

HS923 Position Description: Biological Safety Supervisor



Reference: HS323 Biosafety Procedure

This is a guideline position description; areas are free to adapt to suit their circumstances.

Faculty/Division			School/ Divisional Unit	
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Overview

The position of Biological Safety Supervisor is appointed by the Head of School to provide a point of contact for the collection and dissemination of information and provision of advice on biological safety for the school. Biological safety matters refers to (but not limited to): cultured cell lines; microorganisms; materials contaminated or potentially contaminated with infectious microorganisms; animals, including tissue samples, blood, body fluids and excreta; human blood, tissues, body fluids and excreta; plants; any extract from an animal (including insects, fish), plant or microorganism that is potentially infectious or able to cause harm.

Reporting

The position reports to the level 3 health and safety consultation committee in the school by providing regular updates. The position does not need to sit as a member of the committee.

Responsibilities

1. To be the point of contact within the School to receive information relating to biological safety from the UNSW Health and Safety Unit and Gene Technology Research Committee (GTRC) where necessary.
2. To be the point of contact, in collaboration with the Health and Safety Coordinator, for members of the School seeking advice on biological safety issues.
3. To be familiar with the UNSW Biosafety Procedure, Gene Technology Procedure and associated guidance, including the transport, storage, & disposal of wastes.
4. To have an awareness of the approval process for the use of biological material and be able to advise where information on this process may be obtained.
5. To have an awareness of the risk groups to which different biological hazards belong, and the containment facilities required for each group. To be able to advise where information on these requirements may be obtained.
6. To have an awareness of the requirements for the import and export of biological materials and be able to advise on where information on these requirements may be obtained.
7. To have an awareness of the immunization requirements for handling of biological material and be able to advise on where information on these requirements may be obtained.
8. To have an awareness of the UNSW guidelines on dealing with biological spills and Laboratory Hazardous Waste Disposal Procedure and be able to advise where information on these guidelines may be obtained.
9. To be able to direct enquiries on biological safety to appropriate sources of information.
10. To be a point of contact with Facilities Management with regard to facilities required within the school for biological safety.
11. To maintain an awareness of the biological safety issues within the School.

Supporting resources

Procedures, guidelines, information sheets and legislation links that support biological safety can be accessed from the UNSW H&S Unit web site at:

<http://safety.unsw.edu.au/biological>

http://safety.unsw.edu.au/sites/default/files/HS430_Biosafety_Legislation.pdf

Relevant legislation

Gene Technology Act 2000 and amendments

Gene Technology Regulations 2001 and amendments

[The National Health Security Act 2007](#) (for security sensitive biological agents)

[The National Health Security Regulations 2008](#) (for security sensitive biological agents)

[Quarantine Regulations 2000](#) (for AQIS permits)

Work Health and Safety Act and Regulation 2011

Australian Standard 2243.3 Safety in laboratories: Microbiological safety and containment