

WELCOME TO BIOMEDICAL ENGINEERING (GBIOM)

THE UNIVERSITY

Visitor ID Cards

- Please fill out the Staff ID Card application form and submit it to FM Assist. This form is to be signed and approved by an authorised signatory from your faculty or division. http://www.facilities.unsw.edu.au/sites/all/files/page_file_attachment/StaffIDApplication.pdf

Campus Tours

- Every Friday at 3:30pm visitors are invited to participate in a tour of the UNSW Kensington Campus. Registration is essential as group size is limited to 10. http://booking.online.unsw.edu.au/booking/campus_tour.main

Internet Access/ Uniwide

- Short-term visitor access can be arranged by contacting the IT Service Centre. The Service Centre can be visited in person at Ground Floor, Library Annexe, UNSW or phoned on (02) 9385-1333.

Key Phone Numbers

Additional key numbers:

- Human Resources reception number (02) 9385-2711
- Facilities Management hotline (02) 9385-5111
- Emergency number (02) 9385-6666
- Occupational Health & Safety(02) 9385-1565

ALL RESEARCH STAFF AT UNSW

ROS Research Output System

<https://ros.unsw.edu.au/login.html>

- ROS is a research information management system which is used to collect data, impact measurements, including H-indexes, citation counts and altmetrics and is managed through UNSW Library.
- The Associate Dean Research collates information captured through HERDC to assess research staff activities and research income. It is therefore important to ensure all your publications are captured in ROS or they will not be officially recognised by Central and Faculty, and therefore the School.

GBIOM WEBSITE AND INTERNAL SYSTEM INFORMATION

The School Office is located in Room 521 on Level 5 of the Samuels Building.

The Office team includes:

- Emma Proud (School Manager) x53917 e.proud@unsw.edu.au
- Bronwyn Ward (Student Manager) x51148 bronwynward@unsw.edu.au
- Andreas Permadi (Admin Officer) x53911 apermadi@unsw.edu.au
- Lisa Harricks (Admin Officer) x50570 l.harricks@unsw.edu.au

Assistance and information can be provided on:

- Swipe Card Access and Keys
- Photocopier Access / Fax Machine
- Meeting Room Bookings
- UNSW Travel Policy, Procedures and Forms
- Staff and Student Reimbursement Claim Form ER1
- Maintenance Issues or Faults (including lift faults, office telephones, general office repairs and electrical or plumbing faults and repairs)

Deliveries to the School

- Any deliveries to the School should be sent to:
Level 5 Reception, Samuels Building, Building F25 UNSW Kensington Campus, Enter via Gate 11 Botany Street Randwick

Please visit the School website.

<http://www.engineering.unsw.edu.au/biomedical-engineering/>

Workplace Health & Safety (WHS)

Click on the tab “Research” then “Workplace Health and Safety (WHS)”

- WHS Committee
- Training (both UNSW and GSBmE, including Laboratory Inductions)
- Emergency Management and Contacts
- Forms and Templates
 - Including the HS017 Risk Management Form, HS026 Safe Work Procedure Form and the HS329 Risk Management Procedure.
 - GSBmE Forms including the Purchase Order Form, Equipment ID tags, Workstation ID Tags, Cold Room Box Labels and Chemical Labelling Guidelines and Template.
- WHS Database
- General WHS Links

Laboratory Manager and Technical Officer: Lynn Ferris (l.ferris@unsw.edu.au)

Research

- Research Highlights
- Academic Research Areas
- Industry Partners

Engage With Us

- Student and Alumni Profiles

About Us

- Latest News and Events