

# CHEMWATCH PROCEDURE

## SCOPE

This Procedure relates to all activities under the management and control of Monash University in Australia and applies to affected workers; including staff, students, contractors and visitors.

## PROCEDURE STATEMENT

This procedure sets out the requirements for viewing Safety Data Sheets (SDSs) and establishing and maintaining a chemical register in the Chemwatch chemical management system.

### 1. Abbreviations

<b>TD</b>	Talent Development
<b>OH&amp;S</b>	Monash Occupational Health & Safety team, led by the Group Manager, Health Safety & Wellbeing
<b>OHS</b>	Occupational Health and Safety
<b>SARAH</b>	Safety and Risk Analysis Hub
<b>SDS</b>	Safety Data Sheet

### 2. Viewing an SDS or a local register in Chemwatch

- 2.1 Monash University staff and students can access SDS in Chemwatch in accordance with the [Using Chemicals Procedure](#).
- 2.2 Nominated local users and Chemwatch administrators can access and manage local registers.
  - 2.2.1 Refer to the [OHS Chemwatch page](#) for instructions on how to access your local Chemical register.

### 3. Chemwatch SDS Request

- 3.1 If an SDS is 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 from the supplier, request the SDS authoring service from Chemwatch. This option will be chargeable to the area.

## 4. Chemwatch SDS Review (Gold SDS)

- 4.1 Chemwatch SDS review (Gold SDSs) are available for Monash staff and students and are intended to provide detailed information on chemicals and materials. Gold SDSs can be used as references for the purpose of producing local Chemical Registers, Risk Assessments and Regulatory Reports.
- 4.2 A Gold SDS must not be supplied to other organisations outside of Monash University.
- 4.3 If a Gold SDS for a material is not available in Chemwatch and is required for local reference (e.g. material is being imported from overseas directly by Monash University for local activities), a request to produce a Gold SDS can be emailed to the [OHS Administrators](#).
  - 4.3.1 If the material will be, or is likely to be supplied to others outside of Monash University (e.g. research collaborators, industry partners), the area must prepare a compliant SDS where the area is listed as the importer and the emergency contact.

## 5. Custom Mixtures SDS

- 5.1 Custom mixtures where the risk assessment has identified 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.
- 5.2 Alternatively, a compliant SDS may be requested to be authored by Chemwatch. The costs for this service will be chargeable to the requesting area.

## 6. Local Registers

- 6.1 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 the [Using Chemicals Procedure](#).
- 6.2 A record in the local chemical register can only be created if the SDS is available in Chemwatch.
- 6.3 Non-hazardous chemicals that have a compliant SDS may also be recorded in Chemwatch.
- 6.4 A location-based folder system is used in Chemwatch to record the local chemical inventory and establish a chemical register. The prescribed folder structure must follow the order set out below:

<b>Administrative folders</b> No chemicals are stored here	Campus ( <i>e.g. Clayton</i> )	OHS Administrators (Level 1)
	Building Address and building number, including external stores ( <i>e.g.10 Chancellors Walk (13C)</i> )	
	Floor ( <i>e.g. Level 01</i> )	
	Room/Lab: ( <i>e.g. Rm G58</i> )	Domain Administrators (Level 2)
<b>Storage folders</b> Chemicals can be stored here	Storage Folders: ( <i>e.g. Shelves, Cupboards, Cabinets, Fridges, Freezers</i> )	Local Administrators and Domain Administrators (Level 3)
	Optional - Storage spaces shared by multiple groups may establish sub-folders for each team/group/unit within the shared storage folders ( <i>e.g. Joe's Group</i> )	

- 6.5 OHS Administrators manage the administrative folders in Chemwatch, including Buildings to the "Floor" level and detached external chemical stores.

- 6.6 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.
- 6.7 Local Administrators must establish the storage folders for their area. This may be done in consultation with the relevant Domain Administrators, particularly when spaces are shared by multiple groups.
- 6.8 The folder structure in Chemwatch must match the actual physical storage locations of chemicals in the area.
- 6.9 The physical storage locations must have labels displayed which correspond to the storage folders in the local Chemwatch register (e.g. Shelf A, Flammables Cabinet 1, Cupboard – Dyes). Refer to [Setting up a folder structure in Chemwatch](#) for guidance.

## 7. Establishing a New Register

- 7.1 Chemwatch can assist with establishing a new chemical register. The [Chemwatch Manifest Template](#) must be filled out and forwarded to the OHS Administrators.
- 7.2 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).
- 7.3 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](#).
- 7.4 Areas may also create and manage their registers in Chemwatch without filling out the Manifest Template. This can be done by searching for the relevant SDS from the respective supplier and adding the SDS or Gold SDS directly to the specified storage folder manually. The maximum quantity for that material must then also be updated manually to reflect the local storage requirements.

## 8. Reviewing an existing register

- 8.1 Local Administrators must ensure that the local chemical register in Chemwatch is reviewed and updated at least every 6 months or as required to ensure it reflects the intended or actual chemical storage within the area. The review should include;
- chemicals removed from use,
  - new chemicals being used,
  - variation in quantities of existing chemicals stored,
- 8.2 Domain Administrators and Local Administrators can make changes to their storage folder structure and inventory directly in Chemwatch, or submit a [Chemwatch Manifest Template](#) with a revised inventory as per Sec.7.
- 8.3 Local Users can add or remove materials in their assigned storage folders as directed by their Local Administrator.

## 9. Chemical Manifest

- 9.1 The Health, Safety and Wellbeing Manager is responsible for ensuring that the Monash University manifest is produced in Chemwatch and that a notification of Dangerous Goods storage and handling to WorkSafe is done at least every 2 years or as required by the Victorian Dangerous Goods (Storage and Handling) Regulations 2022.

## 10. Generating chemical labels

- 10.1 Containers of decanted chemicals must have a compliant chemical label, in accordance with the [Using Chemicals Procedure](#). See also the [Labelling of Decanted Chemicals](#) information sheet.
- 10.2 Chemwatch can be used to generate a compliant chemical label for decanted chemicals.

- 10.3 Custom labels and templates can be generated by Administrators and Local Users using the D-Gen Lab module in Chemwatch. A D-Gen Module training package is available via the eLearning facility in Chemwatch.
- 10.4 SDS for custom mixtures containing Hazardous Substances or Dangerous Goods, which are not used up immediately as part of the activity, must be created using the Credo module. Once the SDS for the custom mixture has been created labels can be generated using the D-Gen Module.

## 11. Training

- 11.1 Domain and Local Administrators are required to complete the online “Chemwatch SDS and Chemical Register” and the “Monash Chemwatch Administrators” training modules available through Talent Development (TD).
- 11.2 Local Users who are required to manage materials can complete the “Materials” module and the “Folders” module available in the Chemwatch eLearning facility.
- 11.3 Material Search Guide training is available in the Chemwatch eLearning facility for all users who require access to Safety Data Sheets and chemical labels.

## 12. Responsibility for Implementation

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

- Establishing and maintaining top level administrative folders in Chemwatch;
- Setting up Domain Administrator roles and access privileges;
- Reviewing Manifest Templates submitted by areas and forwarding them to Chemwatch to be uploaded; and
- Generating a Monash University Manifest.

**Heads of Units:** It is the responsibility of the Head of 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.

## 13. Tools

The following tools are associated with this procedure:

- [Chemwatch Manifest Template](#)
- [Gas Cylinder Sizes and Water Capacities Guidelines](#)
- [Setting up a folder structure in Chemwatch](#)

## 14. Records

- 14.1 Records of local chemical registers will be kept electronically in Chemwatch.

- 14.2 Training records for “Chemwatch SDS and Chemical Register and Chemwatch Monash Administrator” training will be maintained by TD.

## DEFINITIONS

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

Key word	Definition
Administrative Folder	Identifies the general location of a chemical storage area, i.e. Building, Floor, Room or Department. Administrative folders are created/edited by OHS and/or Domain Administrators. Materials cannot be stored in this type of folder. These folders are grey in colour
Storage Folder	Users with editing rights can store chemicals in this type of folder. When a chemical is added to the storage folder, the folder colour will change from 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	A record of chemicals stored on site that includes their respective quantities and storage locations for the University that is kept with Security. 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 (Level 1)	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 <a href="#">Chemwatch</a> page.
Domain Administrators (Level 2)	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 (Level 3)	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 (Level 4)	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.



## GOVERNANCE

Parent policy	<a href="#">OHS&amp;W Policy</a>
Supporting procedures	<b>Monash University OHS Documents</b> <a href="#">Using Chemicals Procedure</a>
Supporting schedules	N/A
Associated procedures	<b>Australian and International Standards</b> <ul style="list-style-type: none"> <li>ISO 45001:2018 Occupational Health and Safety Management Systems</li> </ul>
Related Legislation	Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2017 (Vic) Dangerous Goods (Storage and Handling) Regulations 2022 (Vic).
Category	Operational
Approval	Chief Operating Officer & Senior Vice-President 28 June 2023
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Procedure owner	Group Manager, Health Safety & Wellbeing
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Review date	30 June 2026
Version	1.4
Content enquiries	<a href="mailto:ohshelpline@monash.edu">ohshelpline@monash.edu</a>

## DOCUMENT HISTORY

Version	Date Approved	Changes made to document
<b>1.0</b>	July 2020	1. Chemwatch Procedure, v1.0
<b>1.1</b>	July 2021	1. Updated certification logo to ISO 45001 in the footer 2. Added the Standard ISO 45001 under "Associated procedures" in the Governance table 3. Updated OHS Policy under 'Parent Policy' to OHS&W Policy
<b>1.2</b>	January 2022	1. Fixed paragraph numbering 2. Simplified folder structure table in 2.3 3. Added a reference to the "Setting up a folder structure in Chemwatch" guide in section 2.8 and under "Tools". 4. Clarified the HS&W Manager's responsibility to produce a Dangerous Goods manifest and notify Worksafe at least every 2 years. 5. Added the requirement for Chemwatch Administrators to complete the "Monash Chemwatch Administrators" training. 6. Updated Procedure owner's title in Governance table
<b>1.3</b>	June 2022	1. Removed hyperlinks to external sites in sections 8 and 9.
<b>1.4</b>	June 2023	1. Updated Abbreviation from MTLD to TD 2. Added Section 2 "Viewing an SDS or a local register in Chemwatch" 3. Added Section 3 "Chemwatch SDS request" to be before "Local Registers Section"

Version	Date Approved	Changes made to document
		<ol style="list-style-type: none"> <li>4. Added Section 4 "Chemwatch SDS Review (Gold SDS)"</li> <li>5. Added Section 5 "Custom Mixture SDS" to be before "Local Registers Section"</li> <li>6. Renamed "Establishing a Local Register" to "Section 6 Local Registers"</li> <li>7. Updated references to Dangerous Goods Regulations 2022.</li> <li>8. Added Clarification in Section 8.1 regarding register review.</li> <li>9. Provided clarification in Section 10.4 regarding the creation of custom SDS using the Credo module.</li> <li>10. Updated Section 14.2 to include "Chemwatch Monash Administrator" training.</li> <li>11. Updated title of Procedure owner in Governance table.</li> <li>12. Updated 'Health, Safety and Wellbeing Manager' to 'Group Manager, Health Safety &amp; Wellbeing' throughout the procedure.</li> </ol>