

Monash University Procedure

Procedure Title	Chemwatch Procedure
Parent Policy	OHS Policy
Date Effective	June 2020
Review Date	June 2023
Procedure Owner	Manager, OH&S
Category	Operational
Version Number	1.0
Content Enquiries	Bernadette.Hayman@monash.edu
Scope	This procedure relates to all activities under the management and control of Monash University in Australia and applies to affected staff, students, contractors and visitors.
Purpose	This procedure sets out the requirements for establishing and maintaining a chemical register in the Chemwatch chemical management system.

Contents

1. Abbreviations.....	2
2. Definitions.....	2
3. Establishing a Local Register	2
4. Establishing a New Register	3
5. Chemwatch SDS Request	3
6. Custom Mixtures SDS	4
7. Reviewing an existing register	4
8. Chemical Manifest.....	4
9. Generating a chemical label.....	4
10. Training.....	4
11. Responsibility for Implementation.....	4
12. Tools	5
13. Records	5
14. Document History	5

1. Abbreviations

MTLD	Monash Talent and Leadership Development
OH&S	Monash Occupational Health & Safety
OHS	Occupational Health and Safety
S.A.R.A.H.	Safety and Risk Analysis Hub
SDS	Safety Data Sheet

2. Definitions

A general list of definitions is provided in the [Definitions tool](#). Definitions specific to this procedure are provided below:

Administrative Folder: Administrative folders can only be created/edited by OHS and/or Domain Administrators. Materials cannot be stored in this type of folder. These folder types appear and stay grey in colour (e.g. Building, Floor, Room, Department).

Storage Folder: Users with edit rights will be able to store materials in this type of folder. When a material is added to the storage folder, the folder colour will change from a grey to green. Storage folders can be created by users with read-write access privileges.

Chemwatch: An online chemical management system. Monash has a subscription for the GoldFFX version of the software package.

Chemical Register: A record of chemicals stored on site that includes their respective quantities and storage locations. The record must be maintained electronically in Chemwatch.

Chemical Manifest: The principal purpose of the manifest is to provide emergency services and authorities with information on the quantity, type and location of Dangerous Goods on Monash University premises.

Inventory: List of actual chemicals used and stored on site.

OHS Administrators: A nominated role within OH&S with full read-write access to the entire Monash University Chemwatch register. OHS Administrators are responsible for setting up Domain Administrator roles and access privileges. The OHS Administrators are able to generate Chemwatch reports at the University level. Contact details of OHS Administrators are available on the [Chemwatch](#) page.

Domain Administrators: Are appointed by Head and Academic/Administrative units or their delegates and are responsible for establishing the local area's administrative folder structure, setting up local administrators and assigning access to folders. The Domain Administrators are able to generate Chemwatch reports for the business unit level under their control.

Local Administrators: Are responsible for creating and maintaining a local chemical register for their specific area where chemicals are stored and used. Local administrators are generally laboratory supervisors, group leaders or senior and experienced laboratory/workshop personnel who are tasked with overseeing chemical management in their area. Local Administrators are able to add Local Users to access their local chemical register.

Local User: A user with limited access rights who is assigned by a Local Administrator to manage their local chemical inventory. Local Users are unable to make any changes to their register structure.

3. Establishing a Local Register

3.1. Managers/Supervisors are responsible for ensuring that all Dangerous Goods and Hazardous Substances are recorded in Chemwatch and that a local chemical register is established in accordance with [Using Chemicals Procedure](#).

3.2. Non-hazardous chemicals that have a compliant SDS may also be recorded in Chemwatch.

- 3.3. A location-based folder system must be used in Chemwatch to record the local chemical inventory and establish a chemical register. The folder structure must follow the prescribed structure set out below:

Campus (<i>e.g. Clayton</i>)		OHS Administrator
Building Address and (Number) (<i>e.g. 10 Chancellors Wlk (13C)</i>)		
Floor (<i>e.g. Level 1</i>)		Domain Administrator
Room Number: (<i>e.g. G58</i>)		
Optional - School/Department Name (<i>e.g. Anatomy</i>)		Local Administrator
Optional- Group Name if applicable (e.g. Shared spaces) (<i>e.g. Smith Lab</i>)		
<div style="border: 1px dashed black; padding: 5px;"> <p>Key:</p> <p>Administrative folders – No materials can be stored here.</p> <p>Storage folder – Chemicals can be stored here.</p> </div>	<p>Storage Folders:</p> <ul style="list-style-type: none"> • Shelf (<i>e.g. Dry Powders</i>) • Cupboard (<i>e.g. Dyes</i>) • Storage Cabinet (<i>Flammables</i>) • Refrigerator • Etc. 	

- 3.4. OHS Administrators will establish the Administrative folders in Chemwatch including Buildings to the “Floor” level and detached external chemical stores.
- 3.5. Domain Administrators must identify the rooms and other spaces within their buildings including any attached external stores where chemicals are stored and create the corresponding administrative folders for the area.
- 3.6. Local Administrators must establish the storage folders for their area.
- 3.7. The folder structure in Chemwatch must match the actual physical storage locations of chemical inventory established in the area.
- 3.8. The physical storage locations must be labelled and the labels must correspond to the storage folders in the local Chemwatch register (e.g. Shelf A, Flammables Cabinet 1, Cupboard – Dyes).

4. Establishing a New Register

- 4.1. Chemwatch can assist with establishing a new chemical register. The [Chemwatch Manifest Template](#) must be filled out and forwarded to the OHS Administrators.
- 4.2. The area must ensure that the following details are included in the template in their corresponding blocks:
- Location folders (Red Block) match the established folder structure in Chemwatch;
 - Material name (Blue Block) is recorded as it appears on the product label;
 - Name of the supplier, manufacturer or importer (Blue Block);
 - Language and Country of the SDS (Blue Block);
 - Maximum quantity kept in the location (Green Block).
- 4.3. For containers that are not full, the actual container capacity must be recorded as the maximum quantity.

For gas cylinders, the quantity must be recorded as per the water capacity of the gas cylinder in litres or kilograms. Refer to the [Gas Cylinder Sizes and Water Capacities guidelines](#).

5. Chemwatch SDS Request

- 5.1. If the SDS not available in Chemwatch, the area may:
- Send an electronic copy of a compliant SDS obtained from the supplier to the Domain Administrator to be forwarded to Chemwatch for upload; or

- Submit an acquisition request to an OHS Administrator to initiate the acquisition service by Chemwatch. This option may be chargeable to the area; or
- If a compliant SDS is not available, request the SDS authoring service from Chemwatch. This option will be chargeable to the area.

6. Custom Mixtures SDS

- 6.1. Custom mixture where the final concentration of ingredients deems the mixture as hazardous or dangerous and which will be stored locally or supplied to other areas, requires a SDS. A custom mixture SDS and labels can be created using the Chemwatch Credo tool. A [Credo Module training package](#) is available via the eLearning module in Chemwatch.
- 6.2. Alternatively, a custom Gold SDS may be prepared by Chemwatch through the SDS authoring service. The costs for this service will be chargeable to the requesting area.

7. Reviewing an existing register

- 7.1. Local Administrators must ensure that the local chemical register in Chemwatch is reviewed and updated at least every 6 months or as required (e.g. changes to chemical inventory, variation of quantities stored, etc.).
- 7.2. Domain Administrators and Local Administrators can make changes to their folder structure and inventory as necessary, or request a revised inventory is updated by Chemwatch as per Sec.4.
- 7.3. Local Users can add or remove materials from their assigned storage folders as directed by their Local Administrator.

8. Chemical Manifest

- 8.1. The Monash University Manifest will be produced in Chemwatch by OH&S. Manager, OH&S is responsible for ensuring that notification of Dangerous Goods storage and handling to WorkSafe is done at least every 5 years or as required by the Victorian Dangerous Goods (Storage and Handling) Regulations 2012.

9. Generating a chemical label

- 9.1. Chemwatch can be used to generate a compliant chemical label for decanted chemicals.
- 9.2. Custom labels and templates can be generated by Administrators and approved Local Users using the D-Gen Lab module in Chemwatch. A [D-Gen Module training package](#) is available via the eLearning module in Chemwatch.
- 9.3. Labels for custom mixtures containing Hazardous Substances or Dangerous Goods, which are not used up immediately as part of the activity, can be generated using the Credo module.

10. Training

- 10.1. Domain and Local Administrators are required to complete the online “Chemwatch SDS and Chemical Register” training module available through MTL D.
- 10.2. Local Users who are required to manage materials can complete the online [Materials module](#) and the [Folders module](#) available in the Chemwatch eLearning facility.
- 10.3. Material Search Guide training is available in the Chemwatch [eLearning facility](#) for all users who require access to Safety Data Sheets and chemical labels.

11. Responsibility for Implementation

Monash Occupational Health & Safety (OH&S): OH&S is responsible for:

- Establishing and maintaining higher level administrative folders in Chemwatch;
- Setting up Domain Administrator roles and access privileges; and
- Generating a Monash University Manifest.

Heads of Academic/Administrative units: It is the responsibility of the Head of Academic/Administrative unit to ensure that:

- Domain Administrators are appointed;
- Local chemical registers are established in Chemwatch;
- Staff and students undertake recommended Chemwatch training; and
- Resources are made available to ensure that up-to-date chemical inventories are maintained.

Domain Administrators: It is the responsibility of Domain Administrators to:

- Establish and maintain the administrative folders for their area;
- Assign Local Administrators for the respective areas;
- Oversee the folder structure created by Local administrators.

Local Administrators: Local Administrators are responsible for:

- Establishing and maintaining their local storage folders in Chemwatch;
- Ensuring the inventory records are current and accurate;
- Assigning Local Users in their area.

12. Tools

The following tools are associated with this procedure:

- [Chemwatch Manifest Template](#)
- [Gas Cylinder Sizes and Water Capacities Guidelines](#)

13. Records

- 13.1. Records of local chemical registers will be kept electronically in Chemwatch.
- 13.2. Training records for “Chemwatch SDS and Chemical Register” training will be maintained by MTLD.

Status	New
Approval Body	Monash University OHS Committee
Legislation Mandating Compliance	Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2017 (Vic) Dangerous Goods (Storage and Handling) Regulations 2012 (Vic).
Related Policies	OHS Policy
Related Documents	Using Chemicals Procedure

14. Document History

Version	Date of Issue	Changes made to document
1.0	June 2020	Chemwatch Procedure, v1.0