars please contact:

Campus	Contact	Ext	Email
Burwood	Michael Holmes	17340	michael.holmes@deakin.edu.au
Waurn Ponds	Tim Sanders	72992	timothy.sanders@deakin.edu.au
Waurn Ponds	Dallas Windmill	71217	dallas.windmill@deakin.edu
Warrnambool	David Mills	33473	david.mills@deakin.edu.au

Each student is expected to obey safety rules and exercise caution and commonsense in all work activities.

Research Integrity Training

All candidates must complete Research Integrity Training before their confirmation of candidature. Research Integrity Training covers the requirements of the *Australian Code for the Responsible Conduct of Research* and other research integrity matters such as privacy and copyright. This is **compulsory** for all **Higher Degree by Research (HDR) students.** Candidates will fall into one of below categories:
1. candidates who have undergone confirmation of candidature on or before 30 June 2012 - must complete it by the time of their 2013 annual review of progress.
2. candidates who will undergo confirmation on or after 1 July 2012 - must complete the training before they complete the confirmation of candidature process.

Attending Training Research Integrity Workshops

You can attend Research Integrity Training in person by booking via the Cloud Deakin under Deakin Research Integrity Training.
To attend events in person at either Burwood or Waurn Ponds campus, register through your Cloud Deakin account.

Research Integrity Online Registration

Online training

All online training is run through the "Office of Research Integrity" Cloud Deakin site. To gain access to the training and quizzes, you will need to do the following:

- Log into CloudDeakin
- Click on the *More* button in the top right of the screen,
- Select *Self Registration* from the drop down menu,
- Choose the *Office of Research Integrity* link in the registration page that opens, and
- Click Register.

The site will then appear within the *My Sites* area of your Cloud Deakin homepage. This will give you access to training modules for all areas managed by Deakin Research Integrity (Animal Ethics, Human Ethics, Research Integrity, Radiation and Biosafety).

Ethics

In addition to Research Integrity Training, and depending on your field of research, you may be required to attend Ethics workshops and/or meetings. Deakin HDR students can attend training in:

- Human Research Ethics
- Animal Ethics
- Biosafety and Biosecurity
- Radiation Safety

NOTE: From 2 April 2012 it will be compulsory for all staff and students submitting a full ethics application for the first time at Deakin (either DUHREC or HEAG) to complete human research ethics training. This may be done in person or online, as per the Research Integrity Training Registration.

Library

The libraries at Deakin University are world standard and provide valuable resources to complete your research. You can use Deakin library facilities to make room bookings, borrow resources, access our digital repository and talk to our Research Liaison Librarians. You must use your Deakin student card to borrow from the library.
Opening Hours of the Library are to be found on the right hand side of the webpage.

Research Support from Deakin Library

Research is well supported by Deakin librarians and there is a range of services provided to HDR students including:

- Search and literature reviews (updated regularly): searching literature reviews and methods, interlibrary loans, theses, new research.
- Manage and share data: Deakin research data projects, guidelines, datasets, storing and curating data, sharing in cloud.
- Referencing: how to reference and avoid plagiarism, EndNote, cloud based referencing tools

- Get published: publishing strategies, Deakin Research Online (DRO), open access, copyright and licensing
- Workshops and seminars: upcoming library seminars and training, HDR training and resources.

In addition Deakin provides specialists practiced in the area of Life and Environmental Science library services to assist research students. Research Librarians provide high level support for Deakin's research community, by:

- managing, developing, delivering and evaluating targeted services
- providing tailored and targeted individual and group support.

Depending on which campus you are based, you have access to three Research Librarians who can be contacted as follows:

Burwood	Rickie Moray	Ext: 46313	r.morey@deakin.edu.au
Waurn Ponds	Jennifer Goh	Ext: 73472	jennifer.goh@deakin.edu.au
Warrnambool	Dorothy Rooney	Ext: 33349	dorothy.rooney@deakin.edu.au

Candidature

Milestones

There are a number of key milestones in your candidature.
Candidature Agreement - all candidates require a Candidature Agreement to be finalised within the first three months of candidature. This document sets out the expectations of all parties (e.g. candidate, supervisor, University) about the candidature and the contribution required from each.
Confirmation of Candidature - this is an assessment at an early stage of candidature as to whether you are making appropriate progress, whether the research question has been adequately worked out and whether a viable project plan has been developed. Confirmation needs to be completed within the first 6 to 12 months if you are full-time, or 12 to 18 months if you are part-time.
Annual Review of Progress - all candidates need to demonstrate satisfactory progress on an annual basis. Progress is reviewed every September using an online system.

Preparing your Candidature Agreement

A Candidature Agreement is an important document which is prepared during the first few months of candidature. It is an agreement between the candidate and the University regarding the topic of research, supervision arrangements, and consideration of the research program and the timetable for completion. Candidature Agreements require the approval of the Research and Research Training Committee.
Your Candidature Agreement will be sent to your principal supervisor and you will receive notification when you are required to complete it. The following matters are covered in the agreement:

- the details of candidature approved by the University;
- the supervision arrangements;
- any coursework required together with any advanced standing granted;
- details of specialist resources and facilities available to the project and arrangements for access to them;
- any special conditions which apply to the candidature, including restrictions on intellectual property and requirements for ethical approval;
- details of the materials to be presented for examination and the nature of the examination;
- consideration of the research program with a timetable for completion including major milestones and progress review dates;
- any additional requirements such as presentation of work at seminars.

The intention of the Candidature Agreement is to set out the expectations of all parties regarding the candidature. It is accepted that circumstances change and that it may be necessary to amend the Agreement during candidature. Changes can be made by agreement at any time, subject to the approval of the Research and Research Training Committee, and the document should be reviewed annually at the formal review of progress.
Offers of candidature are made subject to completion of a Candidature Agreement and if it is not completed within the first three months of candidature to the satisfaction of the Research and Research Training Committee, you may be excluded from candidature. Some useful resources include the items below:

Please ask your Research Supervisor for an example of a Research Plan.

Confirmation of Candidature

All HDR candidates at Deakin are admitted on a provisional basis and must satisfactorily complete the candidature confirmation process at an early stage of candidature. The purpose of the confirmation process is to improve the candidate's chances of successfully completing their degree by:
assessing the likelihood of a quality thesis being completed within the candidature time limit and identifying any difficulties early and remedying them.

Additional benefits of confirmation for the candidate are that it:

- provides reassurance that their research direction is sound
- encourages writing early in candidature so that there's less of a "mountain to climb" at the end
- provides a chance to develop their presentation skills.

The confirmation process is not meant to be intimidating for candidates - the whole purpose is to improve the candidate's chances of success. A major reason why some HDR candidates do not finish their degree is that they never actually start (i.e. they get to the end of their candidature time with an incomplete literature review and no clear research question). Confirmation requires candidates to focus on a clear definition of their research question at a very early stage, and to plan the rest of the project (including the writing of thesis) on that basis.

Time limit for confirmation

The time limits by which confirmation must be completed are as follows.

	Full-time candidate		**Part-time candidate**	
	Confirmation limit	**Aim to submit thesis within**	**Confirmation limit**	**Aim to submit thesis within**
Masters degree	6 months	24 months	12 months	48 months
Doctoral degree	12 months	36 months	18 months	72 months

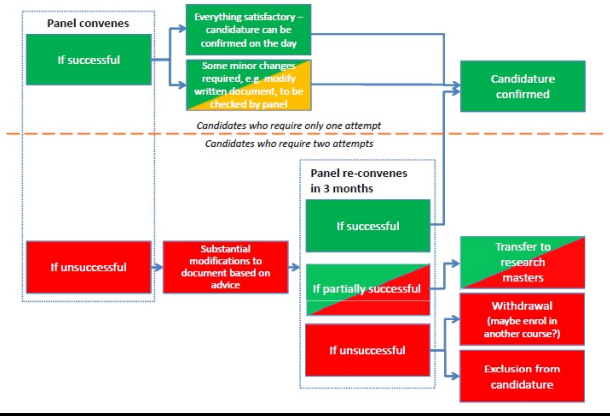
Preparing for confirmation

Advice on preparing for confirmation
If you wish to transfer from Masters to PhD, you can combine this process with confirmation.
Visit http://www.deakin.edu.au/students/research-degrees-doctoral-and-masters/what-is-confirmation
Candidates should check with their supervisor for any faculty-specific guidelines or requirements. The HDR contact people in the Faculty are another very useful source of information.

IMPORTANT:
Written Requirements for Confirmation
A Schedule of written requirements for Candidature can be found here Confirmation of Candidature Standards

Possible outcomes

The flow diagram below shows the possible outcomes from the confirmation process. Candidates who are not successful first time are given a second chance. In the case of a Masters candidate, the option of transferring to a Masters degree would obviously not apply.



HDR Policies and Procedures

Your responsibility as a Deakin HDR student is to familiarise yourself with essential policies and procedures during your research time here. This will ensure a quality of understanding by students of Deakin University's expectations and safeguard you against possible challenges along the way.

Breaches of the Code and Research Misconduct

If, as a student at Deakin, you become aware of activities that you believe could be research misconduct or a lesser breach of the Australian Code, you have several options.
You can go to a senior staff member appointed as the Advisor in Research Integrity to discuss the matter **confidentially**. ARIs are able to give you advice on research matters, and information on the research misconduct processes and your options for reporting a breach. Your contact is:
Prof David Cahill Email: david.cahill@deakin.edu.au
In the first instance, report suspected breaches of the code to your Head of School or research unit. If the matter involves a serious breach, or if you do not wish to discuss it with your HOS, you may refer the matter directly to the Deputy Vice-Chancellor (Research).
Deputy Vice-Chancellor (Research) Email: dvcr@deakin.edu.au
Phone: (03) 5227 1147

Financial Information/Funding Opportunities

Fees - HDR Students

Australian and New Zealand candidates

Successful applicants for HDR candidature who are Australian citizens or permanent residents or New Zealand citizens **DO NOT have to pay any tuition fees**.
The University's Amenities fee is not charged for higher degree by research students.

International candidates

Find out more about fee information for international candidates. The SRC's and the School provide other funding opportunities for International students however. Please see your Supervisor or our section on SRC's to discuss fee assistance.

Awards, Grants and External Funding

There are many opportunities for HDR students to complement their studies and receive financial assistance through the receipt of awards and/or funding. Students and staff of the School of LES have been successful in procuring a range of awards and research opportunities from within the university, government and independent sources.
You can access Deakin's awards and grants links page:
http://www.deakin.edu.au/research/support-for-researchers/find-funding

Financial Support

Deakin University provides $1500 in financial support to the School for each full time HDR student. The School provides an additional $1,100 funding to full-time LES HDR students to assist in managing research costs. This total of **$2,600** in funds is transferred to the HDR student's immediate supervisor who determines the best way to apply the total amount based on the type of research being undertaken by the HDR student. For example, the funds may be used to purchase materials or equipment for projects, fund travel, accommodation or field trips, or a supervisor may pool the funds to buy expensive equipment or supplies for a group of HDR students. It is important to discuss finances with your supervisor at the beginning of your candidature, so you are clear about your financial obligations and the limitations on funding.

Scholarships

Deakin University offers a range of scholarships for HDR students. The two main scholarship programs are Australian Postgraduate Awards (APA) offered by the Federal Government and Deakin University Postgraduate Research Scholarship (DUPRS) offered by Deakin University. These scholarships provide an annual stipend of over $24,000, a relocation allowance, and paid sick, maternity and paternity leave. They are only offered to students achieving first class honours or the equivalent who are enrolled in a HDR degree. For terms and conditions please visit APA-DUPRS. Please note, international students have until July 31 for the scholarship application deadline, whilst domestic students have until 31 October. You will find details of all HDR scholarships available at: Scholarships, with values from $3000 to over $20,000. The 'Guide to Candidature' will outline possibilities for financial support.

Working for the School and scholarship requirements

Full-time candidates are expected to devote the majority of their time to their research program. It is possible to undertake a limited amount of paid work provided that it does not interfere with the progress of the research program. Approval must be obtained from the supervisor before undertaking employment. The usual limit is a maximum of six hours per week. Full-time candidates wishing to work for a greater number of hours must apply in writing to the Chair of the Research and Research Training Committee. The letter of application must be accompanied by supporting comments from the supervisor and Head of School. There may be limited opportunities for part-time employment within the University. You should submit your resume or request for employment with the Technical Officers or Technical Manager at your campus.

Conference Funding

HDR candidates are entitled to an allocation of up to **$3,000** over the term of their candidature, in one, two or three portions. The allocation(s) must be solely for the purpose of defraying the costs associated with attending a conference(s) relevant to the HDR candidate's research topic. The HDR student must be presenting either an oral presentation or a poster at a reputable conference in order to obtain the funding.

The funding is available for either Masters or PhD students undertaking a higher degree by research on either a full time or a part time basis. The funding must be used only for attending a conference, and does not replace other internal Faculty/School support for HDR candidates, but is to be a contribution towards conference attendance only. The HDR conference support fund is a centrally funded initiative allocated from the Deputy Vice Chancellor (Research).

Procedure:

Approval to attend a conference must be sought **prior** to any payments/bookings being made

The Associate Dean Research **must** provide approval for any application to attend a conference funded by the HDR conference support fund

The process of approval and booking is below:

1. Obtain proof of acceptance to present either an oral presentation or poster at a reputable conference
2. Submit the proof of acceptance to the Associate Dean Research (via email) for funding approval: mailto:adrst@deakin.edu.au
3. Once Associate Dean Research approval is received, obtain approval from relevant School board (where necessary) **and** the Head of School
4. Liaise with the Administrative Officer for your School to arrange payment of conference registration, accommodation, travel and other related expenses. For a list of the Administrative Officer at your campus, see page 7 of this manual.

Please ensure that you have all necessary approvals/travel/conference paperwork **prior to seeing your Administrative Officer.

Note: For international conferences, approval from the Pro Vice Chancellor will also be required; however this will be sought by the Administrative Officer once all paperwork is complete.

NB: Any questions relating to these guidelines can be directed to either Susan Rose (17491) or the Associate Dean Research – David Cahill (71299)

There are also many external awards granted to various research areas. See the following links for more details:

- **2013 Prime Minister's Prizes for Science - Call for Nominations**
  Online Nominations: http://www.industry.gov.au/Pages/default.aspx
  Prime Minister's Environmentalist of the Year Award and Young Environmentalist Award Details on the Prime Minister's Environmentalist of the Year and the Prime Minister's Young Environmentalist of the Year awards are available at the United Nations Association of Australia website.
- **Australian Museum Eureka Prizes**
- http://australianmuseum.net.au/eureka
- **Pozible Funding: Deakin University**
  For more information about Pozible, please contact the Project Director, Professor Deb Verhoeven, at deb.verhoeven@deakin.edu.au
- **Discovery Indigenous Funding: Deakin University Research Grants**
  For more information visit the http://www.arc.gov.au/sites/default/files/favicon-96x96.png.
- **The Royal Society of Victoria Research Medal for Scientific Excellence 2013**

For full guidelines and conditions please visit http://www.royalsocietyvictoria.org.au/awards-and-prizes/

The Royal Society of Victoria Young Scientist Research Prizes

For full conditions and guidelines please visit http://www.royalsocietyvictoria.org.au/awards-and-prizes/

School Operational Procedures

Vehicle Booking Procedure

The School has a range of vehicles, including cars and four wheel drives, as well as boats. Whilst some vehicles are available for booking through the School, most booking requests for School vehicles are to be made through SmartFleet - ***www.smartfleetaustralia.com.au***
All users require a profile to access the system. To create a profile you will need to complete the APPLICATION FOR ACCESS TO ON-LINE VEHICLE BOOKING SYSTEM form.
Note the following:
• Driver details
• Read the conditions of use
• Motor Vehicle Fringe Benefits – Employee Declaration

When completed, return the form to your Vehicle Booking Officer on campus **who will provide you with your login.**

Campus	Contact	Extension	Email
Burwood	Clorinda Schofield	17617	clorinda.schofield@deakin.edu.au
Geelong Waurn Ponds	Claire Maginness	72618	claire.m@deakin.edu.au
CIE Geelong	Natasha Kaukov	73115	natasha.kaukov@deakin.edu.au
Warrnambool Vehicles	Sharon Rowe	33435	sharon.rowe@deakin.edu.au
Warrnambool Boats	Sean Blake	33527	s.blake@deakin.edu.au

Making a Booking request *www.smartfleetaustralia.com.au*
When completing a booking request you must add the following information in the **comments**:
• Purpose of your travel –e.g. Meeting with Prof Guang Shi to confirm course details at Burwood Campus / Research trip to Otways.
• Account code to charge – if you are using the vehicle for research purposes the account code must be included (your supervisor can give you the HDR account code).
• All students must have their supervisors' approval prior to submitting a request. Please note this in the comments. Email confirmation may be requested by the approver.

Important Note:
BEFORE using a 4WD, you must complete the required training (see Clorinda Schofield at Burwood 03 9251 7617; Dallas Windmill at Geelong 03 5227 1217; or Sharon Rowe at Warrnambool 03 5563 3435).

Private Vehicle Use
On occasion, vehicles are not available for use.
University policy guidelines are as follows:
1. Use a University central pool fleet vehicle (however they do not have 4WDs)
2. Hire a 4WD from an external hire companies (Avis, Hertz, etc.).
3. Private use

Please note, the University does not cover any insurance claims for private vehicle use. If you are unfortunate and have an accident in your own car whilst doing work for your Research Project, you will have to pay the cost of the repair of the vehicle. It is important that you contact your insurer to satisfy yourself that your private vehicle is adequately insured before agreeing to use it for University business. It is also very important that you contact your personal insurer to ascertain whether your policy covers

business use. If it doesn't, and you have an accident whilst doing work for your Research Project, you will not be covered

Travel Bookings

From time to time students may be required to travel to attend a conference or undertake research interstate. When arranging travel it is important that students meet with their Supervisor first to discuss the correct procedure to obtain approval.

Reimbursements for travel

Students may need to seek reimbursement for out of pocket expenses related to travel. If approved by their Supervisor students can claim back such expenses through the Travel & Expense Management System (TEMS). For further information please speak with your Supervisor.

Insurance

The University has a range of insurance policies to cover students on field trips, fieldwork, off campus field assignments, practical placements, work experience, excursions, practical training and internships. You will be covered under the following:

- Public Liability
- Professional Indemnity
- Personal Accident
- International Travel
- Medicare (domestic students only)

Travel insurance is not automatically granted upon enrolment. Make a request for travel insurance by submission online.

Purchasing

For a full explanation of purchasing procedures you will need to visit School of Life and Environmental Sciences student information and go to the Resources section.

After Hours Work Access

The School has recently implemented a policy for working outside the hours of 8am until 6pm, Monday to Friday that requires all staff and students to obtain approval to laboratories and workshops outside these hours. It is important for the School Technical team to record and have notification of low and medium risk work in the labs to alert security and ensure there's no high risk lab work conducted after hours. This is because the School cannot provide first aid assistance or fire wardens after hours.After Hours Work Form

Room Bookings

Room bookings can be made by emailing the Administration Officer at your campus and requesting they book the room for you. You may also use the Outlook calendar by 'inviting' the required room and the guests you wish to attend.

Health and Safety

Introduction

Research projects must be conducted in accordance with Occupational Health and Safety legislation as well as University Health and Safety policies and procedures. Individual staff members, researchers and students have a statutory duty to cooperate in maintaining a safe work place, take reasonable care for others and follow all procedures and instructions for the safe management of research projects.
A Project Safety Plan is a standard form that can be used to document a hazard assessment of a research project. Project Safety Plan Supplements are standard forms that are used to document a particular area such as biosafety during a hazard assessment of a research project. The Project Safety Plan will direct which supplements are necessary, if at all. Candidates should complete a Plan with the supervisor before the commencement of a research project and whenever there are major changes to the project with the potential to affect health and safety. There should be full discussion between supervisor and candidate of the risks of any research and the procedures to be followed to minimize the risks. For further advice contact the Laboratory Manager, the Head of School or University OHS Unit.
Research that involves the administration of ionizing radiation to human volunteers requires specific clearances. Please contact the University Radiation Officer, Matthew Connolly (03 5227 1370) or email matthew.connolly@deakin.edu.au

Work Safety Assessment

The hazards involved in any research or experimental work should be identified and assessed before the work commences. If this does not occur then the University and the persons organising or controlling the work are exposed to action under the OHS legislation for not ensuring a safe system of work. This requirement includes not only scientific work but all research or experimental activities that are potentially hazardous. In general the identification of hazards associated with the proposed research or experimental work is not difficult or time-consuming. Similarly the assessment of risk consists of asking whether there is any likelihood of injury, illness or disease associated with each of the potentially hazardous situations identified in the hazard identification process. If assistance is needed in carrying the hazard identification or risk assessment process then bring this to the attention of your supervisor who will be able to direct you to further assistance from within the faculty/institute or elsewhere in the University. Begin with the Work Assessment overview form (Appendix 4), and applicable hazards or risks will be identified here.

Material Safety Data Sheet

MSDS's can be found at Chemwatch
They provide information regarding the chemical and physical properties, safe storage, use, disposal and health hazards of hazardous materials. They also provide risk phrases used in the Risk Assessment form. A MSDS must be accessible for all hazardous materials in your lab. A MSDS must be less than 5 years old. It is essential you maintain an electronic file of your MSDS's or print and save. For exact instructions on how to navigate the Chemwatch site, please see screen shots at Appendix 5.

Risk Assessment and Management

The School of Life and Environmental Sciences has developed induction training and online resources to assist researchers to minimize risk while they work. We have plans around working safely with chemicals, dangerous goods, radiation and lasers and safety around biological and plant substances. There are manuals about conducting field research, care in the office environment and travel responsibilities. It is important you read relevant links found at our Risk Management site.

First Aid

It is important to familiarise yourself with your nearest first aider in an emergency. For a current list of all First Aiders go to http://www.deakin.edu.au/life-at-deakin/health-wellbeing-safety/emergency-and-crisis-info/first-aiders ,(Search under **SEBE**).

In case of an incident, you will be required to fill out an Accident and Hazards report (see Appendix 6).

Other LES Information for HDR Students

News and Reports

The School of Life and Environmental Sciences has a diverse range of researchers and academics who are at the forefront of their field or industry. They continue to share their knowledge and findings with the world through reports and publications. You will find many published articles and reports by past students, current researchers and past and present staff. General and current Research News is available containing news from all schools within the University.

Faculty Social Events

The Faculty arranges functions over the school year to enable staff and students to network, socialise, meet new people and catch-up with colleagues. Social occasions, conferences and events for our School can be found at http://www.deakin.edu.au/sebe/news-events

Feedback

The School encourages students to bring forward their suggestions about making LES a better place to conduct research. Any student who sees an opportunity for improvement is encouraged to talk it over with management. Management can help bring ideas to the attention of the people in the organization who will be responsible for possibly implementing them. All suggestions are valued and should be communicated through your Supervisor on Campus Coordinator.

Deakin University - General Information for HDR Students

Induction

Candidates are strongly encouraged to attend induction events organised by the Deakin Research Training Group. These provide an important introduction to HDR studies with a great deal of advice on how to complete your course and have a positive research experience.
The **induction workshops** provided by the Institute of Research Training cover:

- the main procedures and processes associated with your candidature
- the nature of a research degree and stages of candidature, including the milestones of candidature agreement, confirmation of candidature, and annual reviews
- the candidate-supervisor relationship
- managing your project, your data, your time, your supervisors, and yourself
- ethics approval for research involving human or animal subjects
- introductions to Faculties, Institutes, and Strategic Research Centres
- the support services including Library, DUSA (student association) and Division of Student Life.

The HDR community at Deakin

As an HDR candidate at Deakin, you're part of a student community of over 1200, but also part of a larger research community including Deakin academics as well as candidates and academics from other universities around the world.
Millions of people use Facebook and LinkedIn every day to keep up with friends and colleagues, to upload information, share links and videos, and learn more about the people they meet.
You are invited to join the Facebook group, Deakin-Higher Degrees by Research by clicking the Facebook icon above right. Deakin's HDR Facebook site has been established to give HDR candidates the opportunity to share and make their world more open and connected. HDR's Facebook site will also inform you of HDR events and seminars, further personalising your research experience at Deakin.

Deakin Research News

The Research team at Deakin provides up to date news and stories by current researchers and academic staff which can be accessed through the Deakin Research Facebook page. Stories and research activities by all faculties, are showcased here and news events, blog links, and television items are also advertised. These sites provide a wonderful picture of where Deakin researchers are focusing their talents and expertise. Once your email is set up, you will also be sent updates from the Associate Head of School (Research) Giovanni Turchini, via email. If you have news to share, please email details to your supervisor or our Faculty Communications Officer, Ms Vanessa Barber vanessa.barber@deakin.edu.au.

Strategic Research Centres (SRCs)

Deakin is recognised as a leader in the development of successful industry and government partnerships where our world-class researchers work in multidisciplinary environments, within defined research centres. The School has three strategic research centres that provide an umbrella for research into selected fields

Centre for Integrative Ecology

Our vision is to address the fundamental question: ***how does life react to change*** on both short and long time scales? The relevance and timeliness of this subject is overwhelmingly obvious: we are facing dramatic changes globally, with humans exerting an enormous environmental footprint on the planet, more so now than ever before. This creates an urgency for ecologists to identify ways to reduce anthropogenic impacts on the environment. Ironically, these impacts also provide enormous opportunities for ecologists and evolutionary biologists to see how these perturbations influence biota over both short and long-term periods.

The goal for our research is to foster new conceptual understanding that advances fundamental science while also making innovative contributions to applied conservation and natural resource management.

In order to increase our chances of achieving significant advances in the ecological sciences, the Centre for Integrative Ecology aims to stimulate and promote collaborative research activities and eliminate traditional borders between conventional fields of ecological research.

The CIE is one of the largest Strategic Research Centres at Deakin, with 32 academic staff, 17 research fellows and 74 PhDs. The latter form the powerhouse of our research. Therefore, about half of our annual $0.5 million budget directly flows to our HDRs' research, whereas our HDR's also profit greatly from the remainder. In order to create a vivid research culture in which our staff and students thrive and excel, we put a lot of effort into education and communication. Our weekly seminar series with national and international speakers on cutting edge issues within ecology is one of the exponents of this strategy, aiming at creating a scientific network which will encourage all of us to work more effectively, share more ideas, and reinforce our enthusiasm. Another is our annual two day Postgraduate conference, providing career guidance and assisting postgraduates in achieving high scientific standards in their work. Also a number of courses and workshops are organised annually to bring HDRs up to speed with, for instance, scientific paper writing, the latest general statistical methodologies and spatial analyses.

Thus, if you are an HDR student within the field of Ecology or with an interest to include ecological issues into your research, it is definitely worthwhile to check the Centre for Integrative Ecology out.

Contact: Prof Marcel Klaassen Geelong Campus at Waurn Ponds **Phone:** 522 72464
Email: marcel.klaassen@deakin.edu.au

Centre for Chemistry and Biotechnology

The Strategic Research Centre (SRC) encompasses Chemistry and Biotechnology. These two research areas are linked by a desire to understand how molecules are made, how they can be utilised and how they work in complex biological systems.

Research within the SRC falls into two major areas:

- Biotechnology
- Chemistry

Biotechnology is an important industry sector that covers molecular biology, human and animal health, pharmaceuticals, environment, agriculture, medical devices, nanotechnology and related sciences and manufacturing, together with the associated business, regulatory, and intellectual property skills. Much of the research undertaken within the SRC is underpinned by chemistry that has as its core the isolation, synthesis, processing and detection of compounds, especially those with biological activity. There is a strong link between chemistry and forensic sciences in research and innovation. Our research includes medicinal, supramolecular and natural product chemistry and applications of chemiluminescence as a qualitative and quantitative tool for the determination of pharmaceuticals, antioxidants in food, other biologically active molecules and explosives.

The centre is always keen to hear from intelligent, progressive and creative potential research candidates who seek to develop specialist skills within areas covered by this SRC. We encourage prospective candidates to develop their own projects within the Centre's framework and to explore this with the Director.

Centre Director

Prof Colin Barrow: Geelong campus at Waurn Ponds on 522 71318
Email: colin.barrow@deakin.edu.au

Centre for Molecular and Medical Research

The Molecular and Medical Research Strategic Research Centre (MMR SRC) combines the leading medical and biomolecular research programs from the Faculty of Health and the Faculty of Science and Technology at Deakin University, including those housed with our key partners, Barwon Health and CSIRO(AHHL). Collectively, the MMR SRC comprises over 100 staff and research students and four distinct research facilities.

Vision - A world-class medical research grouping with a unique research profile that will enhance Deakin's reputation nationally and internationally

Focus - Molecular basis of health and disease, spanning basic gene discovery and molecular analysis through to pre-clinical development, including translational research into novel strategies for optimising health and new therapeutic targets.

Information for prospective students and postdocs

The Molecular and Medical Research Strategic Research Centre provides an outstanding environment for high level research training for students and postdoctoral fellows, with state-of-the-art facilities, experienced and enthusiastic supervisors, excellent research support and a proven track record in producing high quality research.

Contact Us

Melbourne Campus at Burwood: Professor Leigh Ackland leigh.ackland@deakin.edu.au
Geelong Campus at Waurn Ponds: Professor Alister Ward alister.ward@deakin.edu.au

Centre for Regional and Rural Futures (CeRRF)

Cutting-edge research addressing regional, national and global problems

The Centre for Regional and Rural Futures (CeRRF) is unique in the Australian context as it has the capability and capacity to address regional and rural productivity problems with teams from engineering, science, business, economics and the humanities. The Centre will focus on bridging the gaps between regional enterprises, governments and academia. With significant investment in cutting edge facilities and fitted with state-of-the-art equipment, CeRRF will be positioned as the premier centre for regional research and produce the best innovations that will positively impact rural communities here and around the world. CeRRF is focusing on new directions and providing innovative solutions that will address this problem and the need to double food production with less available resources. This new Centre will focus on the following core themes, all of which are challenges facing humanity in the 21st century and beyond:

- Food and Food Security
- Smart Agriculture
- Sustainable Industrial Biotechnology
- Developing Regional Competitiveness

Drawing on expertise locally, regionally and internationally, CeRRF will also facilitate and lead Deakin's interactions with rural and regional industries and communities. By acting as a focal point for interactions, the Centre delivers brand development (also for its partners) and facilitates new research, training and teaching activities across Faculties, Institutes and Strategic Research Centres. The Centre's programs are interlocking and supported by existing Faculty staff, new senior academic appointments and external partners. Further, CeRRF will serve as an attractor to engineering, science, finance, humanities and related professions offering activities and experiences from undergraduate right through to PhD level.

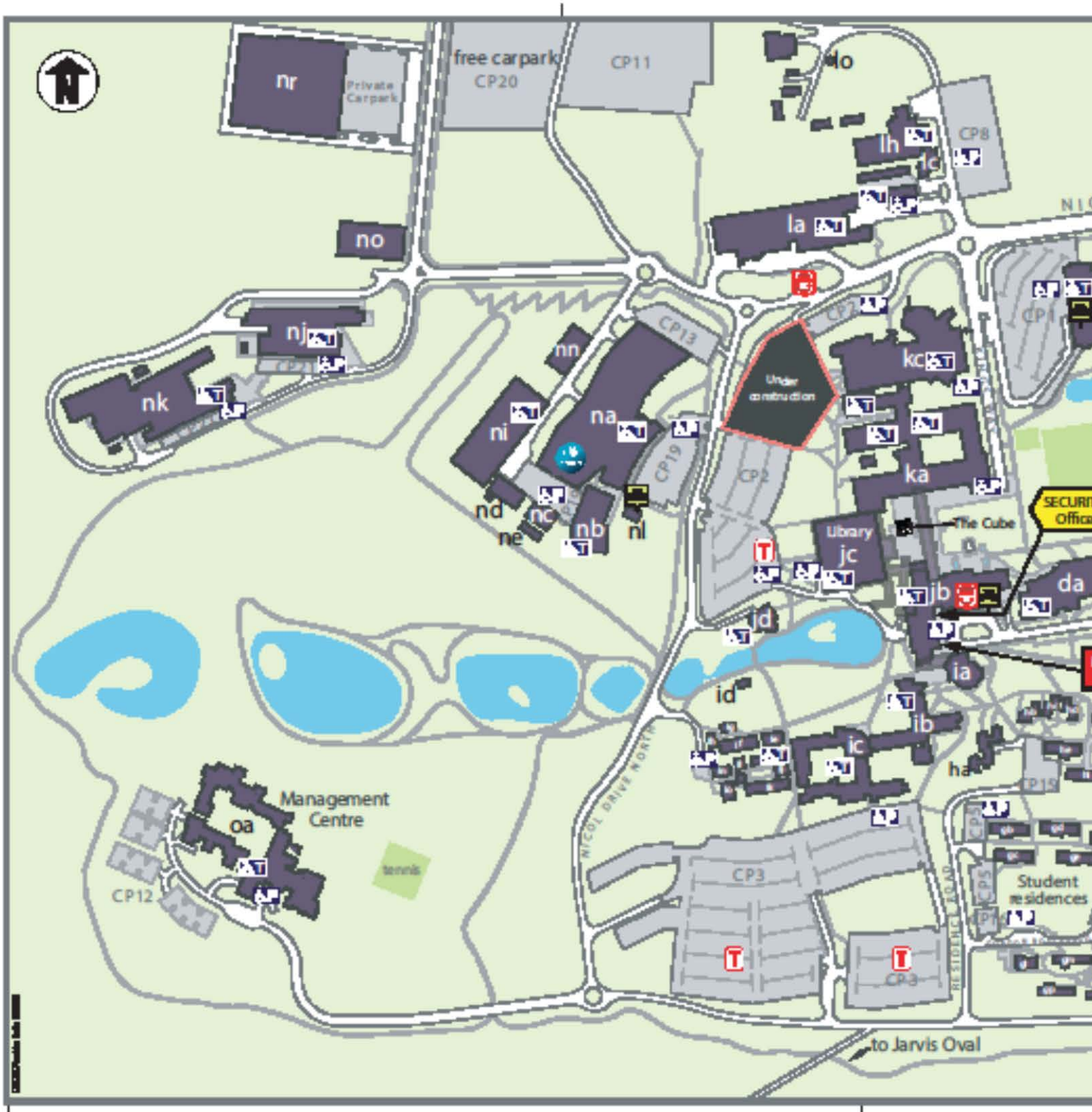
Contact Us

CeRRF
Centre for Regional and Rural Futures
Deakin University
75 Pigdons Road
Waurn Ponds Victoria 3216

5247 9106

Appendices

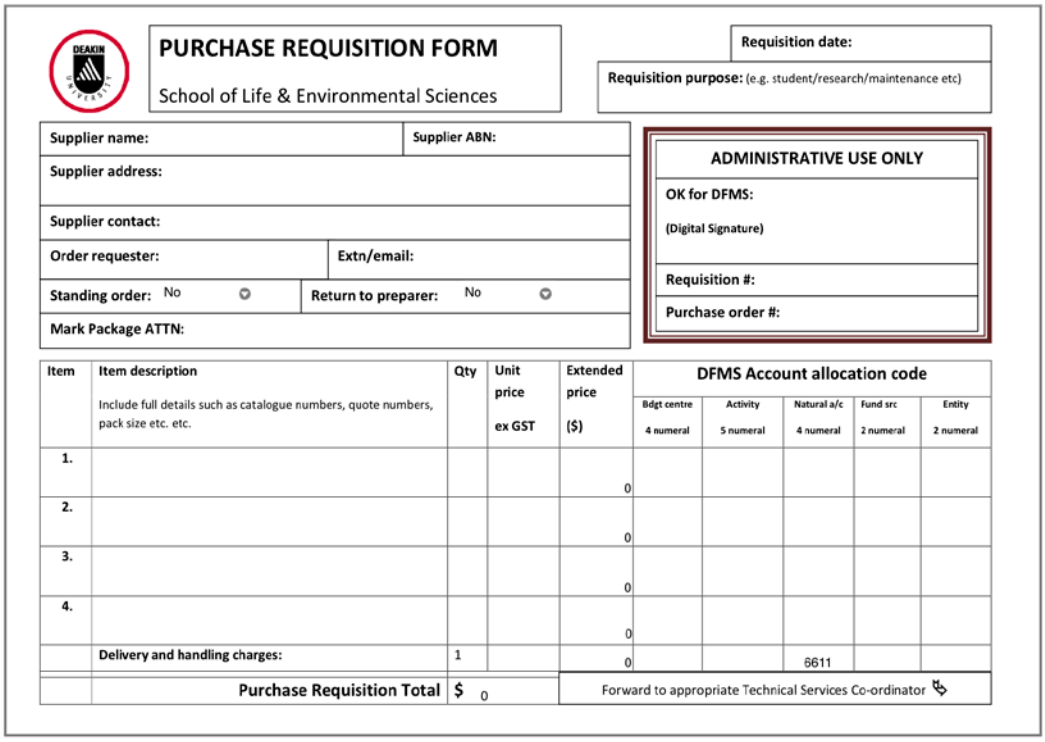
Appendix 1 Waurn Ponds Map



Appendix 1 Burwood Map

Appendix 1 Warrnambool map

Appendix 2: Purchasing Order Form



PURCHASE REQUISITION FORM

School of Life & Environmental Sciences

Requisition date:

Requisition purpose: (e.g. student/research/maintenance etc)

Supplier name:	**Supplier ABN:**
Supplier address:	
Supplier contact:	
Order requester:	**Extn/email:**
Standing order: No	**Return to preparer:** No
Mark Package ATTN:	

ADMINISTRATIVE USE ONLY

OK for DFMS:

(Digital Signature)

Requisition #:

Purchase order #:

Item	Item description Include full details such as catalogue numbers, quote numbers, pack size etc. etc.	Qty	Unit price ex GST	Extended price ($)	DFMS Account allocation code Bdgt centre 4 numeral	Activity 5 numeral	Natural a/c 4 numeral	Fund src 2 numeral	Entity 2 numeral
1.				0					
2.				0					
3.				0					
4.				0					
	Delivery and handling charges:	1		0			6611		
	Purchase Requisition Total	$ 0		Forward to appropriate Technical Services Co-ordinator					

Item	Item description Include full details such as catalogue numbers, quote numbers, pack size etc. etc.	Qty	Unit price ex GST	Extended price ($)	DFMS Account allocation code Bdgt centre 4 numeral	Activity 5 numeral	Natural a/c 4 numeral	Fund src 2 numeral	Entity 2numeral
5.				0					
6.				0					
7.				0					
8.				0					
9.				0					
10.				0					
11.				0					
12.				0					
13.				0					
14.				0					

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Appendix 3: Work Assessment Form

Deakin University
Work Safety Assessment: Overview

Last Update: 19 February 2014
Owner: Manager HWS

Instructions

1. Download a copy of the most recent version of this form from the OHS website.
2. Complete Sections 1-3 of this form prior to beginning work to identify the different types of hazards associated with all teaching and research work.
3. Complete the applicable Hazard Assessment Form(s) as selected on this form with the assistance of your Supervisor.
4. Forward Overview and Hazard Assessment Form(s) electronically to the nominated Safety Officer, so that approval can be given on the Hazard Assessment forms.
5. Following approval, forward Overview and Hazard Assessment Form(s) electronically to additional participants to sign
6. Following approval, forward the Overview and Hazard Assessment Form(s) electronically to Area Technical/Lab Manager for approval & sign-off
7. Forward Overview and Hazard Assessment Form(s) electronically to your Work Supervisor for overall approval & sign-off
8. Work can only commence once approval has been received on all documents.
9. A copy of documents should be stored within the School, etc. as well as being made available to all participants.

***Note:** Completion and approval of this form is the key way for Deakin University to be assured that the Researcher/Student is aware, trained and adequately supervised in their specific work's requirements for hazard identification, risk assessment and the implementation of hazard control measures.*
This process is part of the requirement to document what has been done to minimise the liability of Deakin University and the personal liability of the Work Leader, Work Supervisor etc., Area Manager and Participants under the Victorian OH&S Act.

Section 1: Project Information

Work Supervisor / Manager / Unit Chair name (Highlight title as appropriate): (i.e. Principal Researcher supervising work)	
***If applicable* - Work Leader name and position (e.g. Hons student):** (i.e. Lead Researcher performing work)	
***If applicable* - Additional Work Participant(s), name and position:**	
Faculty & School or Research Centre:	
Primary Campus or Location for Work/Unit:	
Work/Unit Title:	
Work/Unit Code: (Use format *Year /Month/Project Leader Surname/Initial* – e.g. 2011/10/Smith/B)	

Work Start Date:		**Estimated Work End Date:**	

Section 2: Summary of work

Provide a brief summary of the proposed work, using plain language with non-scientific terms. Also list potential hazard areas that will need to be addressed (e.g. radiation, microorganisms, chemical hazards, fieldwork, physical hazards)

Section 3: Identification of Hazard Categories

Check the relevant boxes below to identify the hazard categories of the proposed work:

3.1 Biological hazards

- ☐ Human tissues, human blood or other body fluids
- ☐ Potentially pathogenic or pathogenic bacteria, fungi, viruses, protozoa or cell cultures
- ☐ Zoonotic microorganisms
- ☐ Genetic manipulation (OGTR)
- ☐ Use of imported biological materials (DAFF Biosecurity, *formerly AQIS*)
- ☐ Live animals or animal tissues, eukaryotic cells/cell lines
- ☐ Other biological safety issue(s)

If any box is checked complete the **Biological Hazards Assessment Form at the** OHS website

3.2 Human Ethics

- ☐ Research involving human participants, use of identifiable personal records or use of stored human tissue (including blood samples)

If the box is checked Human Research Ethics Unit approval will be required. Refer to the Human Research Ethics website (deakin.edu.au/research/integrity/human/index.php).

3.3 Chemical hazards

- ☐ Hazardous Substances or Dangerous Goods new to your work area
- ☐ Chemical procedures or processes **NOT** covered by Safe Work Procedures approved by the Officer responsible for Chemical Safety in your work area
- ☐ Regulated substances (Scheduled medicines or poisons, carcinogens, Chemicals of Security Concern, drug precursor chemicals, explosives)
- ☐ Higher risk chemicals (e.g. cyanide, lead, hydrofluoric acid, phenol, osmium tetroxide, chromate/dichromate salts, toxic gases, spontaneously combustible solids, dangerous when wet solids, strong oxidising chemicals, organic peroxides, sensitisers, toxic for reproduction, mutagens, highly corrosive or very toxic chemicals, persistent organic pollutants, chemicals of environmental concern)
- ☐ Importation or synthesis of Novel chemicals
- ☐ Large scale reactions
- ☐ Special procedures
- ☐ Other chemical safety issue(s)

If any box is checked complete the **Chemical Hazards Assessment Form at the** OHS website

3.4 Radiation hazards

- ☐ Sealed or unsealed Ionising radiation sources
- ☐ Ionising radiation apparatus (excluding X-ray diffraction Units)
- ☐ Non-ionising radiation (Unguarded Class 3B or 4 Lasers, UV, IR, Radiofrequency)
- ☐ Strong magnetic fields (excluding nmr)
- ☐ Other radiation safety issue

If any box is checked complete the **Radiation Hazard Assessment Form at the** OHS website

3.5 Fieldwork & off-campus activities

- ☐ Use of car, boat or trailer
- ☐ Work under hazardous conditions (e.g. aquatic environments, cliff faces, diving, remote locations, after hours)
- ☐ Exposure to extreme weather or environmental conditions (e.g. very low or high temperatures, blizzards in alpine areas, poor visibility)
- ☐ Handling of animals in the field
- ☐ Work carried out at workplaces not under the management of Deakin University (e.g. another university, research establishment, government institute, business)
- ☐ Travel or work overseas
- ☐ Other fieldwork safety issue

If any box is checked complete the **Fieldwork & Off-campus Activities Hazard Assessment Form at the** OHS website

3.6 Plant & physical hazards

- ☐ Power operated machinery (called *plant*)
- ☐ Repeated movement of objects
- ☐ Lifting of heavy objects
- ☐ Excessive or repeated noise or vibration
- ☐ Extreme heat or cold, molten materials
- ☐ Welding
- ☐ Other plant or physical hazard safety issue

If any box is checked complete the **Plant & Physical Hazard Assessment Form at the** OHS website

Section 4: Sign-Off and Approval

Work Leader (e.g. Hons or PhD Research student, Research Assistant)

As the Work Leader I believe so far as is practicable that:

a) This Work Safety Assessment Overview is correct

b) The hazards involved in this work have been identified in the following Hazard Assessment Form(s):
(Please select Hazard Assessment forms that have been completed)
☐ Biological Hazards ☐ Chemical Hazards ☐ Radiation Hazards
☐ Fieldwork / Off-Campus Activities ☐ Plant & Physical Hazards

c) Adequate hazard control measures have been identified in the Hazard Assessment Forms indicated in (b), and have or will be implemented and will be used. Adequate training will be undertaken and the work will be carried out under appropriate supervision.

Name: **Signature:** **Date:**

Additional Participants

I have read and understood the information contained within this Overview and the relevant Hazard Assessment(s), identified in the Work Leader's sign-off above. I agree to comply with all control measures, training and supervision, under the direction of the Work Supervisor/Manager/Unit Chair.

Name: **Signature:** **Date:**

Name: **Signature:** **Date:**

Name: **Signature:** **Date:**

Name: **Signature:** **Date:**

Area Manager Approval (e.g. Laboratory or Technical Services Manager)
Comments and Conditions
I believe, so far as is practicable, that facilities and equipment within the area and the proposed procedures are adequate for the work as described in this Overview and the relevant Hazard Assessment(s) identified in the Work Leader's sign-off above.
Name: **Signature:** **Date:**

Work Supervisor/Manager/Unit Chair (e.g. Research Project Supervisor)
As the Work Supervisor (or Unit Chair) I believe so far as is practicable that:
a) This Work Safety Assessment Overview and the relevant Hazard Assessment(s), identified in the Work Leader's sign-off above, are correct and that the control measures will be in place when the work occurs.
b) Adequate training has been/will be provided to all participants in this work to enable them to operate safely
c) Adequate supervision will be provided to all participants in this work to enable them to operate safely
Name: **Signature:** **Date:**

Section 5: Review

The Work Leader and Work Manager must review the work at least annually or immediately if a considerable deviation from the original work plan occurs. Complete a new Work Safety Assessment for significant changes to the hazards and risks.

List details of reviews below:

Date of review	Are there significant changes to the project?	List any changes to personnel working on the project since previous review
	☐ No change ☐ Alteration required to WSA	**Added:** **Removed:** **Work Leader signature:** **Work Manager signature:**
	☐ No change ☐ Alteration required to WSA	**Added:** **Removed:** **Work Leader signature:** **Work Manager signature:**

Section 6: Decommissioning the Work

Work Leader

The work described has ceased and, as far as is reasonably practical, all associated hazards have been removed.

All issues identified on each Hazard Assessment form under the specific requirements to decommission the work have been completed and the equipment / space / chemicals / biological materials etc. released for other work.

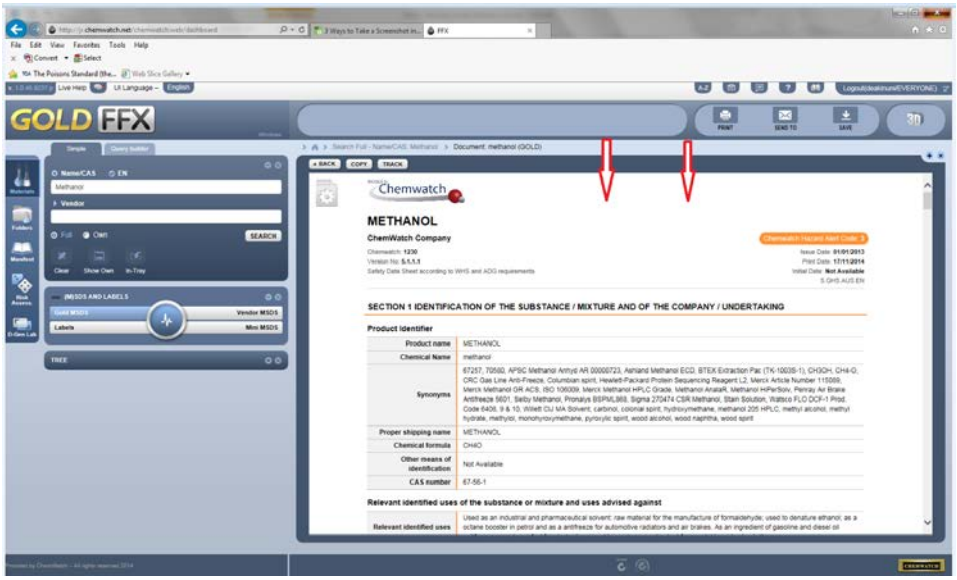
Any equipment and materials that need to be retained until the research work is published has been identified with: *Your Name; Date Stored;* and *Mobile Phone Number.*

Name: **Signature:** **Date:**

Appendix 4: Chemwatch MSDS

Step 1: click on 'Gold MSDS'.

Step 2: Insert the name of the chemical you want information on next to 'Name/CAS Number' then click on 'Search' button:



Step 3: MSDS information. You must print it, or save to an electronic file.

Appendix 5: Accidents and Hazards Report

Deakin University
Accident and Hazard Report

Use this form to report any workplace accident, injury, illness, near miss, dangerous occurrence or hazard
A separate Workers Compensation Claim Form and Certificate of Capacity is required if compensation is sought.

A copy of this form should be retained by you. The form should be reviewed and signed by your supervisor.
Original copy must then be forwarded to the Occupational Health and Safety Officer, Human Resources Services

Details of the person involved in the accident or reporting the hazard

Surname: _____ Given Names: _____ Date of Birth: _____ Sex: M F

Status: Academic Staff: ☐ General Staff: ☐ Student: ☐ Contractor / Employed by Contractor: ☐ Visitor: ☐

Staff / Student: Number: _____ Faculty/School/Division: _____

If staff: Job Title: _____ Continuing: ☐ Casual: ☐ Supervisor: _____

If Contractor/employed by contractor: Name and address of Contractor: If Visitor: Address:

Details of the accident or hazard

Date of accident: _____ and Time: _____ am/pm Campus: F G M T W

Where did the event happen? Be specific, e.g. room and building _____

Describe the accident: task being performed, sequence of events, unexpected event, or hazard: the nature and seriousness of the hazard

_____

_____

_____

Witness (if any) _____

Details of the injury / illness if any

Type(s) of injury/illness e.g. strain, cut , burn

_____

_____

Part(s) of the body injured: specify left/right where appropriate

_____

_____

Injury event: what action/exposure/event directly caused the injury/illness.

_____

_____

_____

Injury agent: What object/substance/circumstances were directly involved

_____

_____

_____

Please Note, if applicable, Cause(s) of Accident/Hazard:

Human Error ☐	Maintenance Failure ☐	Poor Design ☐	Procedures Not Adequate ☐	Procedures Not Followed ☐	Random Event ☐	Training Not Adequate ☐	Sport Activity ☐

Other: Please specify: _____

Actions recommended / taken to prevent re-occurrence or remove hazard:

Replace or repair equipment/area ☐	Improve Design ☐	Clean up ☐	Use safer alternative materials ☐	Provide training ☐	No action necessary ☐
Improve signage or markings ☐	Consult with workers ☐	Establish safe working procedure ☐	Improve or increase supervision ☐	Install safety devices ☐	

Action taken to prevent re-occurrence / remove hazard (and who by/when by?):

_____

_____

Supervisor: _____ Date: _____ Extension: _____

Initial Treatment: None ☐ First Aider ☐ University Nurse ☐ Doctor/hospital ☐ Other ☐ _____

Outcome: Returned to work/study? Yes ☐ No ☐ Admitted to hospital? Yes ☐ No ☐

Name of the person completing this form

Name: _____ Date: _____ Extension: _____

Appendix 6: After Hours Work Form

After-Hours Lab Work Procedure
School of Life & Environmental Sciences, Waurn Ponds

No honours or postgraduate student is to work in <u>any</u> laboratory outside university hours of 8:00am to 6:00pm, Monday to Friday, unless an After-Hours Work Form has been approved by the Work Supervisor and Technical Staff.

This form must also be completed for any occupancy of laboratories during public holidays or university closure periods.

For each instance a person is to work back, an After-Hours Work form (refer page 2) must be:

1. Completed and signed by the Worker
2. Pre-Approved by the Supervisor
3. Authorised by Technical Staff

NOTE: Several dates may be put on the form as long as the work description does not change.

- The original copy of the completed form must be kept in the main work area.
- Copy of completed form is to be filed by Technical staff.
- Deakin ID card must be carried when on campus after-hours.
- Security will report all breaches of unapproved work, or workers not carrying ID cards

Classification of Work

Low Risk work involves routine functions that have been recorded to be low risk through a risk assessment and can be performed by a single trained operator. The following are examples of Low Risk Work:

- Assembling or modifying apparatus where there are no chemical or electrical hazards present.
- Checking and assessment of equipment running experiments.
- Microscopic examination of prepared samples.
- Sampling or maintenance of tissue cultures.
- Cleaning duties

Medium Risk work involves routine functions that as part of a standard operating procedure have been recorded to be medium risk through a risk assessment. A <u>minimum of 2 trained, inducted people</u> must be present in the work area. The following are examples of medium risk work:

- Work involving the use of small quantities (<500 mL) of chemicals that are known to be mildly toxic, irritant, corrosive, allergenic or flammable.
- Assembling or modifying of apparatus when there are chemical or electrical hazards present.
- Moving/exchanging gas cylinders
- Decanting from liquid nitrogen storage
- Moving any reasonably heavy equipment

HIGH Risk work involve routine functions that as part of a standard operating procedure have been recorded to be high risk through a risk assessment. **HIGH Risk work** must not be undertaken after-hours.

If your work is not listed in the above examples please speak to the technical staff.

Technical Staff:

Tim Sanders (ka5.120)
Dallas Windmill (ka4.102)
Sarah Chandley (ka4.104)

After-Hours Work Form

School of Life and Environmental Sciences, Waurn Ponds

Name(s) of Worker(s)	Date(s) of work	Time in	Time out	Areas accessed	Form to be located

Is security required to open and lockup area: Yes No
(If yes Security must be contacted on arrival and departure (Internal 222 or External 5227 2222) by the person requiring access)

Brief description of work to be carried out:

_____

_____

_____

_____

Circle Risk category: Medium Low

Low risk work can be completed by a single postgraduate student or staff member after-hours.
Medium risk work a minimum of 2 trained and inducted people must be present in the laboratory area.
HIGH risk work cannot be carried out after-hours

I/we agree to only do the tasks stated above and will follow all required safety rules, processes and wear the required protective equipment. All Workers will carry their Deakin ID cards and present them to Security when requested.

Signed: _____ Date: _____

Signed: _____ Date: _____

Pre-approved by Academic Supervisor:

Signed: _____ Date: _____

Authorised by Technical Staff: *(see page 2 for a list of technical staff)*

Signed: _____ Date: _____

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