Health, Safety and Wellbeing
Work safe, live well

GSafe Quick Reference Guide
Reviewing a Biosafety Application

Use this guide to assist, if you have been requested to review a dealing application for a biological, chemical or radiation activity, *e.g.* a project involving a Genetically Modified Organism.

STEP1: Log into GSafe

You can log into GSAFE using 3 different methods.

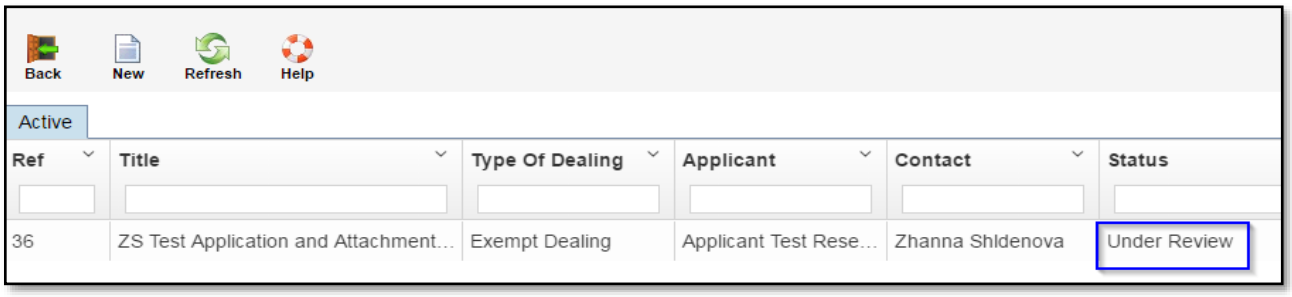
- Click on the application link in Notification email
- Log into GSafe application using the link: https://www.riskcloud.net/prod/default.aspx
- Access GSafe from the Health, Safety and Wellbeing homepage. This can be found via the Griffith University search engine, or from the Staff portal: *Safety, security and emergency >Safety> Health, Safety and Wellbeing.*

STEP 2: Access the Lab Activity Register

Click on ***Research Application Register*** link at the bottom of the page:

STEP 3: Open the Application

In the Application Register locate the application requiring review and double click; the application will have the status of ***Under Review***.



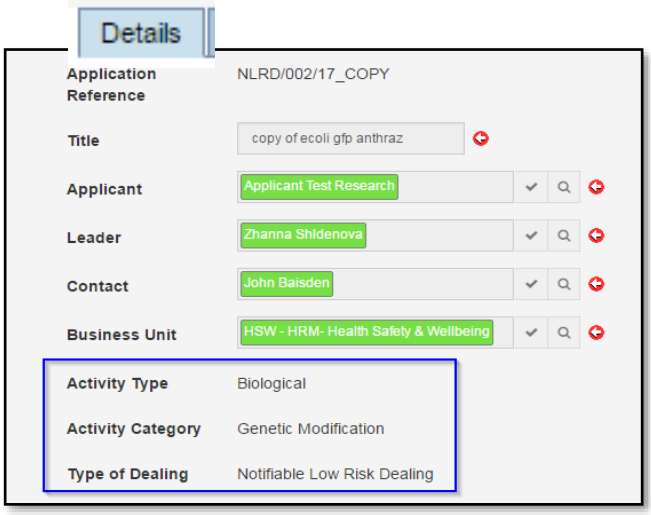
STEP 4: Review the Application

When the application opens use the tabs at the top to move between the different sections of the Application.

Read the information on each tab and collate your comments.

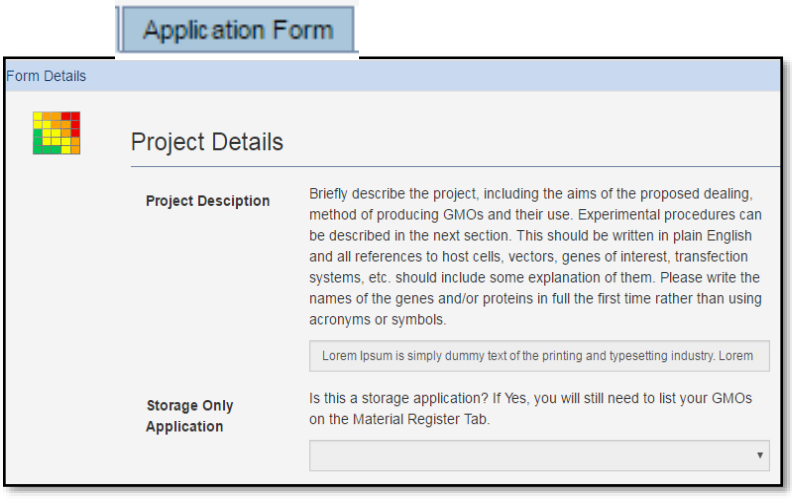
4.1 *Details*: Provides activity title, key contacts and dealing type.

Pay attention to the Type of Dealing and Application Title. All fields should be completed.



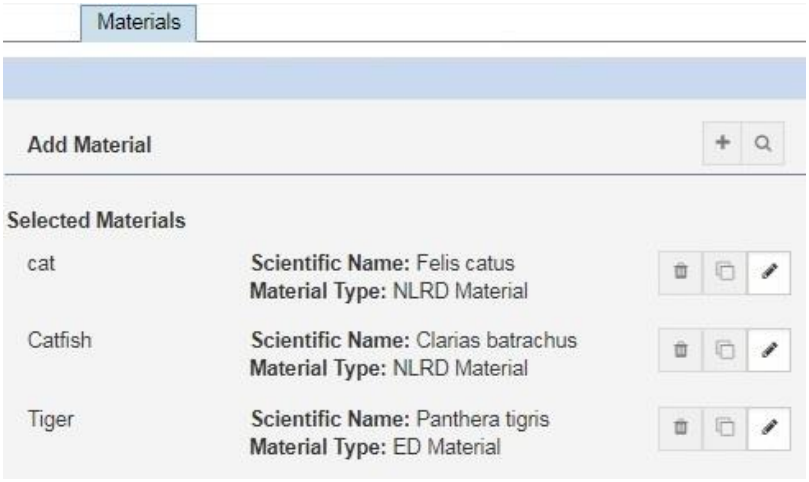
4.2 *Activity Description:*
Contains project details, category and proposed procedures.

Carefully review each response and assess against the applicable Regulations and/or policies.



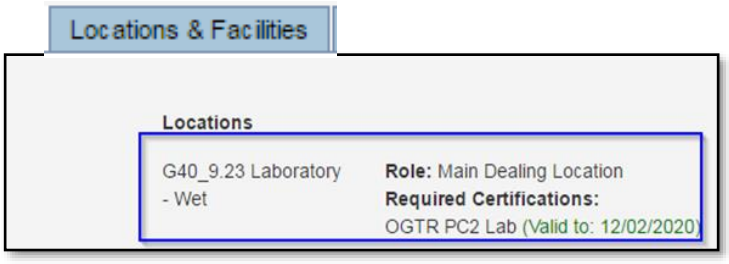
4.3 ***Materials***: Contains information about the materials associated with the proposed dealing.

Click on the pencil icon to view the material details. Review the material details including the classification an Risk Group.



4.4 ***Locations & Facilities***: Lists the facilities where the proposed activity will take place. Each Location may have a different role in the project.

Confirm each facility has a valid and appropriate certification.

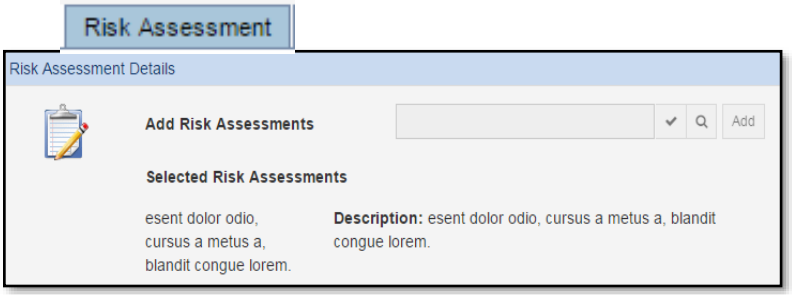


4.5 ***People***: Lists the activity participants, their role and training status.

Evaluate the experience and training of each person relative to their role.

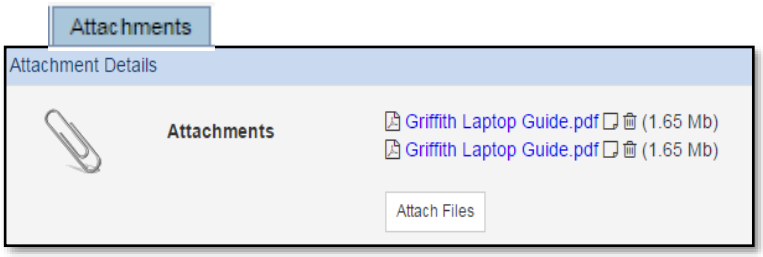
4.6 ***Risk Assessment***: Provides a link to any risk assessments associated with the project.

Click on the Risk Assessment name to view the details of the GSafe risk assessment.



4.7 *Attachments*: Provides any other documents related to the activity.

This may include relevant scientific references, operating procedures or other document.

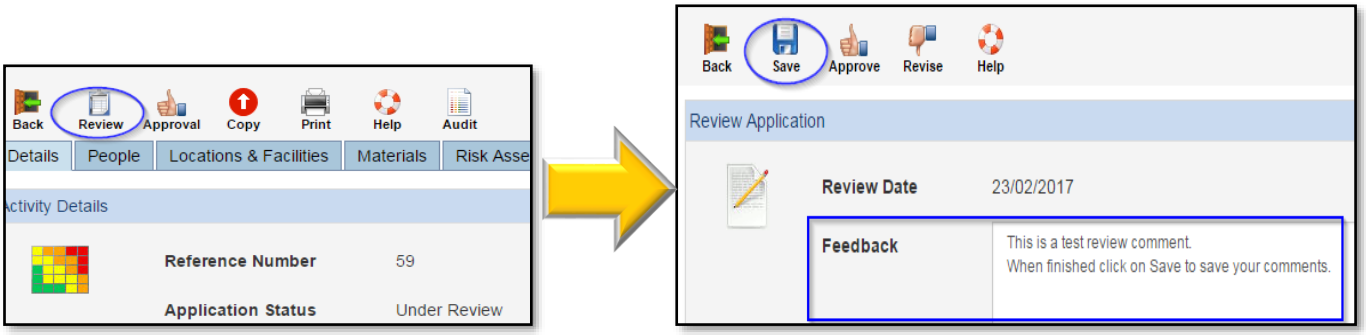


STEP 5: Provide Review Comments

To provide comments click on ***Review*** icon at the top part of the application.

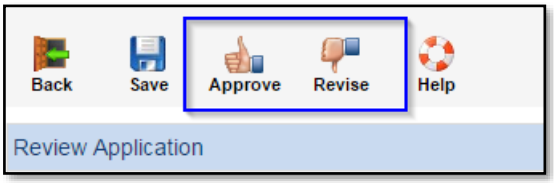
On the ***Review Application*** page, type your comments into the ***Feedback*** field and click ***Save.***

Saving will ensure your comments are retained in the system. The Compliance Coordinator will be able to view the comments, but unable to take any action until they press their "End Review" button. Your comments are not visible to the applicant.

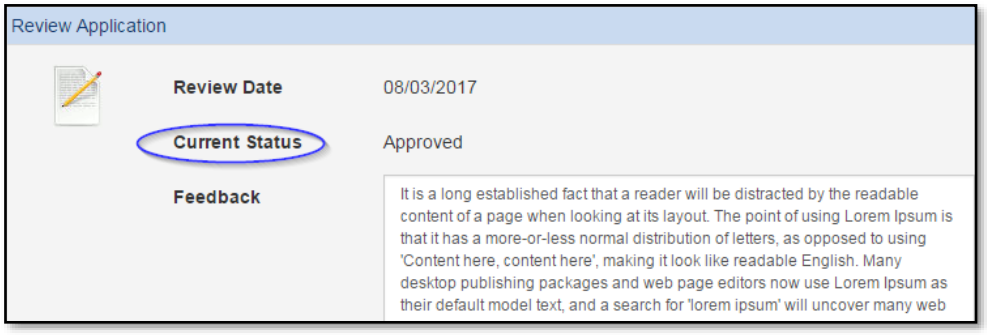


STEP 6: Provide a Recommendation

In addition to the comments you should also press either the ***Approve*** or ***Revise*** icon. As with the comments the Compliance Coordinator will only be able to view your recommendation until they press their "End Review" button.



Your recommendation and comments will be displayed on the ***Review Application*** page as follows:



A Reviewer is not able to view comments from other reviewers, unless they have been selected as a 'lead' reviewer. A lead reviewer can monitor the review process and recommend approval if the process is becoming protracted – see other workflows explained below.

If ***Revise*** is selected, the Compliance Coordinator will collate and forward all reviewer comments back to the applicant for resubmission. This process will be repeated until all reviewers 'Approve' of the application.

Other Workflows when Application Review is Required

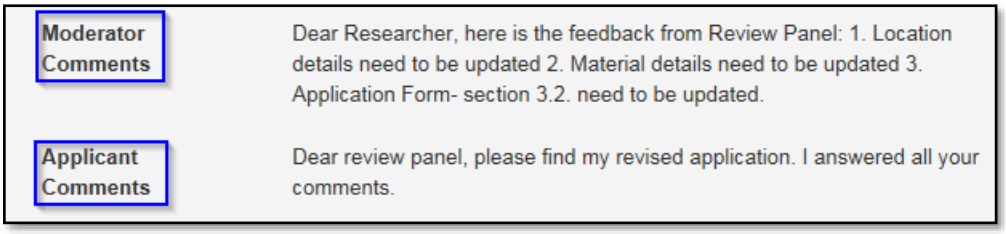
- **Review a Revised / Updated Application**

If you or other reviewers have requested a revision of the application (using the ***Revise*** function as explained in Step 6) the applicant will provide response to the review comments which may include new or updated information in the application. The Compliance Coordinator will send out the application for another round of review so that the revised Application can be re-assessed by the Review Panel.

You will be notified by email if another round of review is required.

Follow steps 1- 5 above to review the revised application.

The revised application will contain consolidated comments from the Compliance Coordinator as well as the Applicant's response. To view these comments click on ***Review*** button: Compliance Coordinator's comments will be in ***Moderator Comments*** field.



Review the revised application and then submit your final recommendation as instructed in Step 6.

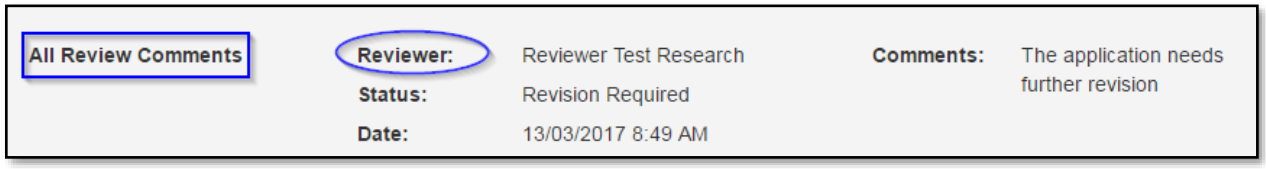
- **Review Application as a Lead Reviewer**

If there is debate between the Reviewers, and/or the Applicant in the second review round a panel member nominated as the ***Lead Reviewer*** will step in in order to deliver a final recommendation on the application.

The Lead Reviewer is nominated by the Compliance Coordinator managing the application. You will receive an email notification if you have been selected as Lead Reviewer.

The Lead Reviewer's task is to facilitate a discussion among all Reviewers and the Applicant (and other persons as required) and make appropriate decisions on issues raised.

As a Lead Reviewer you will be able to view all previous comments from other reviewers, using the ***Review Application*** page.



The Lead Reviewer is then expected to liaise with the other reviewers and applicant to resolve the issues and provide a final recommendation.

If you have any questions regarding this process or are having issues using the Biosafety module please contact the Health, Safety and Wellbeing Team or email safety@griffith.edu.au.