

CHEMWATCH PROCEDURE

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.

PROCEDURE STATEMENT

This procedure sets out the requirements for establishing and maintaining a chemical register in the Chemwatch chemical management system.

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. Establishing a Local Register

- 2.1 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](#).
- 2.2 Non-hazardous chemicals that have a compliant SDS may also be recorded in Chemwatch.
- 2.3 A location-based folder system must be 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:

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

- 2.4 OHS Administrators will establish the Administrative folders in Chemwatch including Buildings to the “Floor” level and detached external chemical stores.
- 2.5 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.
- 2.6 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.
- 2.7 The folder structure in Chemwatch must match the actual physical storage locations of chemical inventory established in the area.
- 2.8 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). Refer to [Setting up a folder structure in Chemwatch](#) for guidance.

3. Establishing a New Register

- 3.1 Chemwatch can assist with establishing a new chemical register. The [Chemwatch Manifest Template](#) must be filled out and forwarded to the OHS Administrators.
- 3.2 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).
- 3.3 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](#).

4. Chemwatch SDS Request

- 4.1 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.

5. Custom Mixtures SDS

- 5.1 Custom mixtures 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.
- 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. Reviewing an existing register

- 6.1 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 in quantities stored, etc.).
- 6.2 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.3.
- 6.3 Local Users can add or remove materials from their assigned storage folders as directed by their Local Administrator.

7. Chemical Manifest

- 7.1 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 2012.

8. Generating chemical labels

- 8.1 Chemwatch can be used to generate a compliant chemical label for decanted chemicals.
- 8.2 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.
- 8.3 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.

9. Training

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

10. 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.

11. 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](#)

12. Records

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

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	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.

GOVERNANCE

Parent policy	OHS&W Policy
Supporting schedules	N/A
Associated procedures	<p>Australian and International Standards</p> <ul style="list-style-type: none"> ISO 45001:2018 Occupational Health and Safety Management Systems <p>Monash University OHS Documents</p> <ul style="list-style-type: none"> Using Chemicals Procedure
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).
Category	Operational
Endorsement	Monash University OHS Committee 23 June 2020
Approval	Office of the Chief Operating Officer & Senior Vice-President (a delegate of the President & Vice-Chancellor) 13 July 2020
Procedure owner	Health, Safety and Wellbeing Manager
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Review date	2023
Version	1.3 (<i>Minor amendments effective 10 June 2022</i>)
Content enquiries	ohshelpline@monash.edu

DOCUMENT HISTORY

Version	Date Approved	Changes made to document
1.0	July 2020	1. Chemwatch Procedure, v1.0
1.1	July 2021	<ol style="list-style-type: none"> Updated certification logo to ISO 45001 in the footer Added the Standard ISO 45001 under "Associated procedures" in the Governance table Updated OHS Policy under 'Parent Policy' to OHS&W Policy
1.2	January 2022	<ol style="list-style-type: none"> Fixed paragraph numbering Simplified folder structure table in 2.3 Added a reference to the "Setting up a folder structure in Chemwatch" guide in section 2.8 and under "Tools". Clarified the HS&W Manager's responsibility to produce a Dangerous Goods manifest and notify Worksafe at least every 2 years. Added the requirement for Chemwatch Administrators to complete the "Monash Chemwatch Administrators" training. Updated Procedure owner's title in Governance table
1.3	June 2022	<ol style="list-style-type: none"> Removed hyperlinks to external sites in sections 8 and 9.