Australian National University

Chemical Management System (CMS)

New SISOT Quick Reference Guide

DRAFT

Version: **0.5**

Document Control

Version	Date	Author	Summary of Changes
0.1	14/12/2015	Savi Munasinghe (ITS Business Analyst)	Initial draft
0.2	29/02/2016	Rati Eddula (ITS Test Analyst)	Added steps to • Search by barcode, • Edit container, • Enable Edit container function, • Delete container, • Report generator – How to create a report, • How to edit a report template
0.3	27/04/2016	Mounika Paka(ITS Test Analyst)	Added the following sections 1.3 Table: Description of Manifest Elements 1.4 Table: Description of SISOT Elements 1.5 Table: Overview of Folder Function 1.6 Table: Risk Assessment Column Table and Application Functionality Definition 7 How to create a folder 10 How to conduct a Risk Assessment
0.4	12/05/2016	Savi Munasinghe (ITS Business Analyst)	Update Sections 1.3, 1.4,1.5 and 1.6
0.5	13/05/2016	Savi Munasinghe (ITS Business Analyst)	Updated Manifest, SISOT and Risk Assessment

Table of Contents

1 Introduction 5
1.1 Purpose 5
1.2 Related Documents 5
2 Searching the database 6
2.1 Simple Search 6
2.2 How to Search a Chemical by Material name in CMS 7
2.3 How to search a barcode 9
3 Manifest Mode 11
3.1 Description of Manifest Elements 11
3.2 How to Add a SDS to Manifest 14
Scenario – Adding a new chemical to the manifest 14
3.2.1 Scenario – Adding a different vendor SDS for an existing material in the manifest 14
3.3 How to view a SDS 16
4 SISOT Mode 17
4.1 How to view Container information in SISOT Mode 19
4.2 How to add a container 21
4.2.1 Scenario – adding a new chemical to the Manifest and creating a container. 21
4.2.2 Scenario – adding a new container for an existing material from the same vendor 23
4.3 How to edit a container 24
4.3.1 How to Container Enable Edit Function under user settings 24
4.3.2 How to edit an existing Container 25
4.4 How to Delete a Container 26
4.5 How to do a transfer 27
4.5.1 Submit transfer request 27
4.5.2 Accept a transfer 29
4.5.3 How to print action barcodes 31
5 Folders 33
5.1 Description of Different Types of Folder 33
5.2 Scenario – Creating a new folder 34
6 Report Generator 37
6.1 How to generate an advanced report on chemicals in a location 37
6.2 How to generate a basic report on chemicals in a location 42
6.3 How to Edit a Report Template 42
7 Risk Assessments 45
7.1 Description of Risk Assessment Module Elements 45
7.1.1. Scenario – Generate Risk Assessment Report 49

7.2 How to add “Approval” section to the “Risk Assessment” Report 57

1 Introduction

1.1 Purpose

The purpose of the Quick reference guide is to orient CMS users to the new Scan-In-Scan-Out (SISOT) system or New Home Module by providing quick access to important, helpful information.

1.2 Related Documents

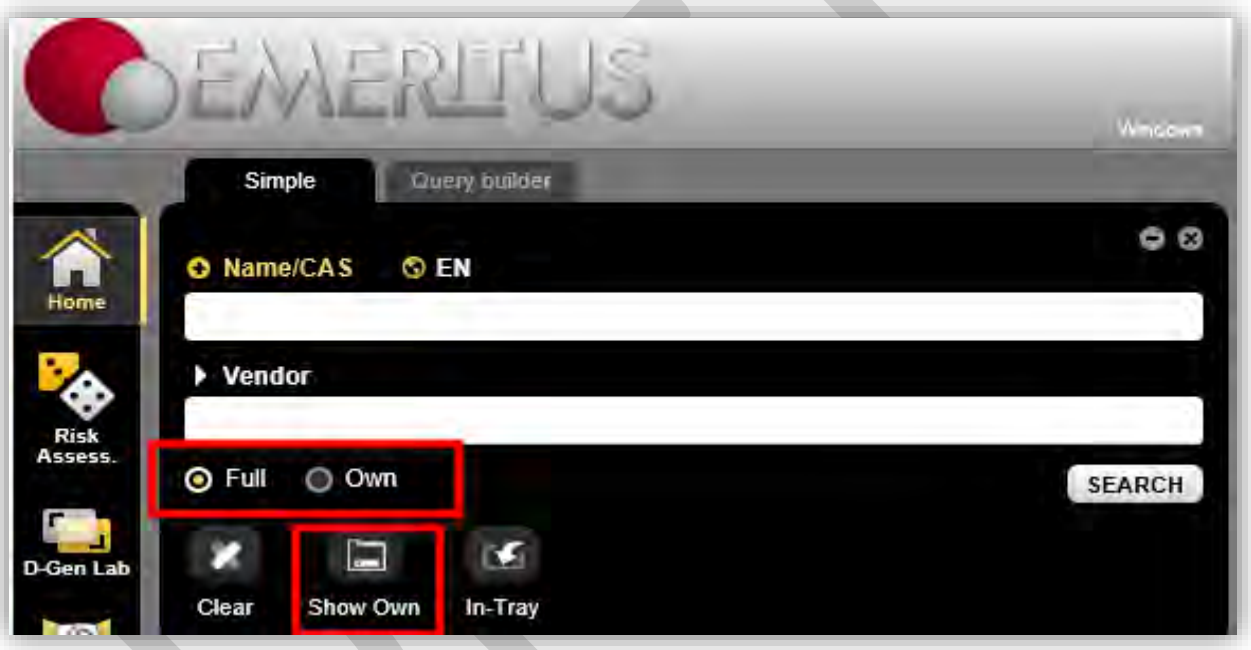
Document #	Name	Author	Location
1	SISOT Module User Guide	Chemwatch	Sisot Module User Guide Version 2.1.p
2	The Home Module Quick Start Guide	Chemwatch	The Home Module Quick Start Guide_v
3	Action Barcodes for Transfers	Chemwatch	Action Barcodes.pdf

2 Searching the database

2.1 Simple Search

Generally, the database contains two primary paths to direct a search to look up for the searched term or word, namely 'FULL' or 'OWN' database.

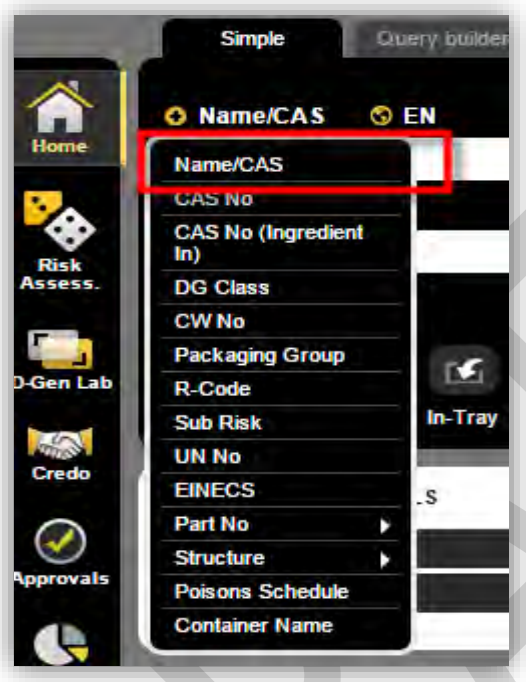
Path	Description
Full	Chemwatch database collection (include SDSs from other clients)
Own	ANU inventory registered in the Chemwatch database collection
Show Own	Lists all the registered materials in ANU database



2.2 How to Search a Chemical by Material name in CMS

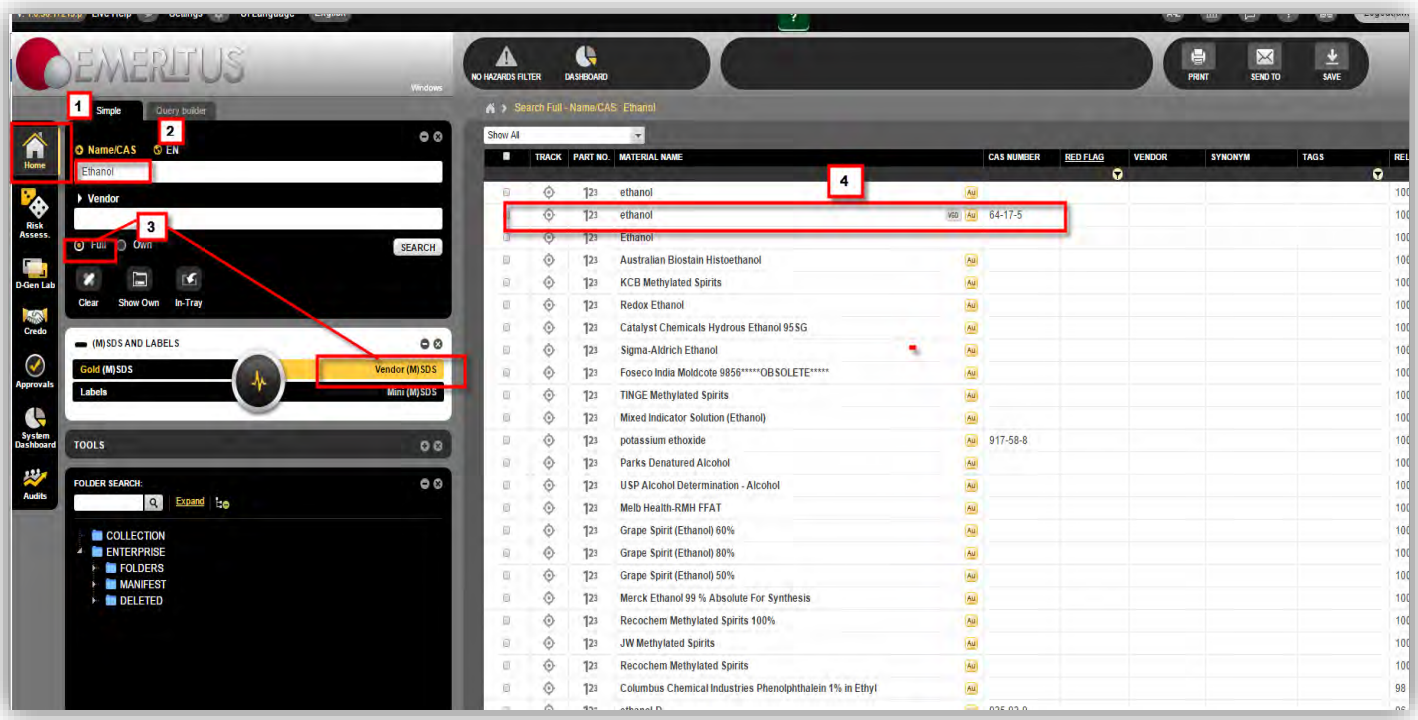
1. Log into CMS – you will be default to “Home”

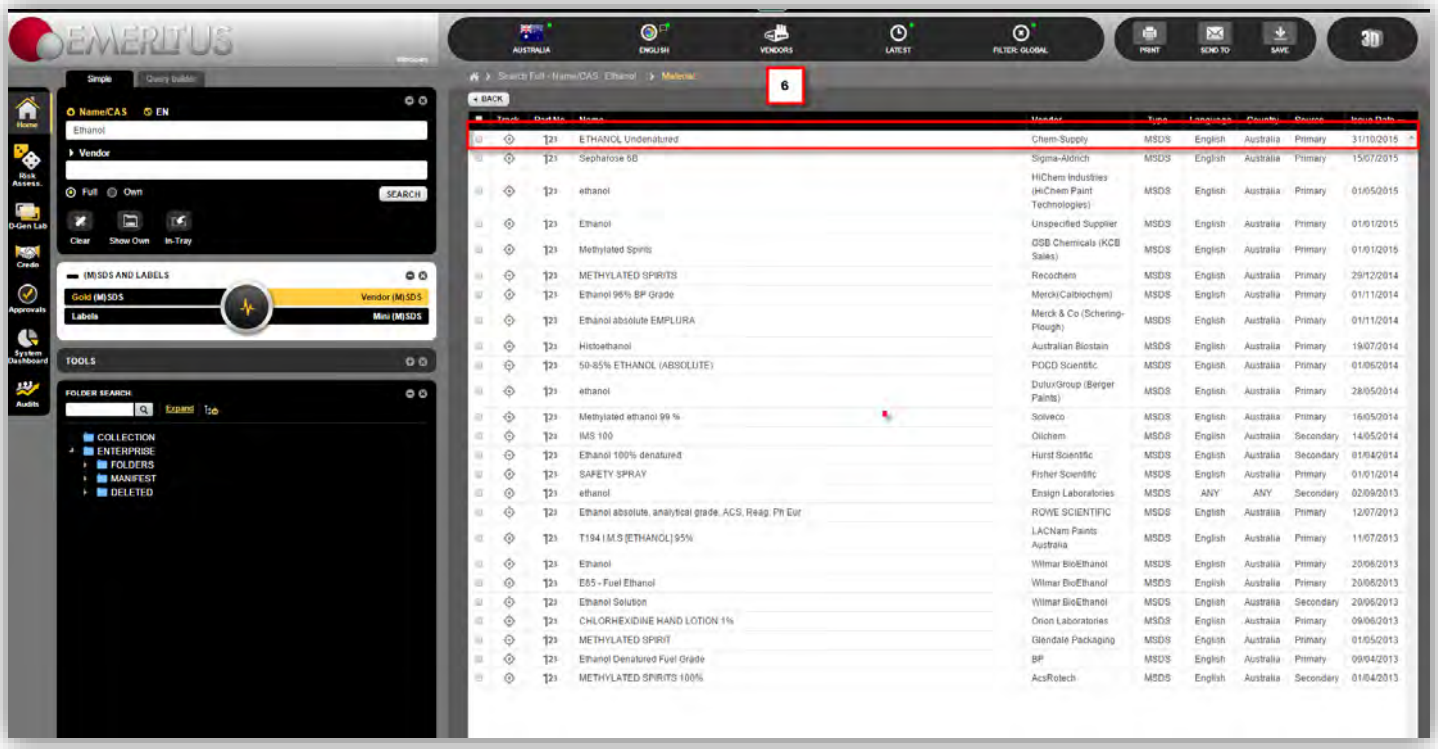
Module
2. Enter Chemical Name “ Ethanol” Note- Make sure search option “Name/CAS” is selected from the search options drop down menue



3. Search criteria should be “ Full” ad Vendor (M) SDS
4. Click Search
5. Search results will be displayed on the right hand side window – select item 2 with the CAS Number 64-17-5, VGD (Vendor Gold Data)[1] icon and AU icon.
6. Select the SDS with the appropriate vendor (i.e. Chem-Supply)

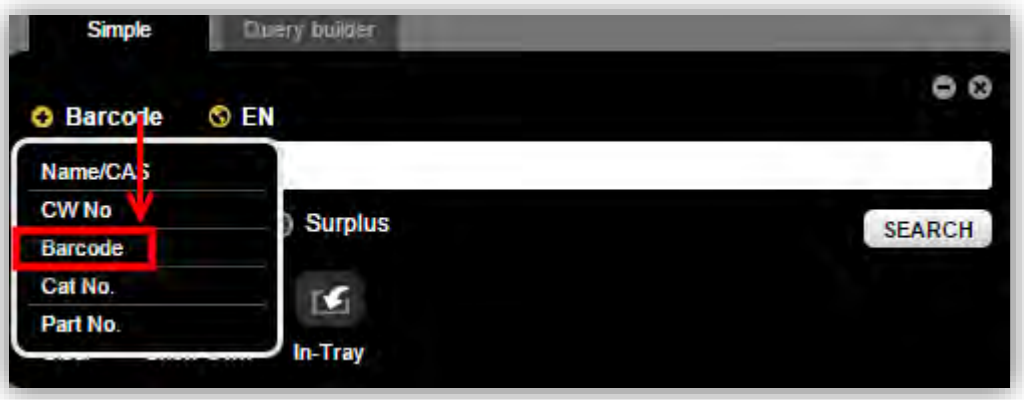
[1] The VGD icon is assigned to material names that Chemwatch has extracted vendor gold classification data.


EMERITUS
NO HAZARDS FILTER
DASHBOARD
PRINT
SEND TO
SAVE
1
Simple
Query builder
2
Name/CAS
EN
Ethanol
Vendor
3
Full
Own
SEARCH
Clear
Show Own
In-Tray
(M)SDS AND LABELS
Gold (M)SDS
Vendor (M)SDS
Labels
Mini (M)SDS
TOOLS
FOLDER SEARCH:
Expand
COLLECTION
ENTERPRISE
FOLDERS
MANIFEST
DELETED
Search Full - Name/CAS: Ethanol
Show All
4
TRACK
PART NO.
MATERIAL NAME
CAS NUMBER
RED FLAG
VENDOR
SYNONYM
TAGS
ethanol
ethanol
64-17-5
Ethanol
Australian Biostain Histoethanol
KCB Methylated Spirits
Redox Ethanol
Catalyst Chemicals Hydrous Ethanol 95SG
Sigma-Aldrich Ethanol
Foseco India Moldcote 9856*****OBSOLETE*****
TINGE Methylated Spirits
Mixed Indicator Solution (Ethanol)
potassium ethoxide
917-58-8
Parks Denatured Alcohol
USP Alcohol Determination - Alcohol
Melb Health-RMH FFAT
Grape Spirit (Ethanol) 60%
Grape Spirit (Ethanol) 80%
Grape Spirit (Ethanol) 50%
Merck Ethanol 99 % Absolute For Synthesis
Recochem Methylated Spirits 100%
JW Methylated Spirits
Recochem Methylated Spirits
Columbus Chemical Industries Phenolphthalein 1% in Ethyl


EMERITUS
AUSTRALIA
ENGLISH
VENDORS
LATEST
FILTER: GLOBAL
PRINT
SEND TO
SAVE
6
BACK
Name/CAS
EN
Ethanol
Vendor
Full
Own
SEARCH
Clear
Show Own
In-Tray
(M)SDS AND LABELS
Gold (M)SDS
Vendor (M)SDS
Labels
Mini (M)SDS
TOOLS
FOLDER SEARCH
Expand
COLLECTION
ENTERPRISE
FOLDERS
MANIFEST
DELETED
ETHANOL Undenatured
Chem-Supply
Sepharose 6B
Sigma-Aldrich
ethanol
Ethanol
Methylated Spirits
METHYLATED SPIRITS
Ethanol 96% BP Grade
Ethanol absolute EMPLURA
Histoethanol
50-85% ETHANOL (ABSOLUTE)
ethanol
Methylated ethanol 99 %
IMS 100
Ethanol 100% denatured
SAFETY SPRAY
ethanol
Ethanol absolute, analytical grade, ACS, Reag. Ph Eur
T194 I.M.S [ETHANOL] 95%
Ethanol
E85 - Fuel Ethanol
Ethanol Solution
CHLORHEXIDINE HAND LOTION 1%
METHYLATED SPIRIT
Ethanol Denatured Fuel Grade
METHYLATED SPIRITS 100%

2.3 How to search a barcode

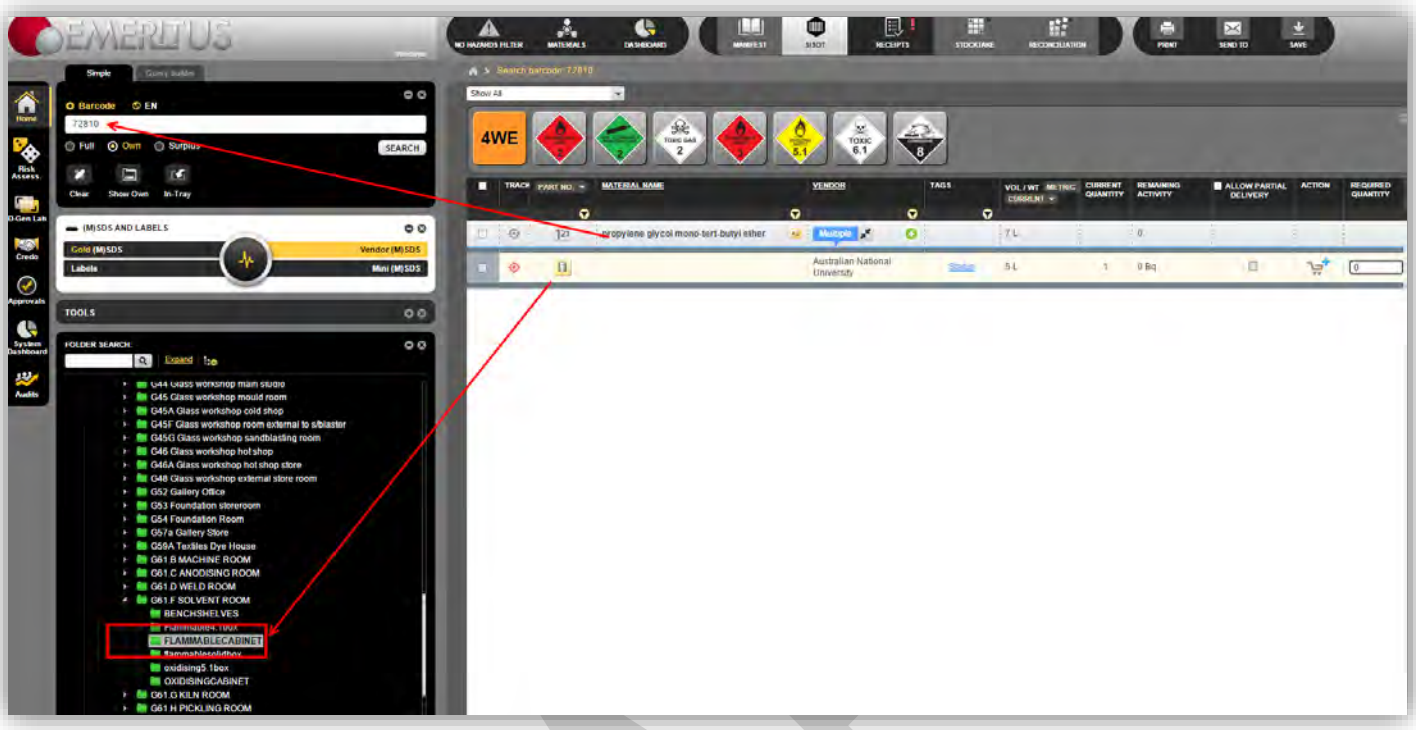
1. Click on the SISOT module
2. Click on the '+' symbol besides Name/ CAS and select the option Barcode from the dropdown list



3. Search criteria should be "Own" and Vendor (M) SDS

4. Enter the barcode or scan the barcode and click on search
5. Folder location identified and material displays vendor barcode

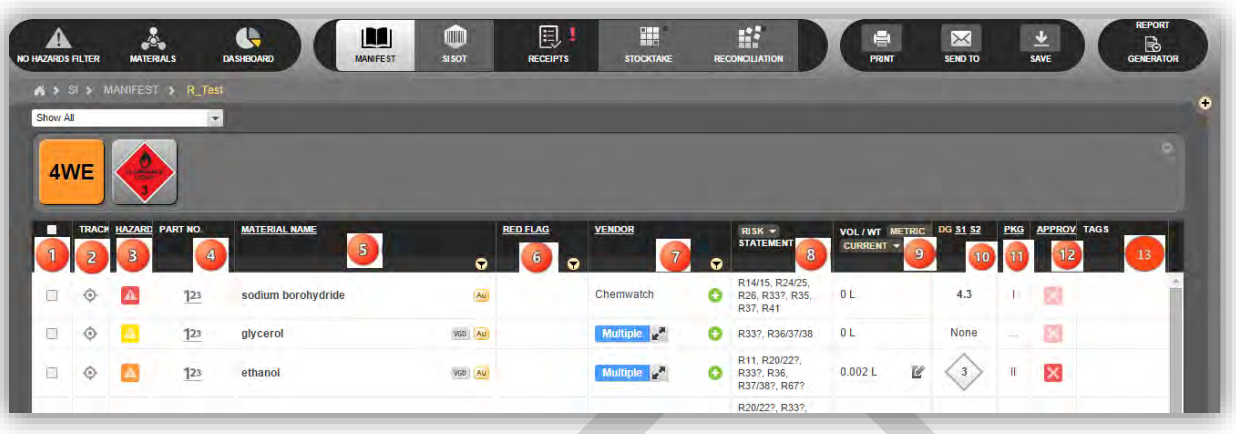
NEW SISOT QUICK REFERENCE GUIDE – Chemical Management System (CMS)



DRAFT

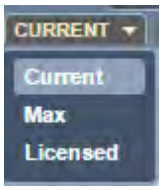
3 Manifest Mode

3.1 Description of Manifest Elements



The table below captures the descriptions of elements (Icons) available in the manifest grid.

Item	Button/Icon	Element	Functionality Description
1.		Checkbox	Checkbox is used for selection of material (s) as a single record or multiple (many) records to transact a task.
2.		Track	Track pin points the location of the material in the folder structure. Identifies the specific folder where the material exists.
3.		Hazard	There are four main colour depicting the hazard classification level. If a question mark icon is shown that means the specific material does not have a corresponding gold SDS.
4.		Part No.	Links to the Part number and preferred name window to add stock number or material ID or any other preferred name for the material.
5.		Material Name Preferred Name	Lists the material name or switch to preferred name view of the material.
6.		Red Flag	The red flag is an attribute that allows the administrator or users given that privilege to assign notes that can be link to specific materials to highlight some important aspect of the particular material(s).

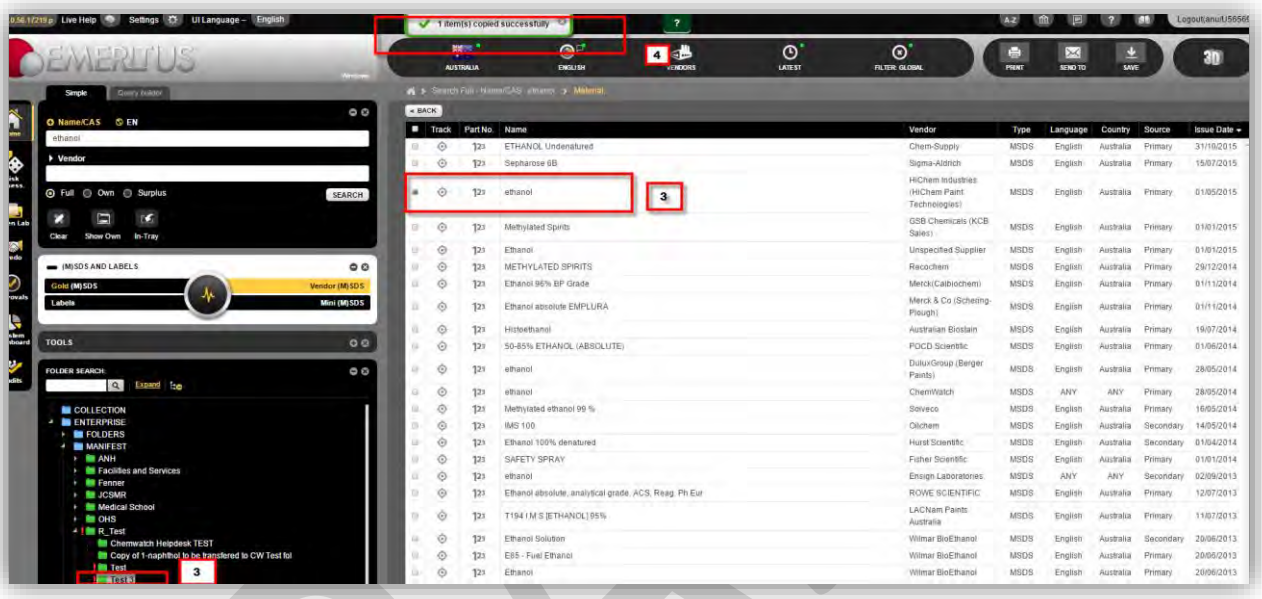
Item	Button/Icon	Element	Functionality Description
7.		Vendor	Lists the vendor name (manufacturer/supplier) of the material.
		Multiple	If there's more than one vendor, the vendors will be shown with a "multiple button" to expand the view to list the available material and vendor.
		Add Vendor	The add icon allows user to add another vendor for the same material.
8.		Risk Statement	Displays the hazard classification in accordance to GHS or EU/DPD Risk Statement as codes. The drop down arrow allows user to switch to require classification view (Hazard Code or Risk Code).
9.		VOL/WT	Volume or Weight of the material. In the manifest the Volume/Weight will be recoded in Kg/Ls
		Metric	Volume units drop down arrow shows unit measure to apply. Metric – International standard of measure with its base units known as metre, kilogram, second, ampere, kelvin, candela and mole. Imperial – Imperial units (old English unit measure system) U.S. – Custom unit measure for the United States
		Current/ Maximum/ Licenced	Current – current volume/weight Maximum – maximum volume/weight Licenced – licence volume/weight
		Edit	Edit current, maximum or licenced volume/weight of the Material. Units of measure available from drop down arrow: [L, mcg, mg, g, kg, t, mcL,mL, L, m3]
10.		DG/S1/S2	Dangerous Goods Class and/or Subsidiary Risk 1 or 2. DG Classes range from DGC1 to DGC9.

Item	Button/Icon	Element	Functionality Description
11.	PKG	PKG	Packing Group (PKG). Dangerous substances of Classes 3, 4, 5, 6.1 and 8 have been assigned to one of three categories (Packaging Groups) according to the degree of danger they present.
12.	APPROV.	APPROV	**APPROV** The manifest materials table provides a feature to use as an approvals notification pane for materials in a folder and is retain in this grid. Note that this approval feature is not linked to the approval's module workflow process. Approval can be used when manifest volume exceeds its limit. In this case the school is required to submit a request to the WHS officer for approval.
	The stages illustrate the simple process in which to take note in what happens when a request is filed. **Approval Stages** *Stage 1: Request* User of the material or product fills in the information in the approval's panel and saves the input data for supervisor/manager's approval. *Awaiting Approval* At this stage, the requester will await the supervisor/manager's approval. *Stage 2 Approved* Supervisor/manager will approve by assigning the "approval" field. This field will enable a tick to be assigned for the approved material.		
13.	TAGS	TAGS	A tag is a piece of information that can be used for various purposes such as an alert for chemicals used in the workplace for users to be aware of the information communicated.

3.2 How to Add a SDS to Manifest

Scenario – Adding a new chemical to the manifest

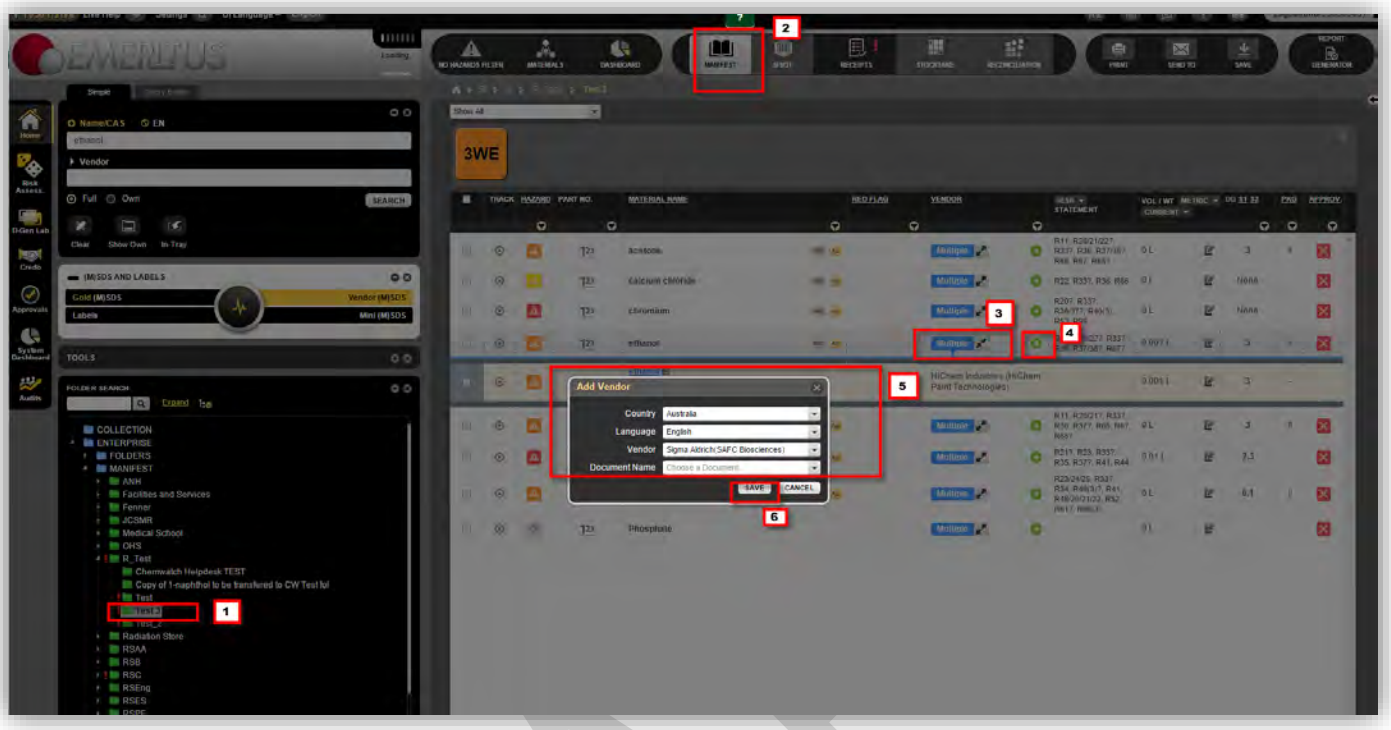
1. Search chemical (i.e. Ethanol). Refer Section 1 for steps.
2. Select the appropriate Vendor SDS
3. Drag and drop item(i.e. selected SDS) to the destination folder
4. Message appear to confirm the item has been successfully added to selected location

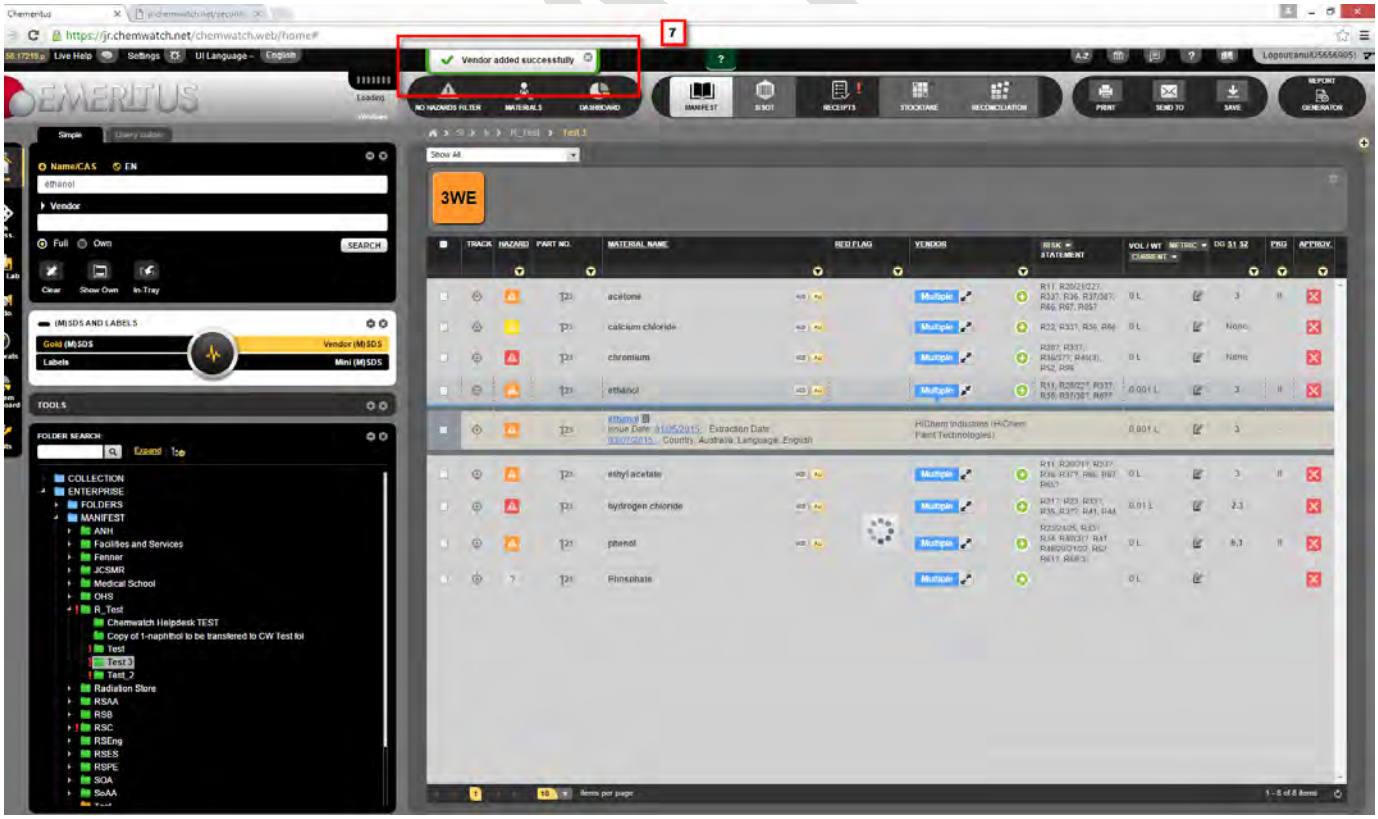


3.2.1 Scenario – Adding a different vendor SDS for an existing material in the manifest

Example – Ethanol is in R_Test >Test 3 folder. We have a SDS from HiChem Industries in this location. We would like to add a new SDS from Vendor "Sigma Aldrich" to the same location.

1. Select the folder/location (i.e. Test 3)
2. Click Manifest
3. Click "Multiple " button to view existing vendor SDS
4. Click green "+" button
5. Fill in vendor information (Country – Australia, Language – English, Vendor – Sigma Aldrich, Document Name – Ethanol)
6. Click Save
7. Message will pop up to confirm "Vendor added successfully".

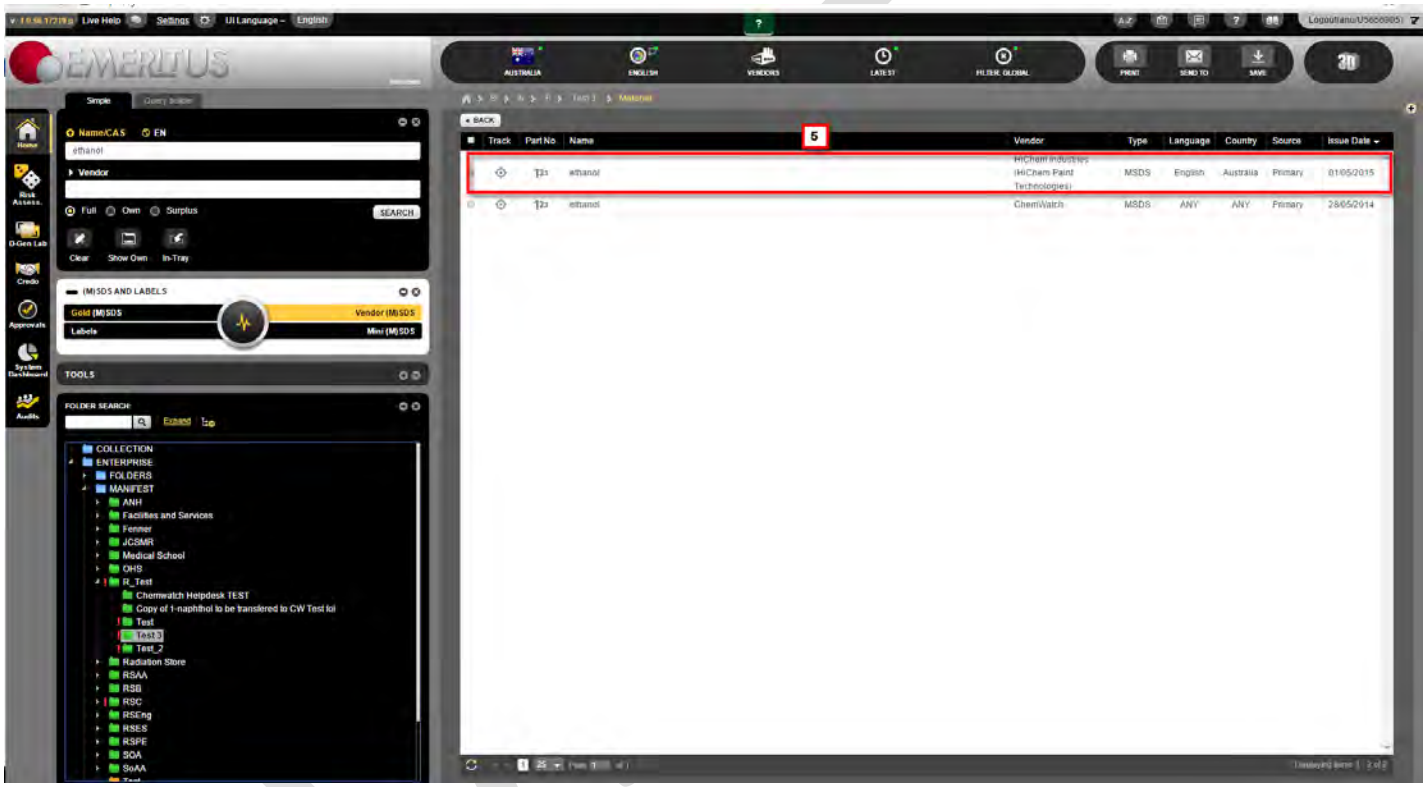

2
3
4
5
6
1
Add Vendor
Country
Language
Vendor
Document Name
SAVE
CANCEL
3WE


7
Vendor added successfully
3WE

3.3 How to view a SDS

Log into CMS – you will be default to “Home” Module

1. Select the folder/location (i.e. Test 3)
2. Click Manifest
3. Click “Multiple “ button to expand SDS information
4. Click on the material name (highlighted in blue)
5. Select the vendor SDS by clicking on the material name (i.e. Ethanol) for vendor HiChem Industries
6. Display the vendor SDS for the selected material

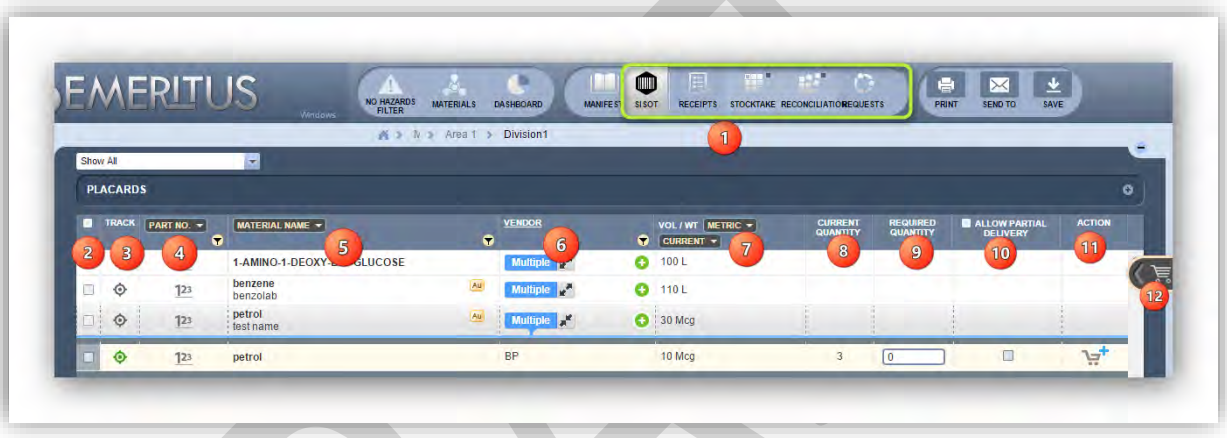


4 SISOT Mode

SISOT is a "***ScanIn/ScanOut Technology***" tool that is used as an assets management solution for stock control and procurement. SISOT Module mainly covers:

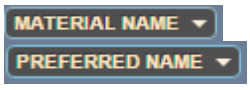
- Adding existing containers into folders
- Transfer of containers from one folder to another
- Shopping
- Stocktake
- Reconciliation

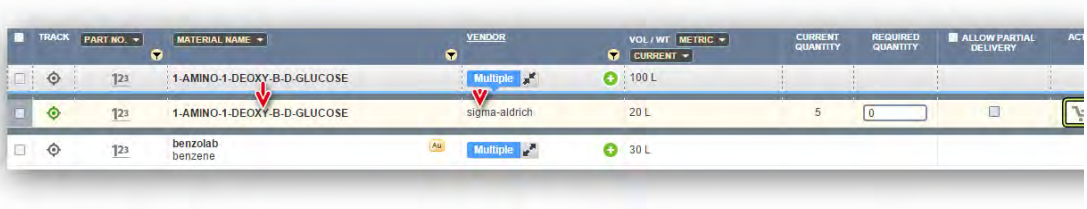
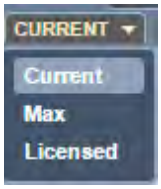
The SISOT module displays the following elements described in the table below based on the user interface elements.



The table below captures the descriptions of elements (Icons) available in the SISOT grid.

Item	Button/Icon	Element	Functionality Description
1.		SISOT icon	SISOT icon provides access to the user interface elements to be able to add containers, transfer items, check receipts, stocktake, reconciliation and requests.
		Receipts	Receipts function manages sending and receiving items into a location and can also be used for transfer of items between different storage locations or receiving requests from warehouse/central stores.
		Stocktake	Stocktake report for transacted items for a particular storage location (folder).

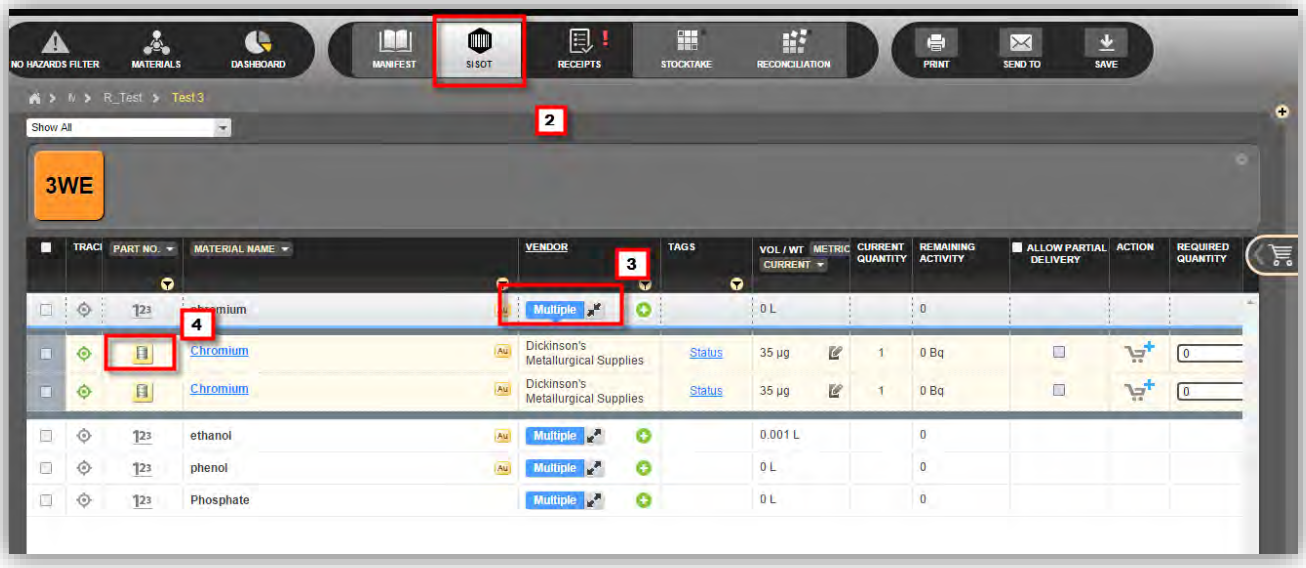
Item	Button/Icon	Element	Functionality Description
		Reconciliation	Provides analysis of status of transacted items to reconcile.
		Requests	The Request modes will be shown differently based on users permission. Requestor will see own requests that were submitted and the approver will see the requests which they require to approve.
2.		Checkbox	Checkbox is used for selection of material (s) as a single record or multiple (many) records to transact a task.
3.		Track	Track pin points the location of the material in the folder structure. Identifies the specific folder where the material exists. This is applicable in the manifest materials grid only. However, track in the subgrid locates the particular type of containers.
4.		Part No. Cat No.	In SISOT view, Part No. for materials row shows all available part numbers for the materials whereas Part No. in subgrid displays the part number barcodes tables for the containers.
5.		Material Name Preferred Name	Lists the material name or preferred name view of the material by using the drop down arrow. However, the subgrid row will always show the catalogue name (product name).
6.		Vendor	Lists the vendor name (manufacturer/supplier) of the material.
		Multiple	Expanded Material row using "Multiple button" displays Vendor and Container Quantity value
		Add Vendor	The add icon allows user to add new container data for the same material/vendor.

Item	Button/Icon	Element	Functionality Description
			
7.		VOL/WT	Volume or Weight of the material. In subgrid this view will be respective to container size.
		Metric	Volume units drop down arrow shows unit measure to apply. Metric – International standard of measure with its base units known as meter, kilogram, second, ampere, kelvin, candela and mole. Imperial – Imperial units (old English unit measure system) U.S. – Custom unit measure for the United States
		Current/ Maximum/ Licenced	Note that this view will be applicable to material row. Current – current volume/weight Maximum – maximum volume/weight Licensed – licensed volume/weight
8.		Current Quantity	Current quantity of containers
9.		Required Quantity	Required container quantity for transfer or shopping
10.		Allow Partial Delivery	Partial delivery checkbox enables delivery of partial quantity number as opposed to total number of available containers.
11.		Action	Adds items into carts
12.		Cart	Slide panel displays shopping information for all requests/transfers added through the cart

4.1 How to view Container information in SISOT Mode

1. Select the folder/location (i.e. Test 3)
2. Click “SISOT”
3. Click “Multiple “ button to expand container information

4. Click on “Barrel Icon”

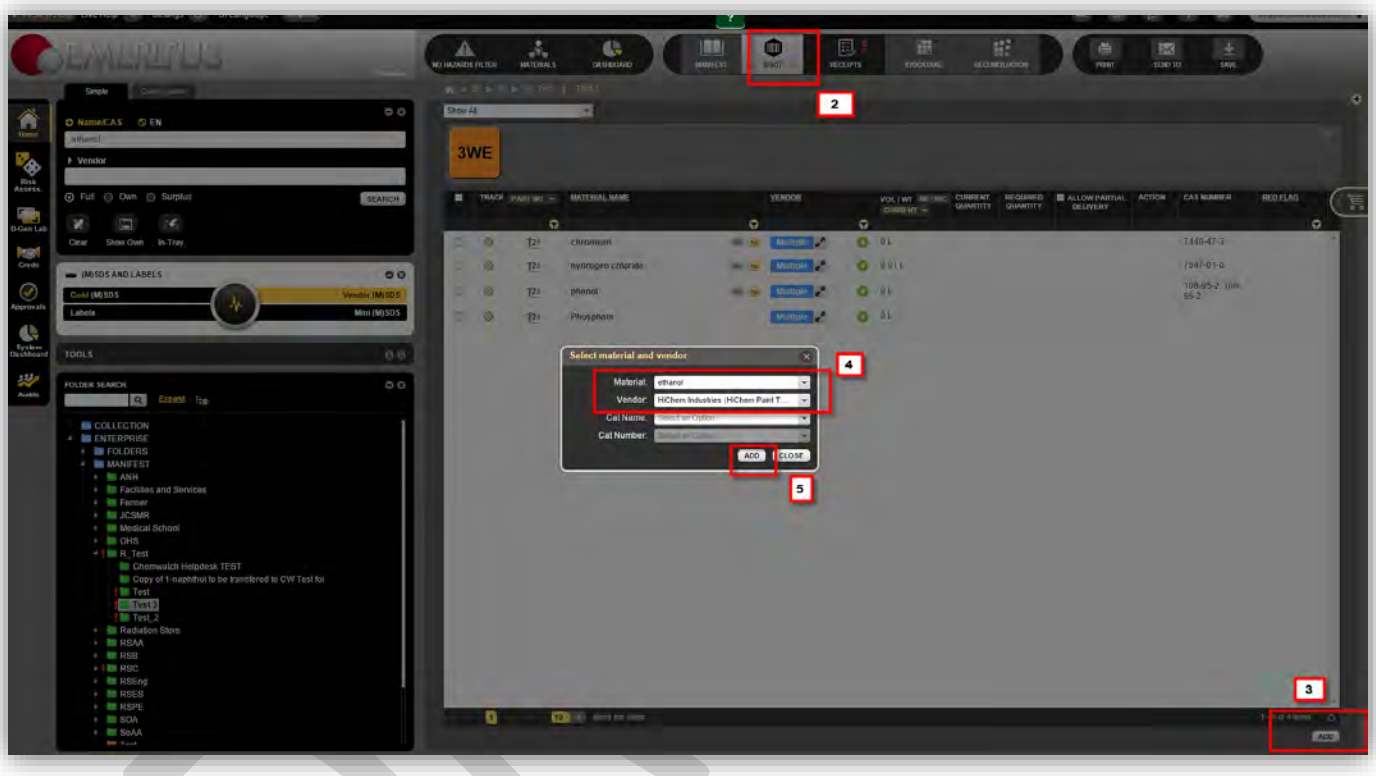


5. The details of the container displayed on a different window (part number, barcode, owner, quantity and notes)

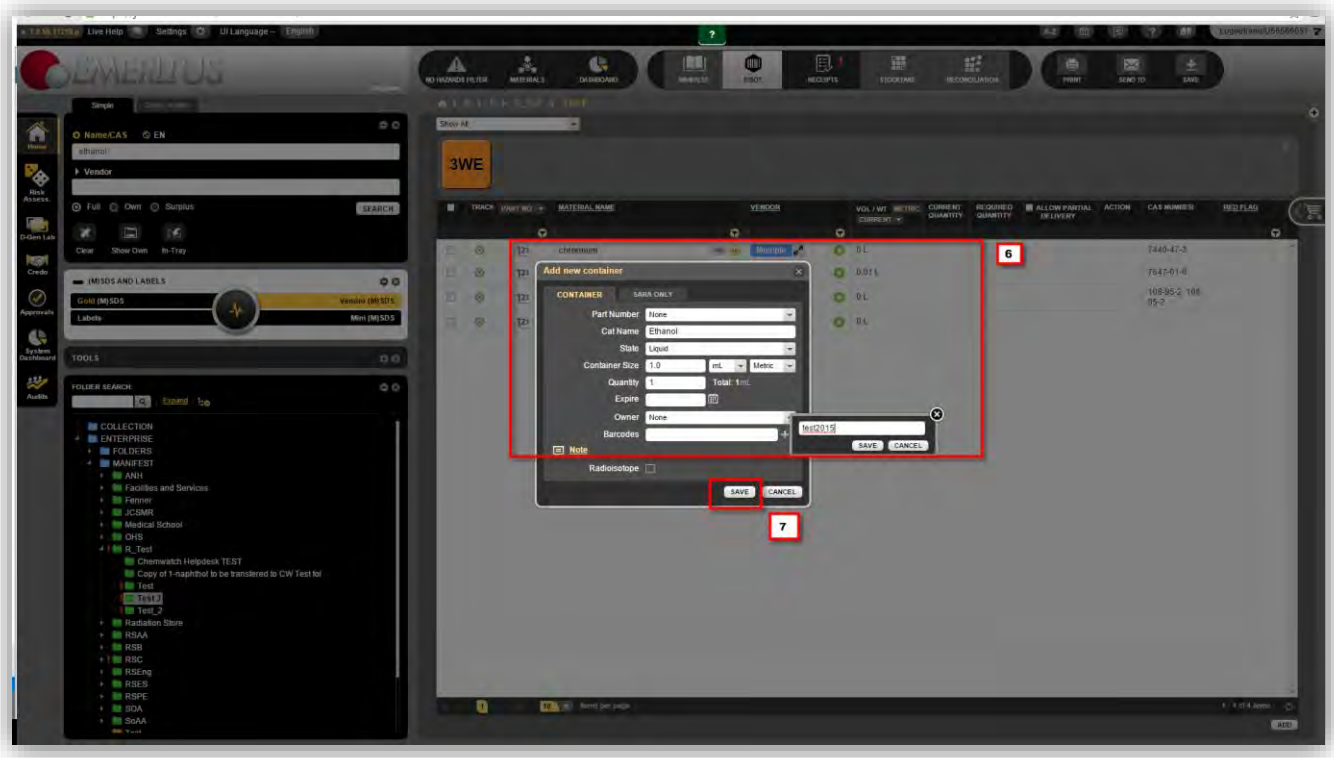
4.2 How to add a container

4.2.1 Scenario – adding a new chemical to the Manifest and creating a container.

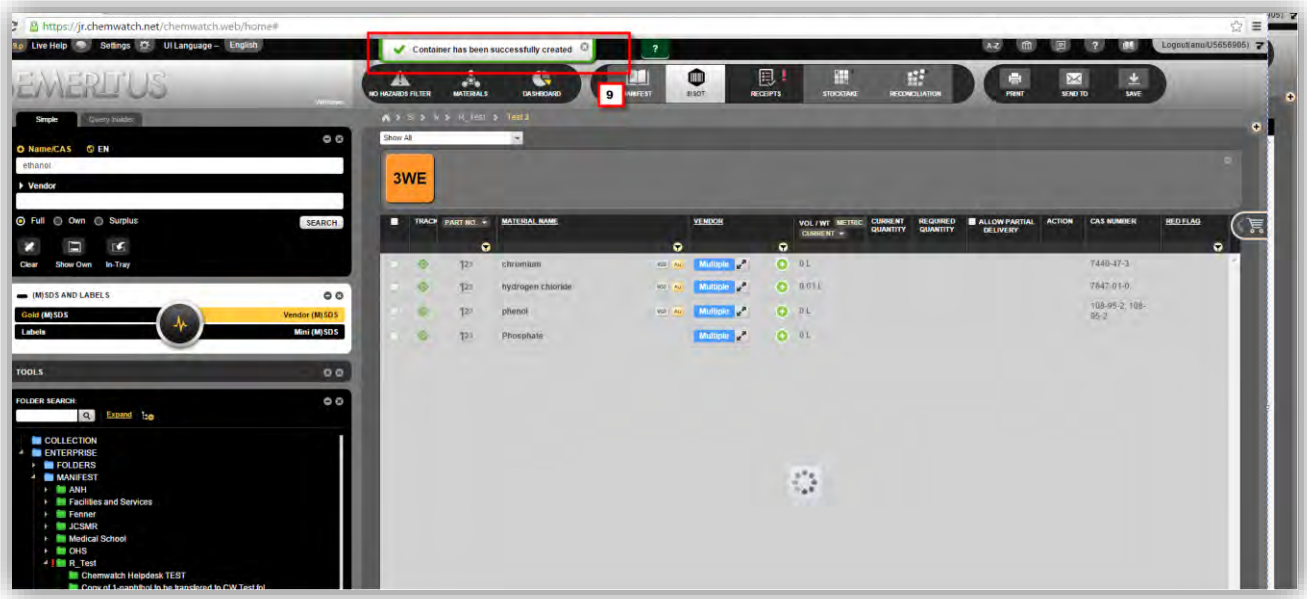
1. Search and add vendor SDS for the selected chemical into Manifest (follow section 2 “How to Add SDS”)
2. Click “SISOT”
3. Click “Add” (bottom right hand corner)
4. Select Material (Ethanol) and Vendor (HiChem Industries)
5. Click Add



6. Fill in the container information (catalogue name, quantity, unit of measure, owner, and barcode #)
7. Click Save



8. Message box will pop up “Volume of material was exceeded the maximum. Set current value as the maximum”.[2] Select Yes. This is because we haven’t set the maximum value for this particular material in manifest.
9. Message will pop up confirming that container has been added

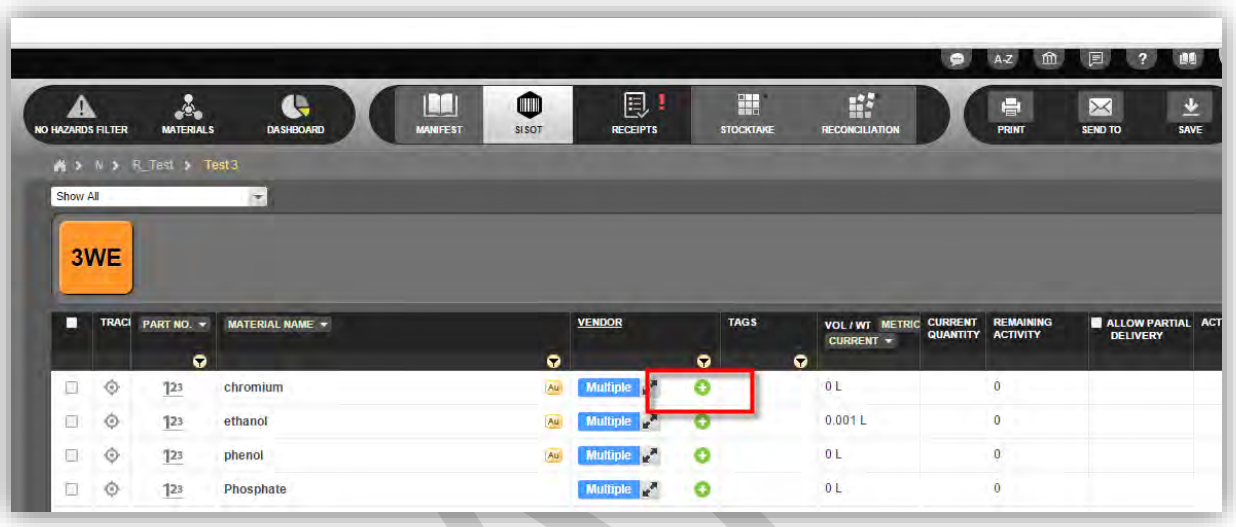


[2] This is because we haven’t set the maximum value for this particular material in manifest.

4.2.2 Scenario – adding a new container for an existing material from the same vendor

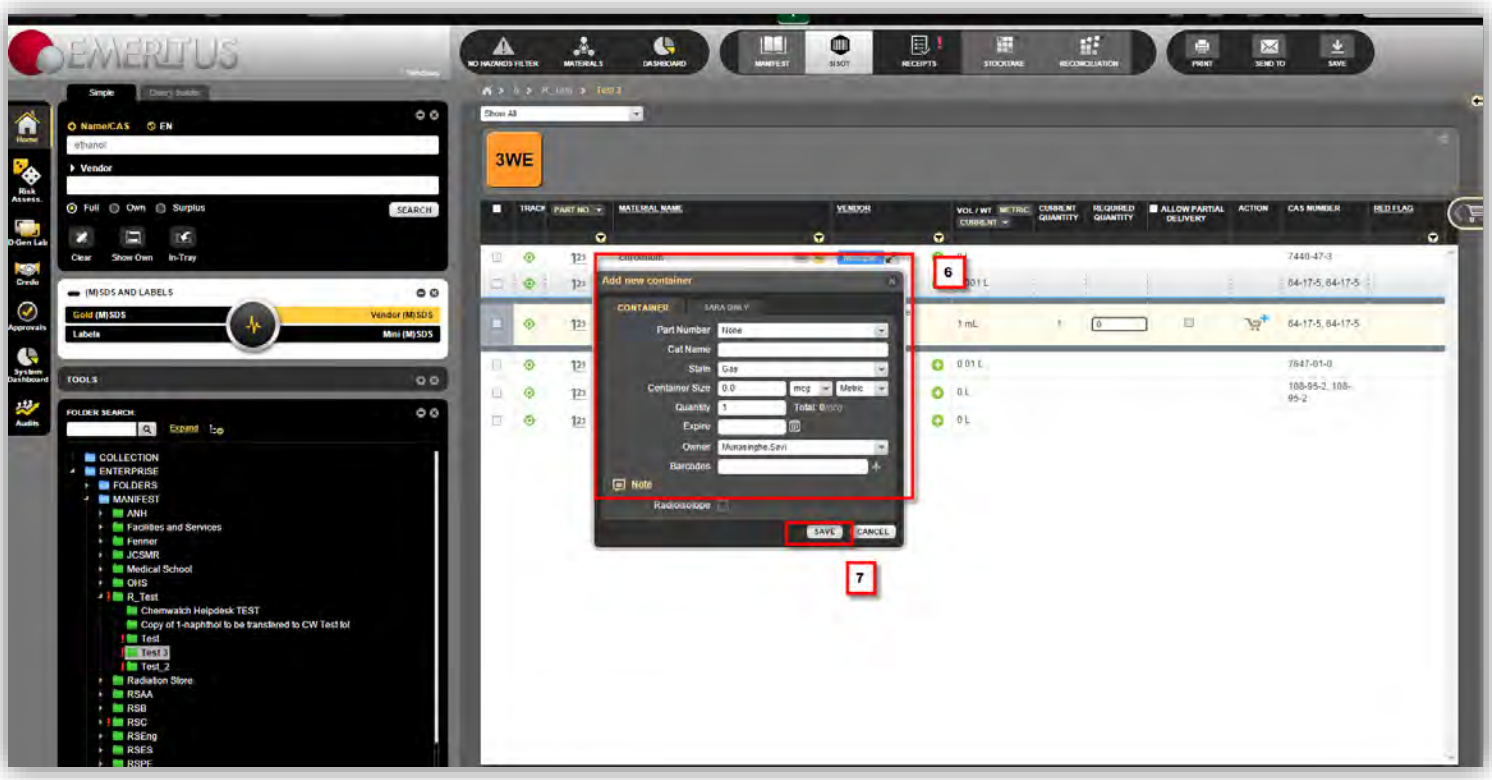
Example – we have 1ml Ethanol container (Vendor HiChem in the SISOT we want to add another container with 2 ml barcode (Test122015)

1. Select the folder/location (i.e. Test 3)
2. Click “SISOT”
3. Click green “+” button



4. Select vendor and Catalogue number[3]
5. Click Add
6. Fill in container information (catalogue name, quantity, unit of measure, owner, barcode #)
7. Click Save

[3] Catalogue number is currently not available. Awaiting information from Schools.

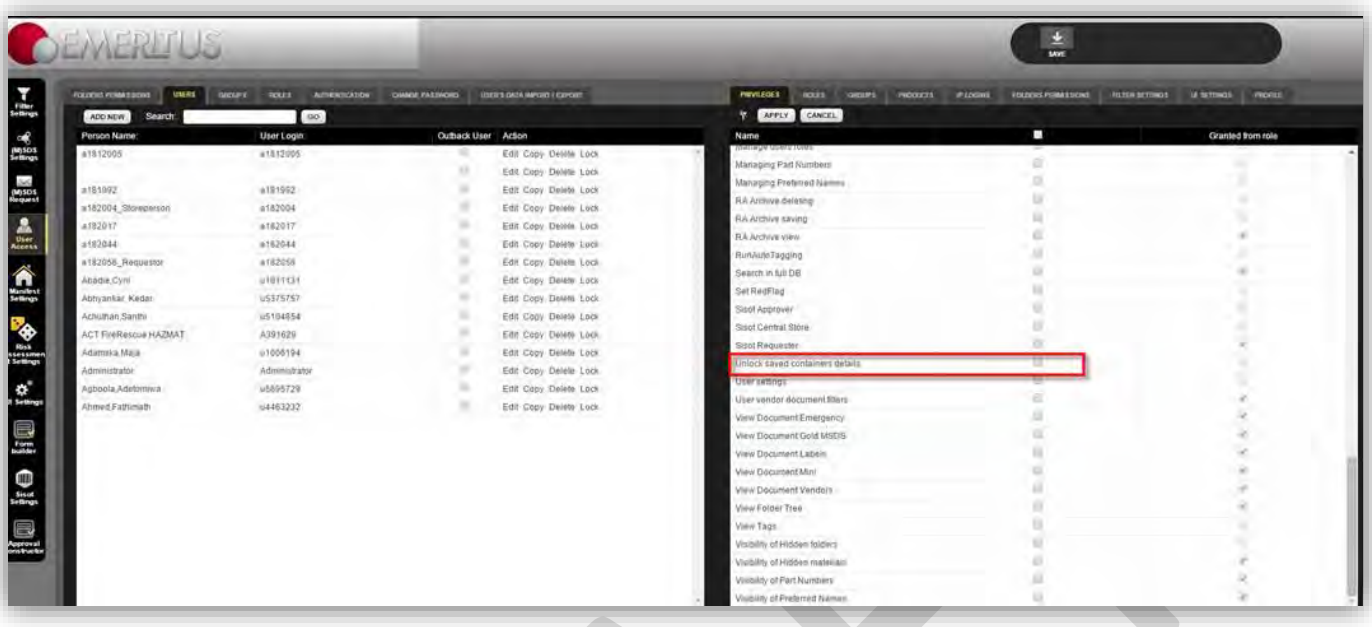


4.3 How to edit a container

1. Enable container edit function under user settings.

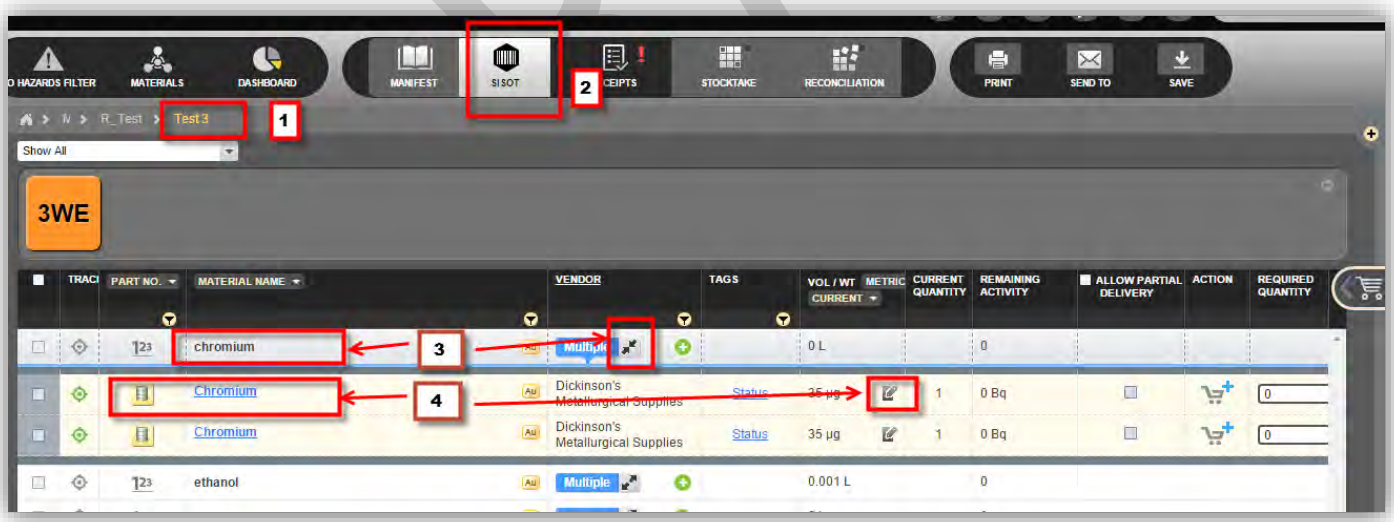
4.3.1 How to Container Enable Edit Function under user settings

2. Go to : Settings> User access>
3. Select User from the left hand side
4. Tick ”unlock saved container details” from the privileges list

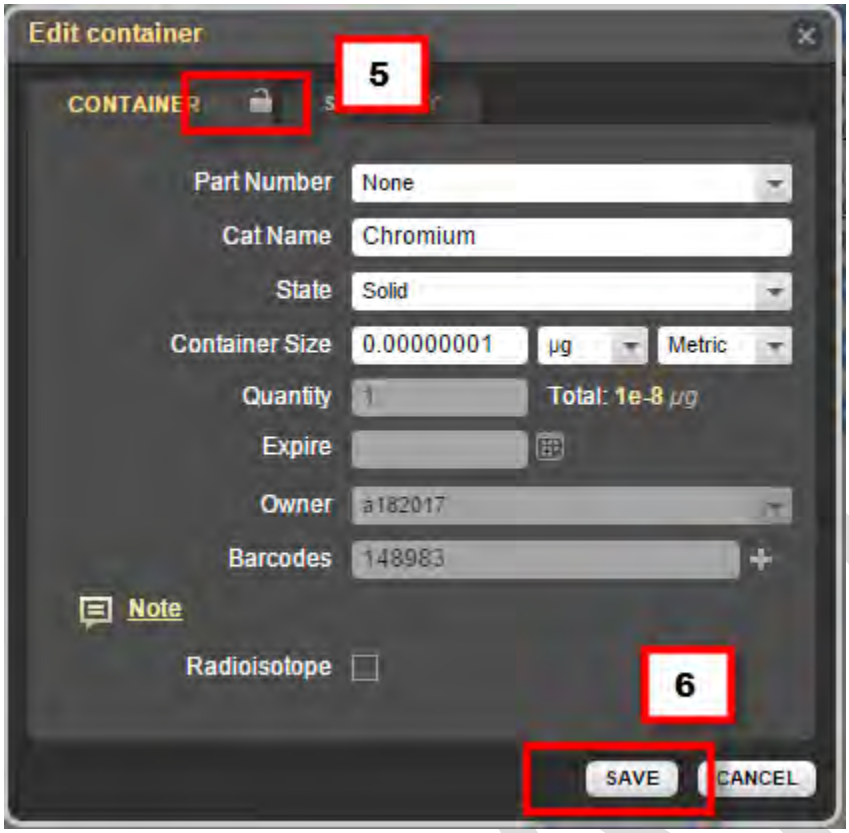


4.3.2 How to edit an existing Container

1. Select a location
2. Click on SISOT
3. Pick the desired chemical and click on the expand symbol
4. Pick the chemical you would like to edit and click the edit icon. (To look at the barcode click on the cylinder icon)

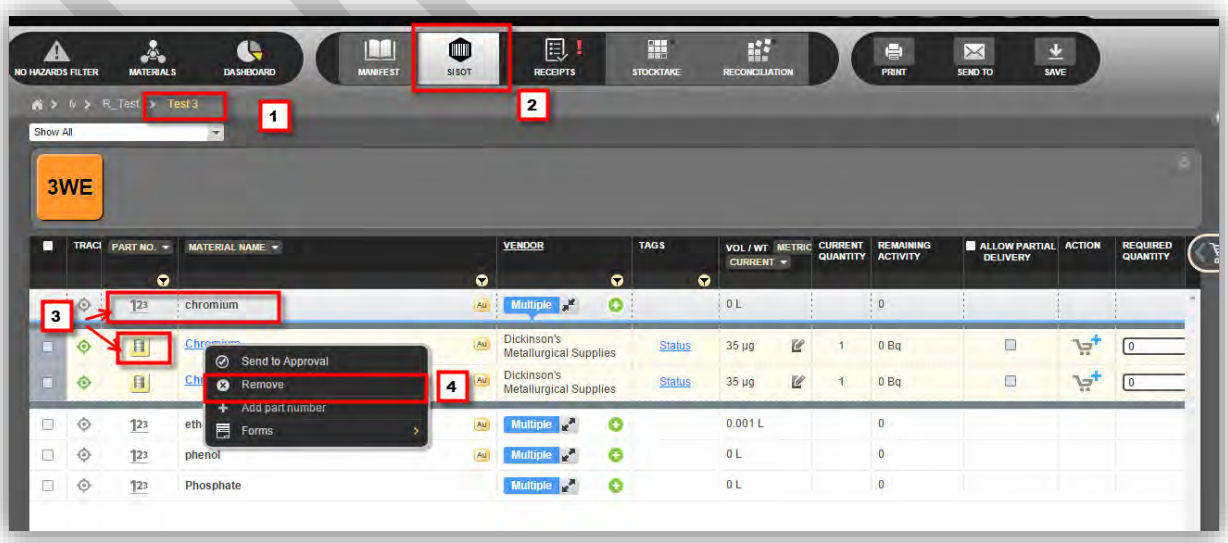


5. Click on the Lock icon to unlock the container information and edit the necessary fields.
6. Click on Save



4.4 How to Delete a Container

1. Select a location
2. Click on SISOT
3. Pick the desired chemical and click on the expand symbol
4. Right click on the chemical you would like to delete and click on 'Remove' from the drop down list

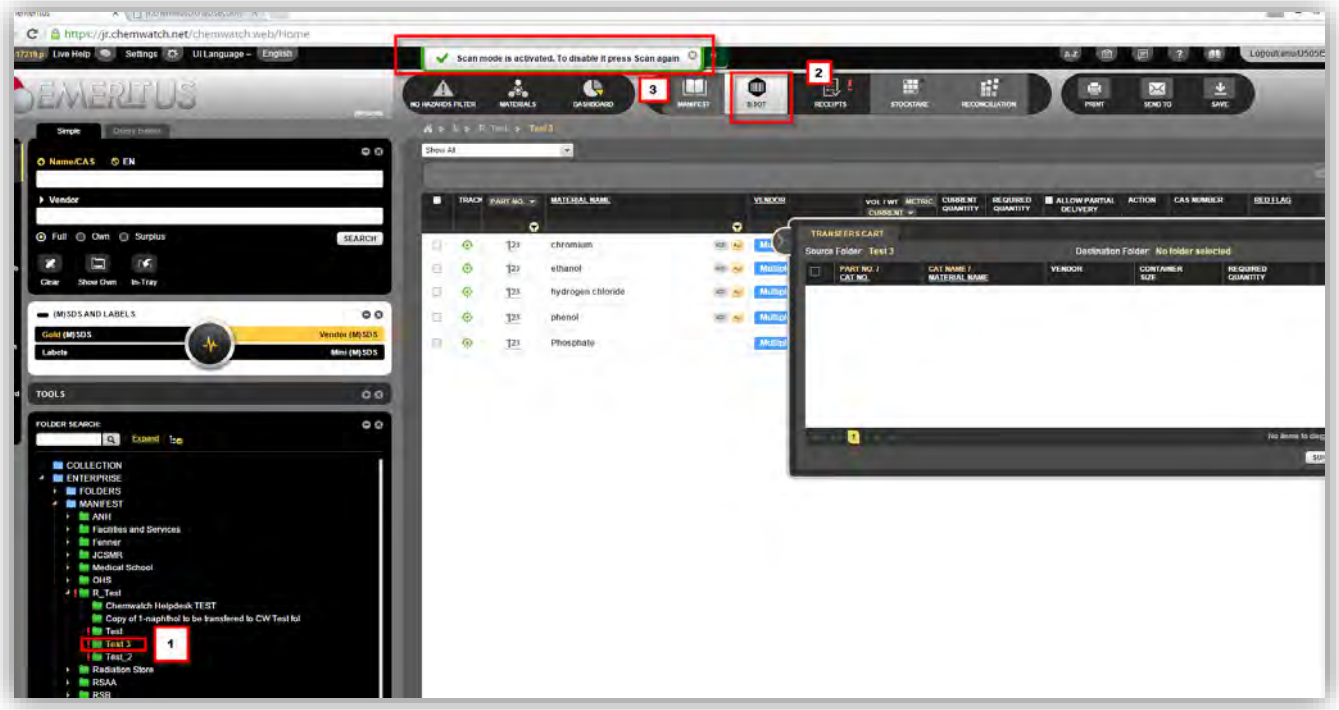


4.5 How to do a transfer

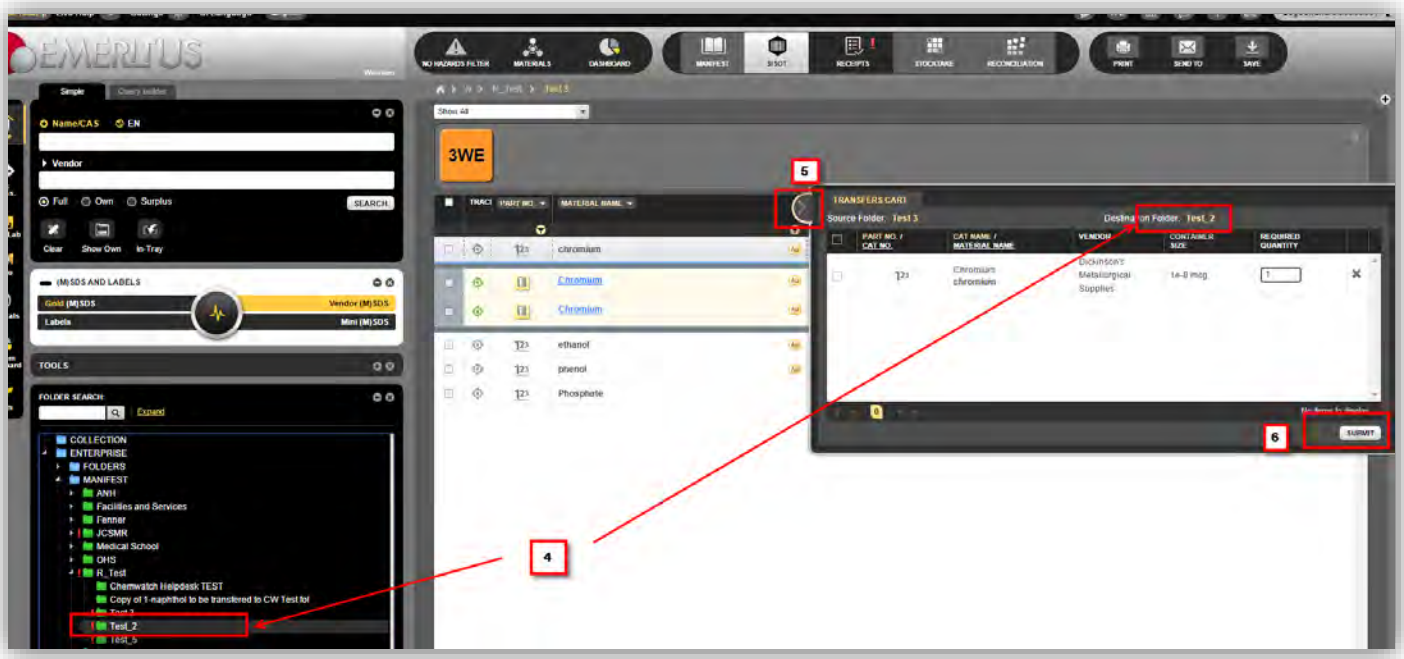
Example – Transfer barcode 148961 from location Test 3 to Test 2

4.5.1 Submit transfer request

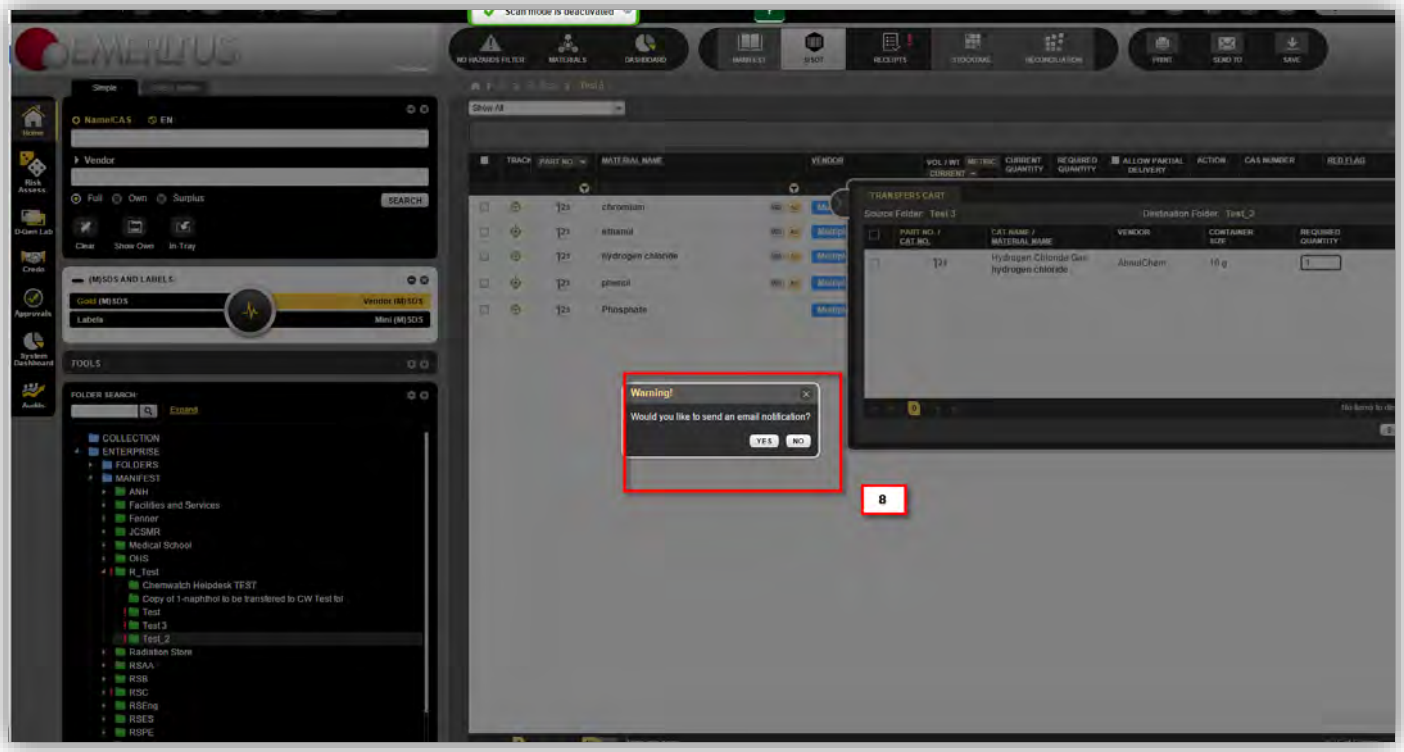
1. Select the source folder/location (i.e. Test 3)
2. Click “SISOT”
3. Scan action barcode “Start Scan”. **Refer 4.5.3- “How to print action barcodes”** for more information. Scan barcode you want to transfer



4. Select destination folder (Test 2)
5. Click < to view items on the cart
6. Click submit

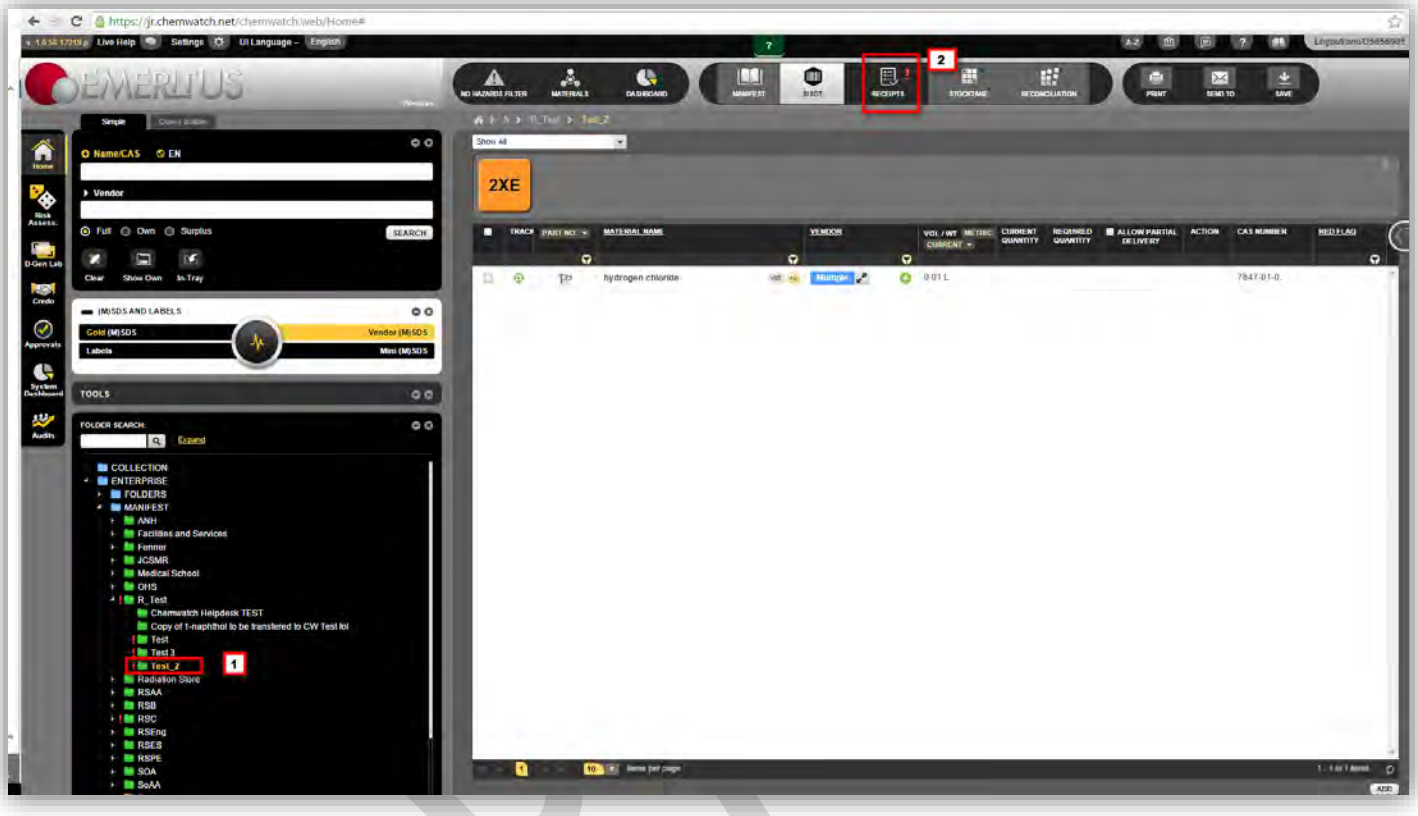


7. If you want to send an email notification to the approver(i.e. the owner of the chemical) select "Yes"

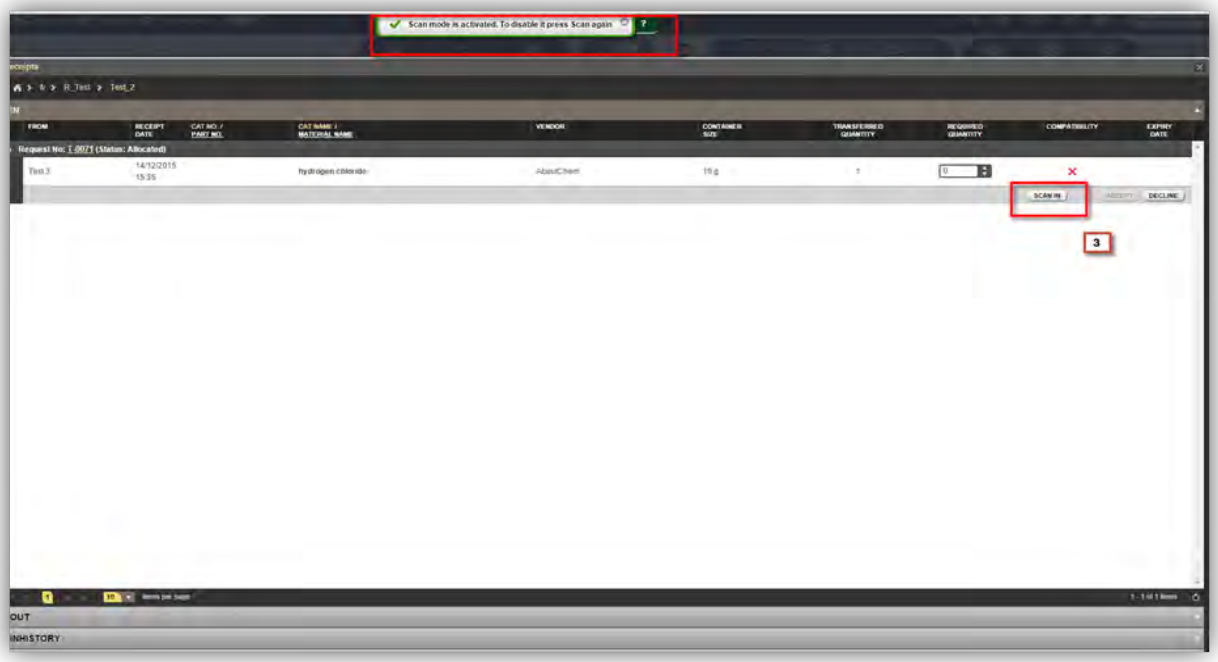


4.5.2 Accept a transfer

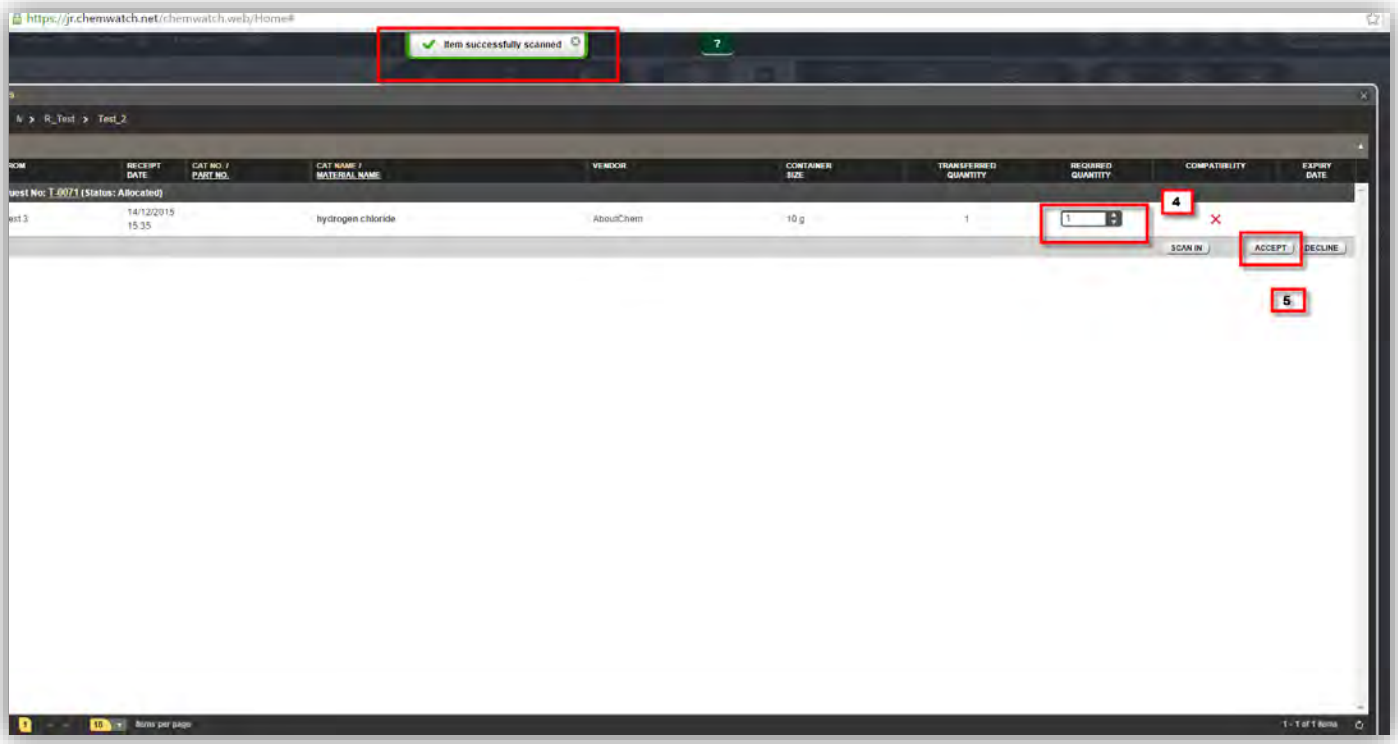
1. Select the destination Folder (i.e. Test 2)
2. Click Receipts



3. Click “Scan in” – Message will be displayed (scan mode is activated)

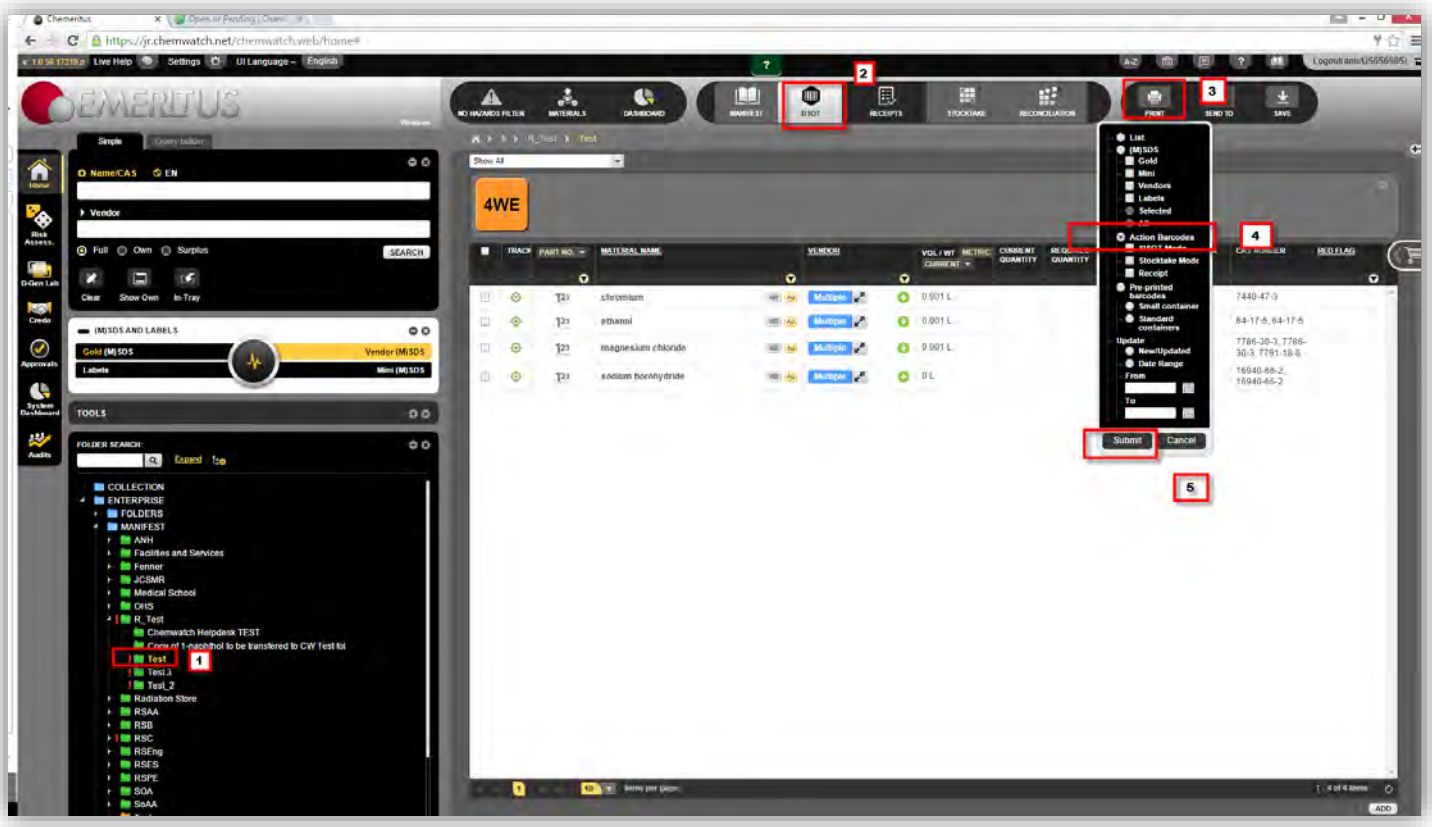


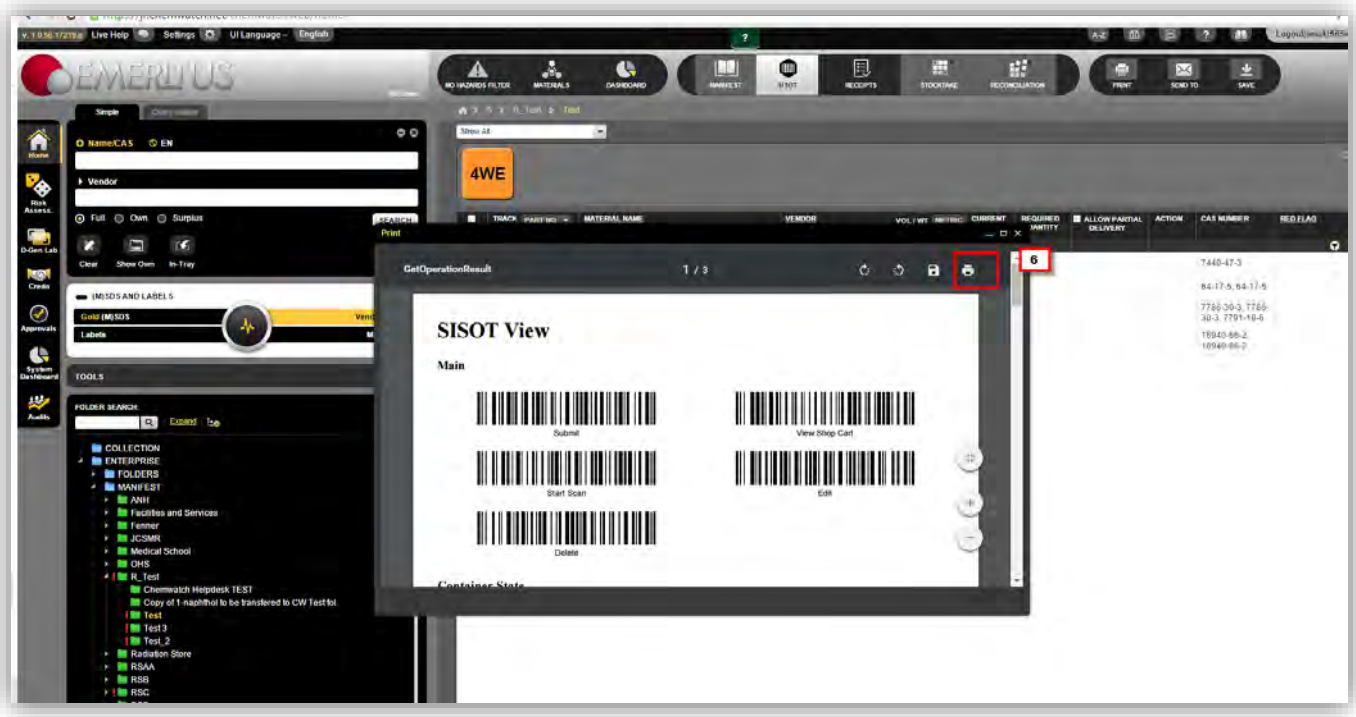
4. Scan in barcode – Message appear (Item successfully scanned)
5. Click accept



4.5.3 How to print action barcodes

1. Select the folder/location (i.e. Test 3)
2. Click “SISOT”
3. Click “Printer Icon”
4. Select “Action Barcode” from the drop down list
5. Click Submit
6. Click Print




SISOT View
Main
Submit
View Shop Cart
Start Scan
Edit
Delete
GetOperationResult
1 / 3
6
4WE
COLLECTION
ENTERPRISE
FOLDERS
MANIFEST

5 Folders

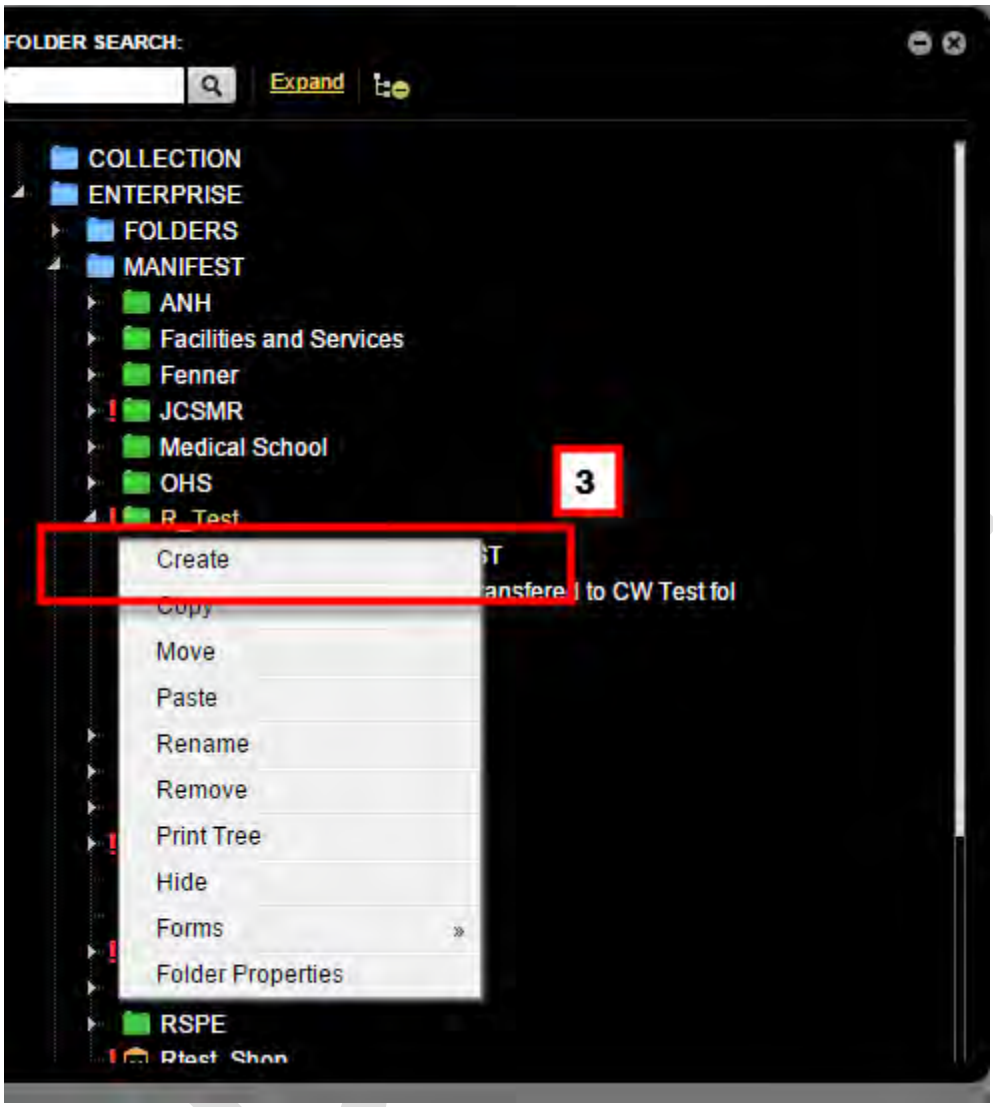
5.1 Description of Different Types of Folders

Folder Colour	Description	Folder function	Overview of Folder Procedures
GREEN	Users will choose the type of folder. Folders already existing manifest, those folders will be defaulted to green folders	Laboratory Room	Green folder can be source folder for transfer and destination folder for requests and transfers
ORANGE	Folders used as repository shopping	Shop Warehouse	Orange folder designated as a shop folder for requests, transfers and orders, receipts. Store folders are source folders for activating shopping cart. Manifest volume is not accepted for shop folders
RED	Folders that are allowed to have containers and automatically not possible to add manifest volume against Gold or Vendors	Waste	Folders for waste management. Users can scan waste/disposal/trash containers into waste folders. Waste folders can generate manifest waste report and let waste contractors come to the site for picking up wastes.
GREY	Type of folders that represent containers from its subfolders	Campus Building School Department	No asset or manifest volume can be created in grey folders. However, can be changed to green folder and also may have sub folder.

DRAFT

5.2 Scenario – Creating a new folder

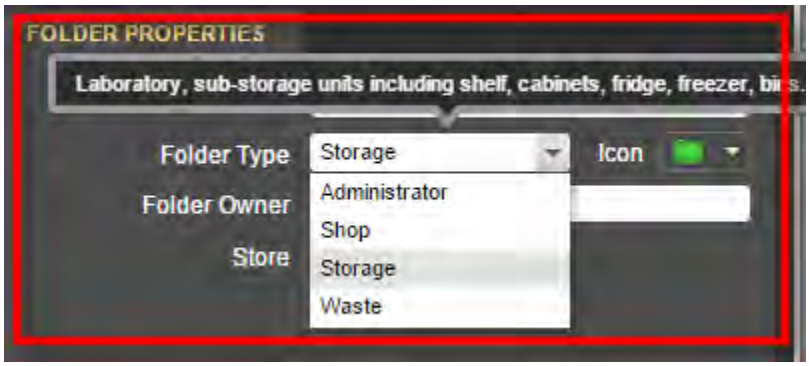
1. Expand the manifest folder
2. Right Click on the desired folder/ Location
3. Select “create” option



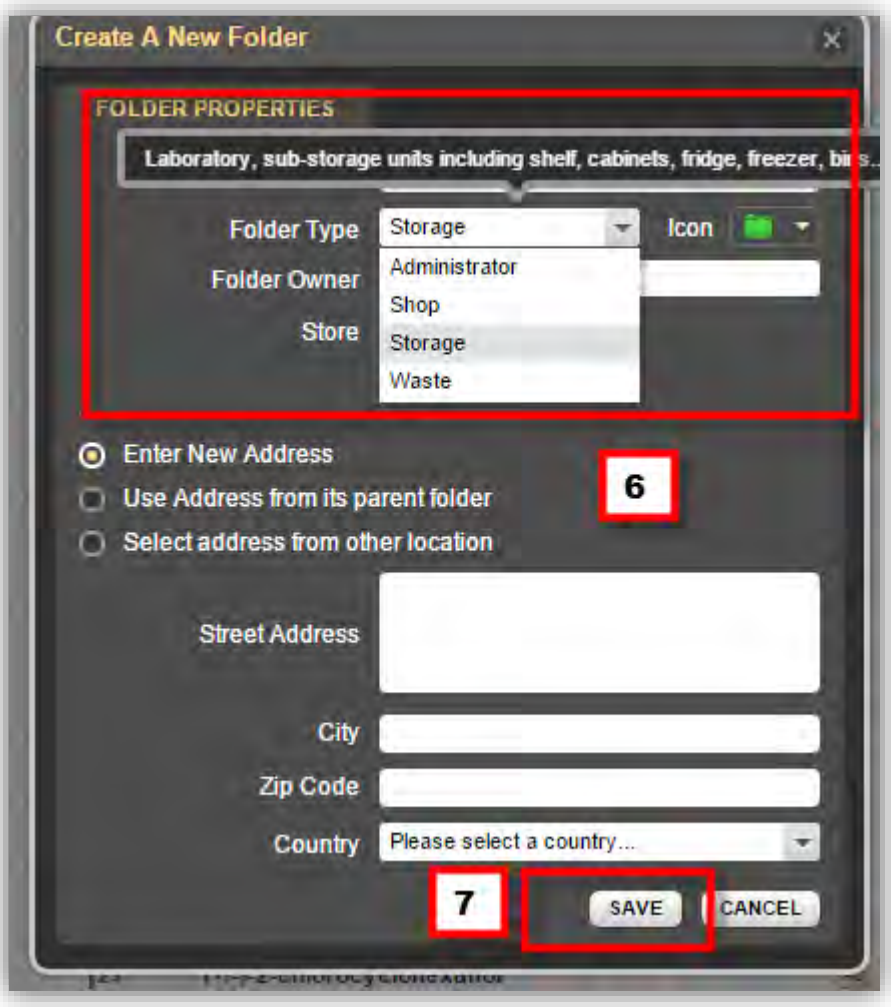
4. A “Create a New Folder” panel displays on the right hand side of the user interface.
5. Enter the Location name in the folder text filed, e.g., RSC

6. Enter Folder Type - There are three types of folders instituted in the SISOT story that are distinguished by colour coding; **green**, **grey**, **orange** and **red**.

Please refer section 5.1 for overview of folder functions



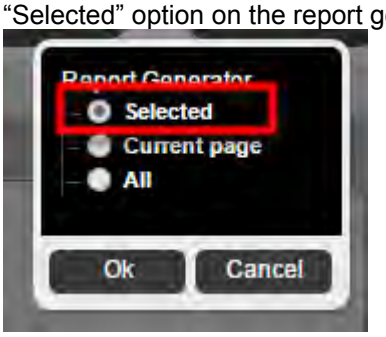
7. Click Save


Create A New Folder
FOLDER PROPERTIES
Laboratory, sub-storage units including shelf, cabinets, fridge, freezer, bi
Folder Type
Storage
Icon
Folder Owner
Store
Administrator
Shop
Storage
Waste
Enter New Address
Use Address from its parent folder
Select address from other location
6
Street Address
City
Zip Code
Country
Please select a country...
7
SAVE
CANCEL

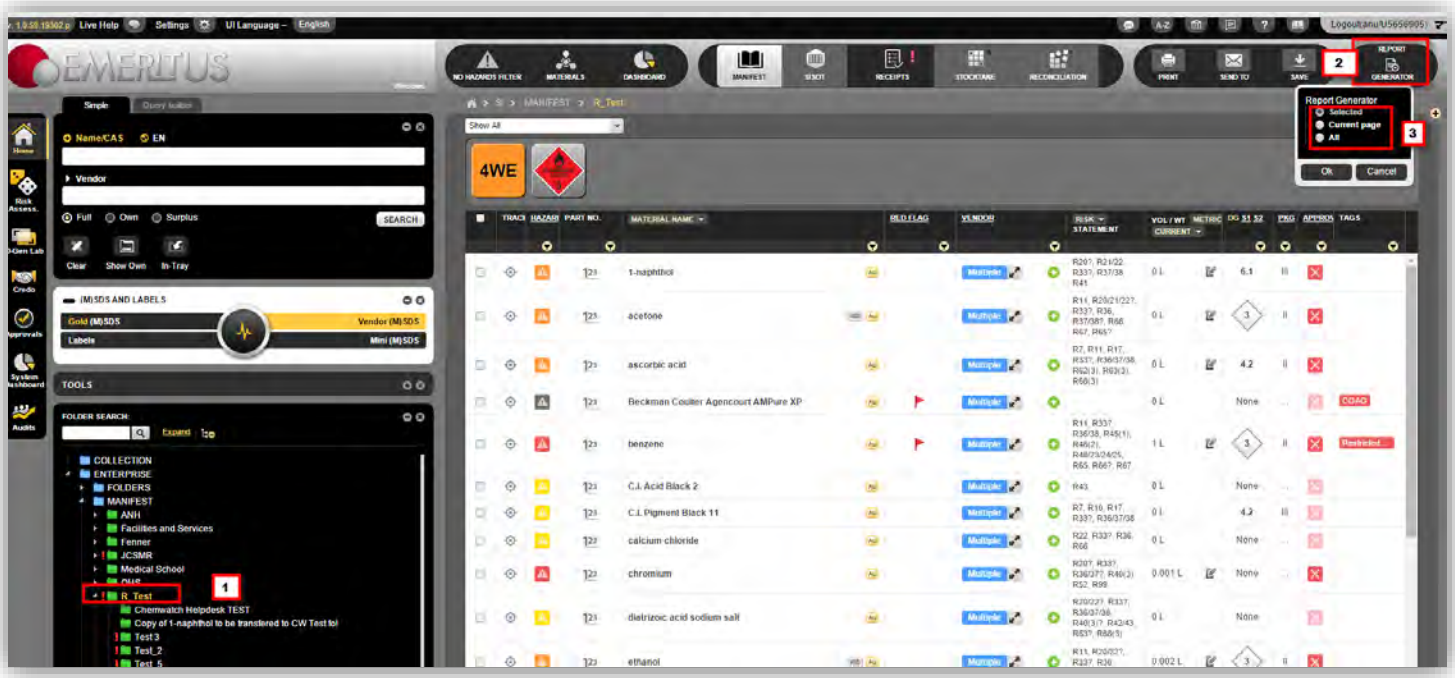
6 Report Generator

6.1 How to generate an advanced report on chemicals in a location

1. Select a location
2. Click on Report generator.
3. Select the desired option from the drop down list and click on OK
   To select specific list of chemicals click the tick boxes besides the desired chemical and select "Selected" option on the report generator

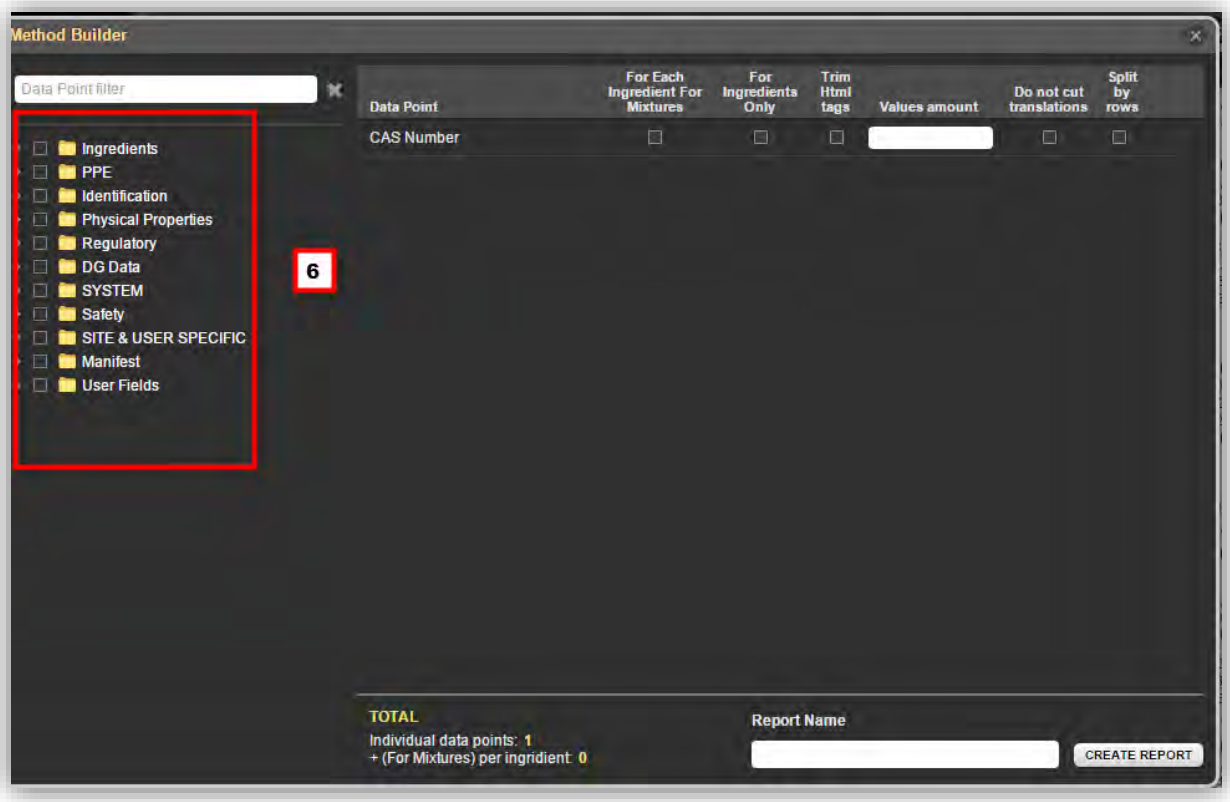


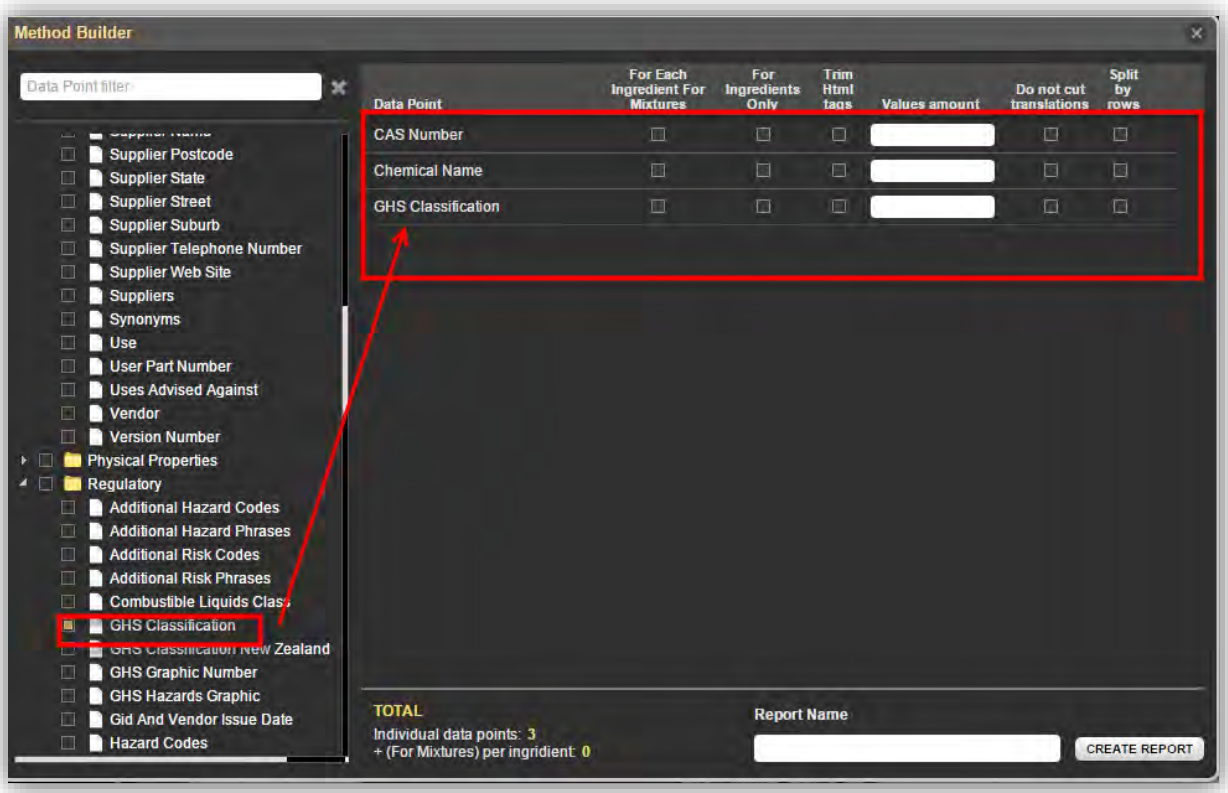
To select all chemical on a specific location click "ALL" option, and "OK"



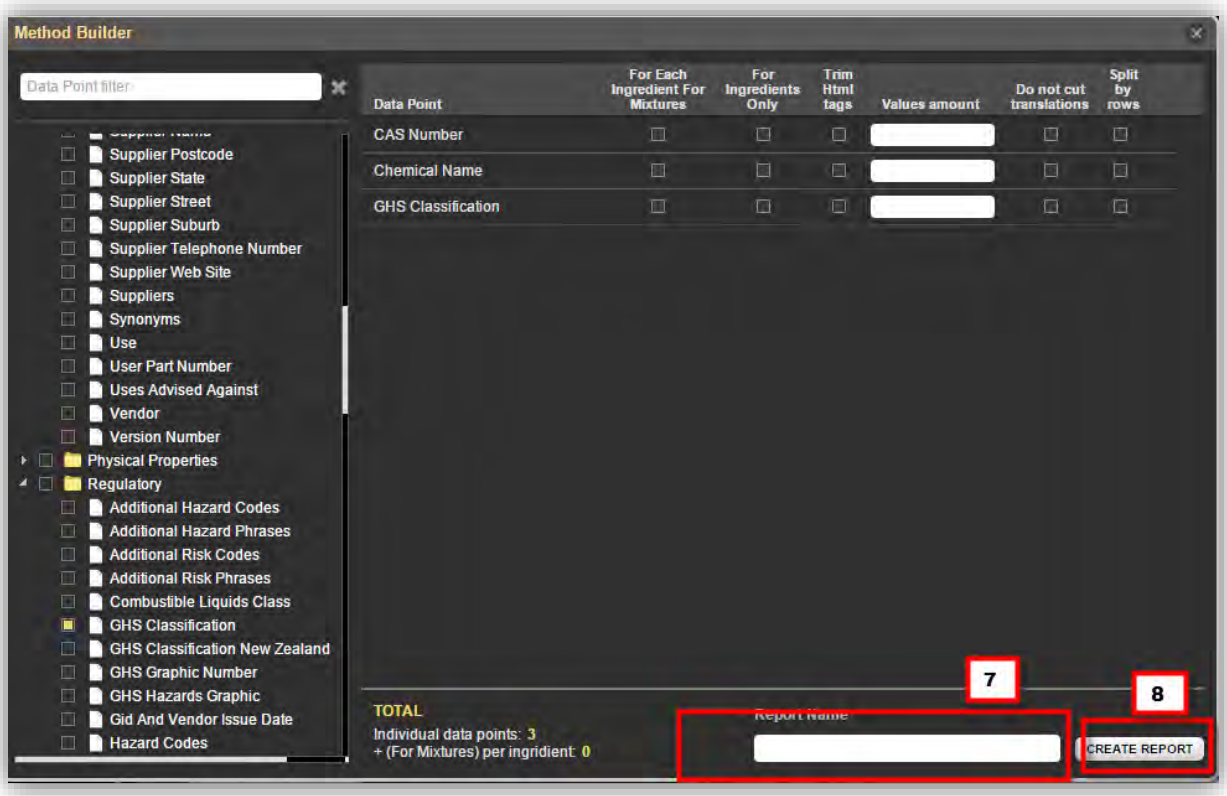
4. Click on advanced
5. Click on the '+' symbol and select Data points

6. Select the desired data points by clicking on the tick box

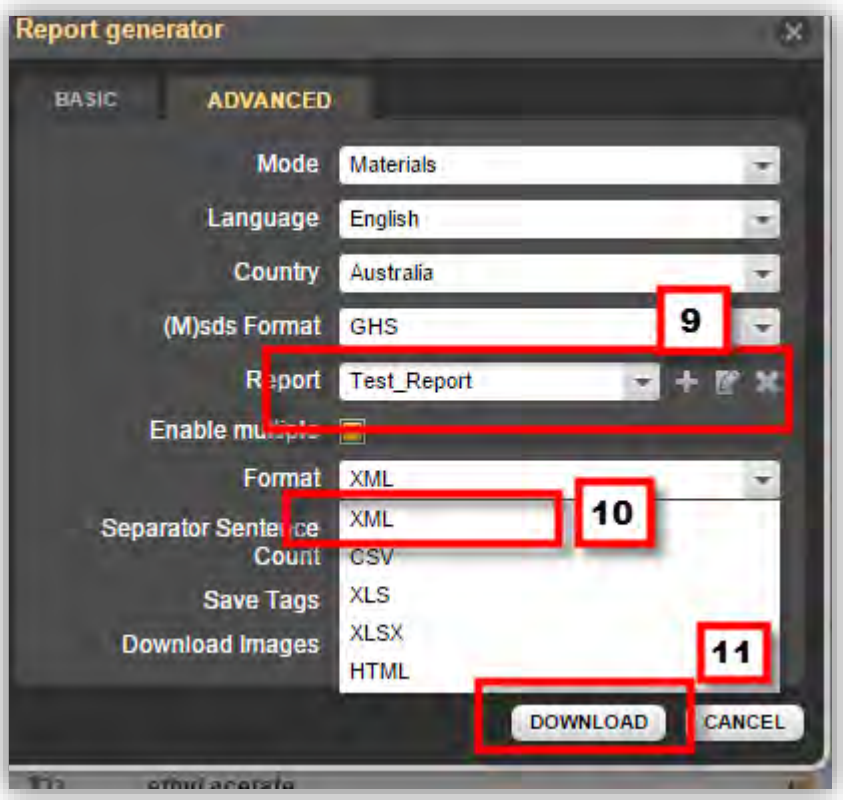




7. Enter the Report name (‘Test Report)
8. Click on Create Report



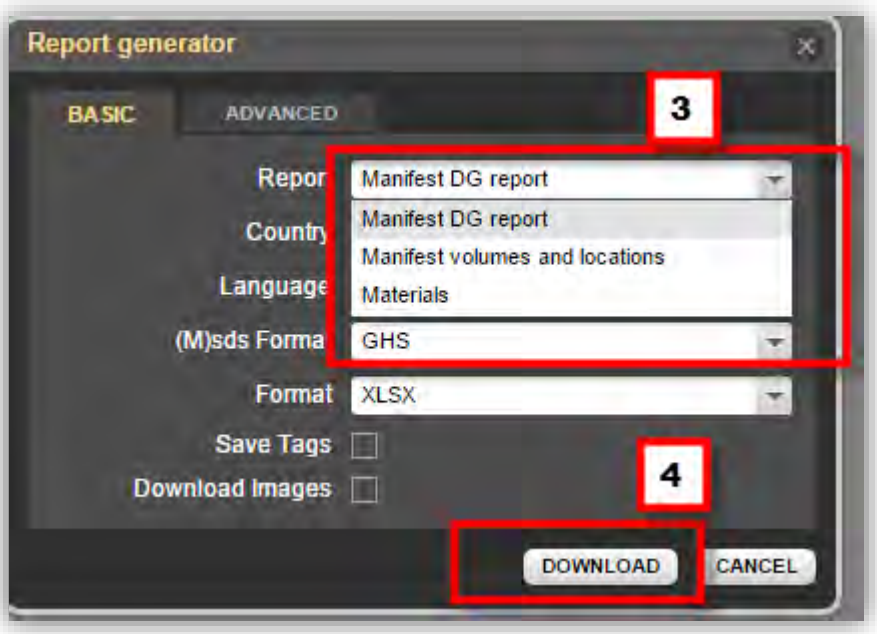
9. Select the report name (e.g. 'Test Report')from the dropdown list of Reports
10. Select the XML format from the dropdown list of Format
11. Click on Download



12. Open the report in Excel Format and save or print

6.2 How to generate a basic report on chemicals in a location

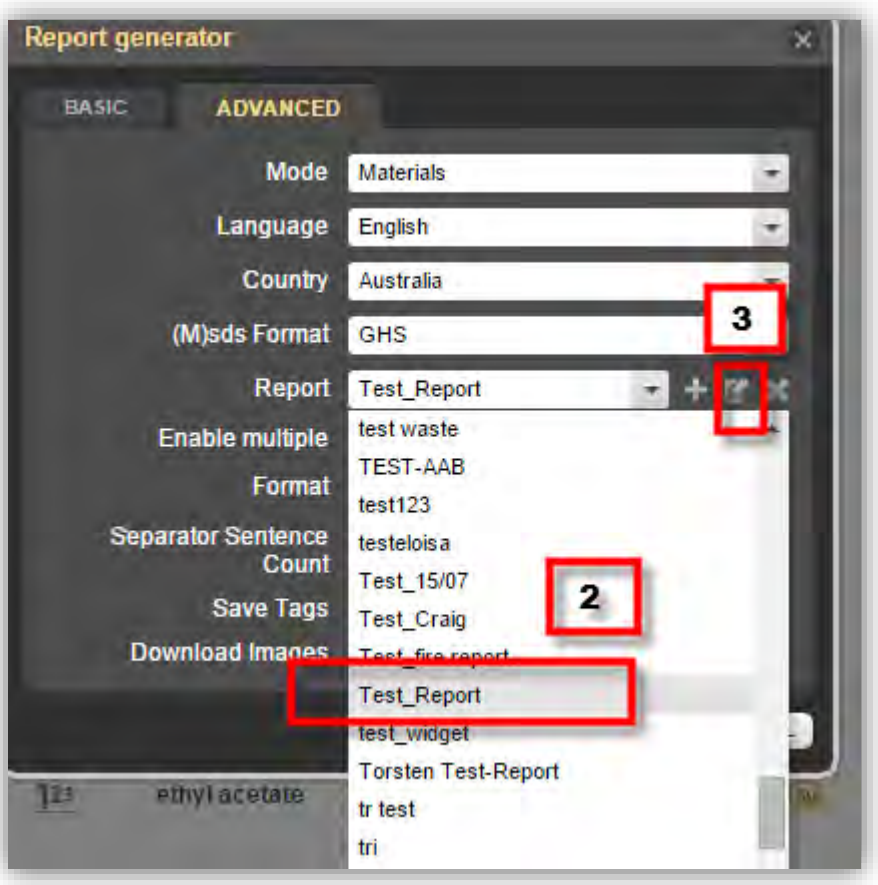
1. Follow steps 1. 2, 3 & 4 of section 6.1
2. Click on Basic
3. Select the desired option from the Report dropdown lists (recommended to retain the default options for remaining fields)
4. Click Download



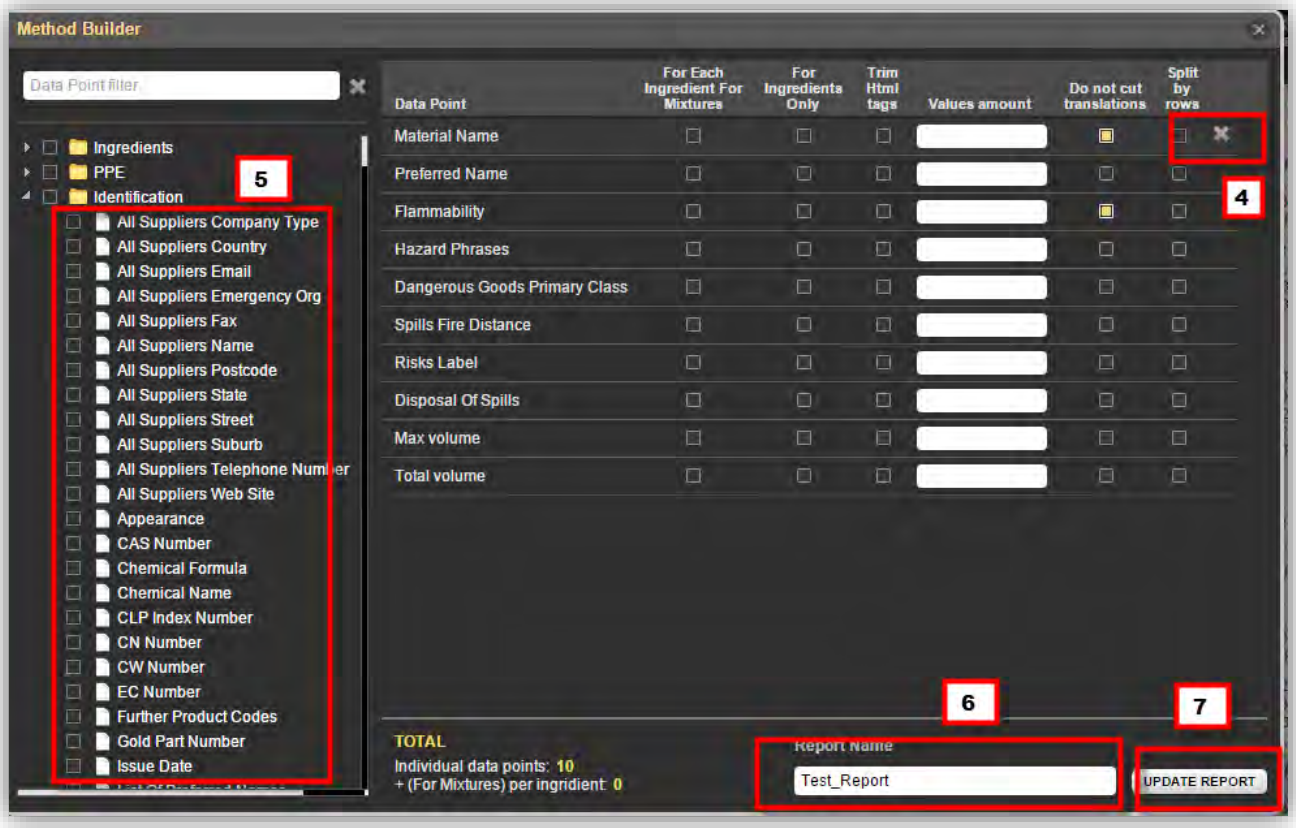
2

6.3 How to Edit a Report Template

1. Follow steps 1, 2, 3 and 4 of section 6.1
2. Select the desired Report template from the dropdown list of Reports
3. Click on the Edit symbol



4. Hover over the data point you would like to delete and click on the delete symbol
5. Add desired data points by clicking on the tick box
6. Rename the report by entering the desired name
7. Click on Update Report

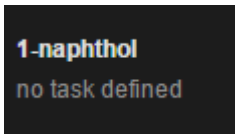
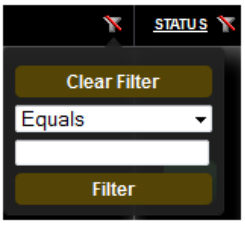
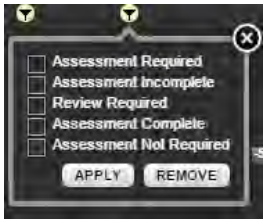

Method Builder
Data Point filter
Ingredients
PPE
Identification
All Suppliers Company Type
All Suppliers Country
All Suppliers Email
All Suppliers Emergency Org
All Suppliers Fax
All Suppliers Name
All Suppliers Postcode
All Suppliers State
All Suppliers Street
All Suppliers Suburb
All Suppliers Telephone Number
All Suppliers Web Site
Appearance
CAS Number
Chemical Formula
Chemical Name
CLP Index Number
CN Number
CW Number
EC Number
Further Product Codes
Gold Part Number
Issue Date
5
Data Point
For Each Ingredient For Mixtures
For Ingredienta Only
Trim Html tags
Values amount
Do not cut translations
Split by rows
Material Name
Preferred Name
Flammability
Hazard Phrases
Dangerous Goods Primary Class
Spills Fire Distance
Risks Label
Disposal Of Spills
Max volume
Total volume
4
6
7
TOTAL
Individual data points: 10
+ (For Mixtures) per ingridient: 0
Report Name
Test_Report
UPDATE REPORT

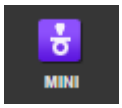
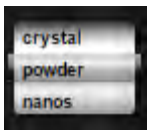
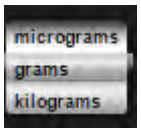
7 Risk Assessments

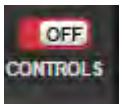
7.1 Description of Risk Assessment Module Elements

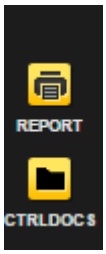
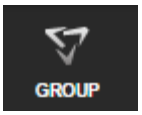
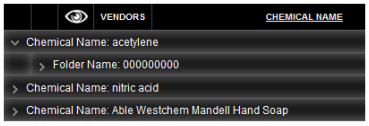
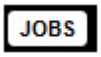
The table below provides a summary description of each element in the risk assessment home page.

Item	Column	Button/Icon	Name	Functionality Description
1. 1			Toggle	Press toggle icon in collapsed view **to expand view**. See more in Expanded View Mode for record details
			Track	Press track icon to **locate material in folder** tree (track jobs) which highlights folder/store if it is found in a single or multiple folders/stores
			Key locked	Press the key lock icon to open locked horizontal bar elements
			Key unlocked	Press the opened key lock icon to lock horizontal bar elements and save risk assessment
2.	VENDORS	VENDOR	Vendor SDS	Press Vendor SDS (Manufacturer or Supplier **Safety Data Sheet**) to **view a single or multiple available document(s)**
		TASK	RA Task	Press the Task icon to apply a task from the task menu to continue with the risk assessment of the chemical
		COPY	Copy	Select Copy icon to copy the Chemical Risk Assessment
			Chemical Name	**Sort** by Chemical Name **header in alphabetical order. Links to vendor SDS** for

Item	Column	Button/Icon	Name	Functionality Description
3.	CHEMICAL NAME			the chemical, option to select task defined in terms of utility along with mode selector/roll barrel
			No task defined	Name of the chemical shown and utility defined in terms of task descriptor. Task description is not applied (select task icon to define task for the Risk Assessment)
			Filter	Select filter icon in the Chemical Name Header to choose from the filter/clear filters options: □ Equals - define filter term/by name □ Contains – define filter term/by word containing a term
4.	STATUS		Status of the Risk Assessment Audit	**Risk Assessment (RA) Status-** provides the status of the RA for that particular chemical. For example; • Assessment Required • Assessment Complete • Review Required • Assessment Incomplete • Assessment Not Required
			Status Filter	Filter by the status of the risk assessment • Assessment Required • Assessment Complete • Review Required • Assessment Incomplete • Assessment Not Required
5.	HAZARD RATING		Hazard Rating	Consequence **Severity** Provides the hazard rating, allowing view and selection(in Expanded mode) of the associated hazards with the chemical tagged with risk code(s) and hazard code(s)
			Grey	**Nil**
			Blue	**Low** hazard level
			Yellow	**Minor** hazard level
			Orange	**Moderate** hazard level
			Red	**Major** hazard level
			Maroon+	**Critical** hazard level

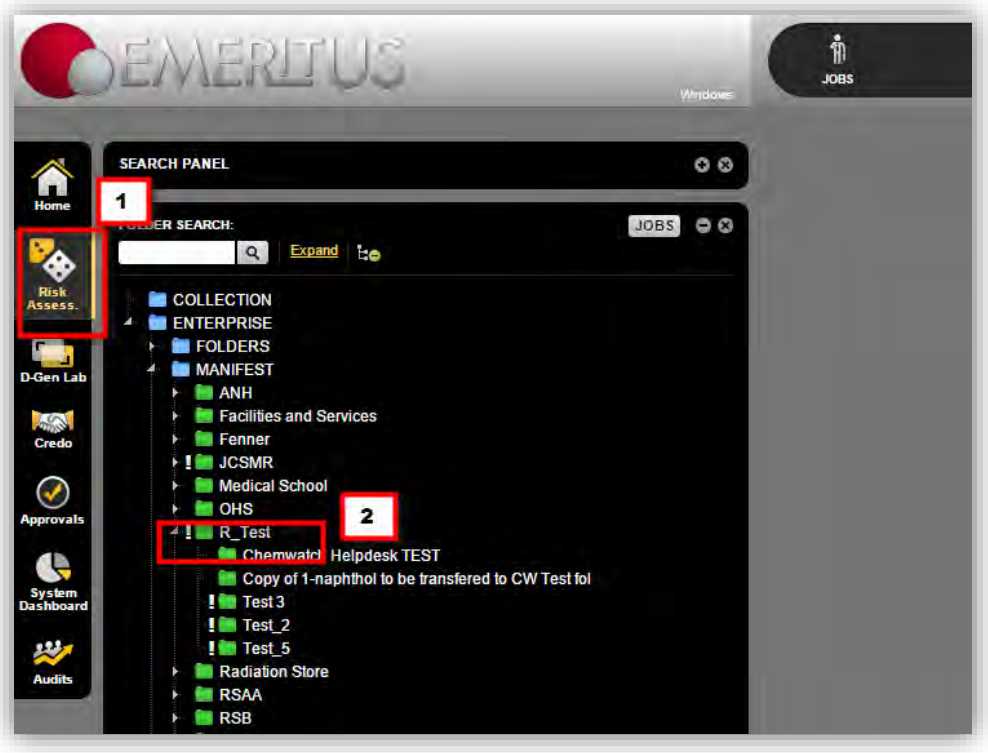
Item	Column	Button/Icon	Name	Functionality Description
			Mini	**Links to vendor Mini Chemwatch SDS** for the chemical.
6.	OPERATING TEMPERATURE		Operating Temperature	Operating temperature gauge for setting the parameters (btw -50 and 300 °C either by keying in the temperature value in the text box, e.g. 20°C or by dragging gauge pointer to desired temperature
7.	VOLATILITY/ DUSTINESS		Volatility/ Dustiness	Capture properties of the chemicals volatility/dustiness (determine whether it's a powder, crystal or solid). Roll barrel to select appropriate option. Note that for gaseous chemicals this volatility is locked against random updates
8.	SCALE OF USE		Scale of Use	Record quantity/scale of use of the chemical as risk enhances with bulk deployed as per frequency of use. The scale utilized ranges from grams, kilograms and tonnes. Roll barrel to select appropriate option
9.	FREQUENCY OF USE		Frequency of Use	Capture the cycle and duration of chemical usage in terms of exposure on an hourly, daily, weekly and monthly.
10.	RISK BAND		Unknown	Risk not determined
			No Risk	Risk determined as none
			Low Risk	Low risk level
			Minor Risk	Minor risk
			Moderate Risk	Moderate risk
			High Risk	High risk

Item	Column	Button/Icon	Name	Functionality Description
			Controls Controls	**Risk Control Measures** can be adopted to reduce to **reduce the Risk Band Rating** and displays appropriate control panel window to project risk controls imposed for that particular chemical with respect to task defined
			Adopting Risk Control Measures	**Adopting Risk Controls Measures** reveals green ticks and lower the overall risk further. Control icon turns green designating applied controls
11.	DISCHARGE		Discharge	Medium of **disposal/discharge** of the chemical in **Air, Land, Water** will vary in hazard levels
			Medium of Discharge or Disposal	Air
				Water
				Land
12.	DOCS		RA Report	Links to generate **RA Report**. **Risk Conclusions** provide health protection information for workers with an obvious baseline for the calculation: chemicals which can cause more serious/adverse effects need a greater degree of control than less harmful/hazardous chemicals. Click on the Report button to display the Risk Assessment Report where user can assign a JOB to the Risk Assessment. The Job created will display in the JOBS Tab in accordance to its task

Item	Column	Button/Icon	Name	Functionality Description
				descriptor. To access the **JOB Report** of the assessment, select JOBS Tab and click on Task Name to view JOB report
			Control Documents	Links to generate **Report on Risk Controls** adopted (**Control Approach documents**).
13.			Group Chemicals as their locations as a cascade	
14.		Jobs module 	Create Jobs	Create Jobs for the Risk Assessment Report. Access the Jobs based on Tasks within the Jobs Module

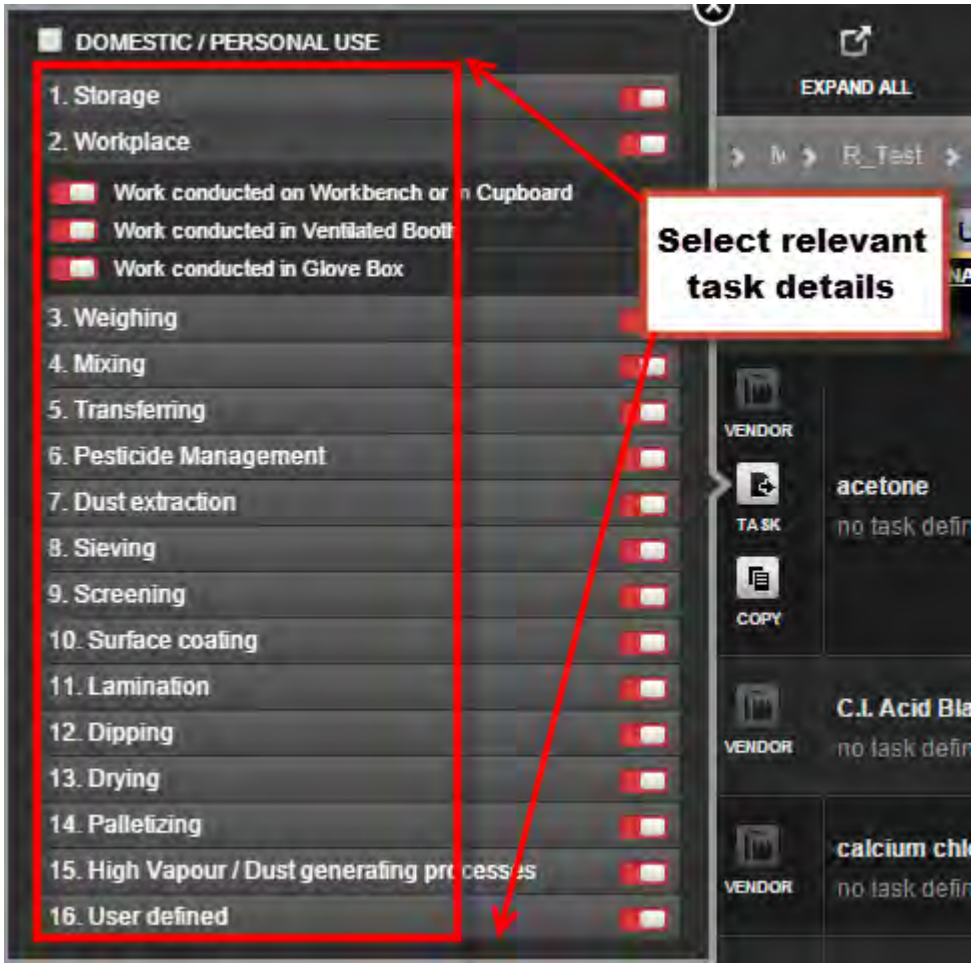
7.1.1. Scenario – Generate Risk Assessment Report

1. Click on the Risk assessment Module on the left ribbon
2. Expand the manifest folder and select folder that contains materials to be assessed. The chemical list displays in collapsed view.



3. Click on the Expand symbol

4. Click the key lock to open the file lock for the material to be assessed. Ensure the key lock icon is NOT closed/locked to continue
5. Press the Task icon to define a task for the chemical, e.g. sack bottle and drum storage task



6. Set operating temperature by dragging gauge to desired value or type value in text box-field
7. Press the padlock icon to unlock the scales to apply parameters for volatility/dustiness

8. Roll the barrel using mouse roller to set Volatility/Dustiness either as low, medium or high (for a liquid) or solid, crystal, powder (for a solid)
9. Set parameter for the Scale of Use for either a liquid or a solid or gas
10. Choose Frequency of Use options based on a daily, weekly, monthly (minutes, hours, unknown) duration of exposure to the hazardous substance

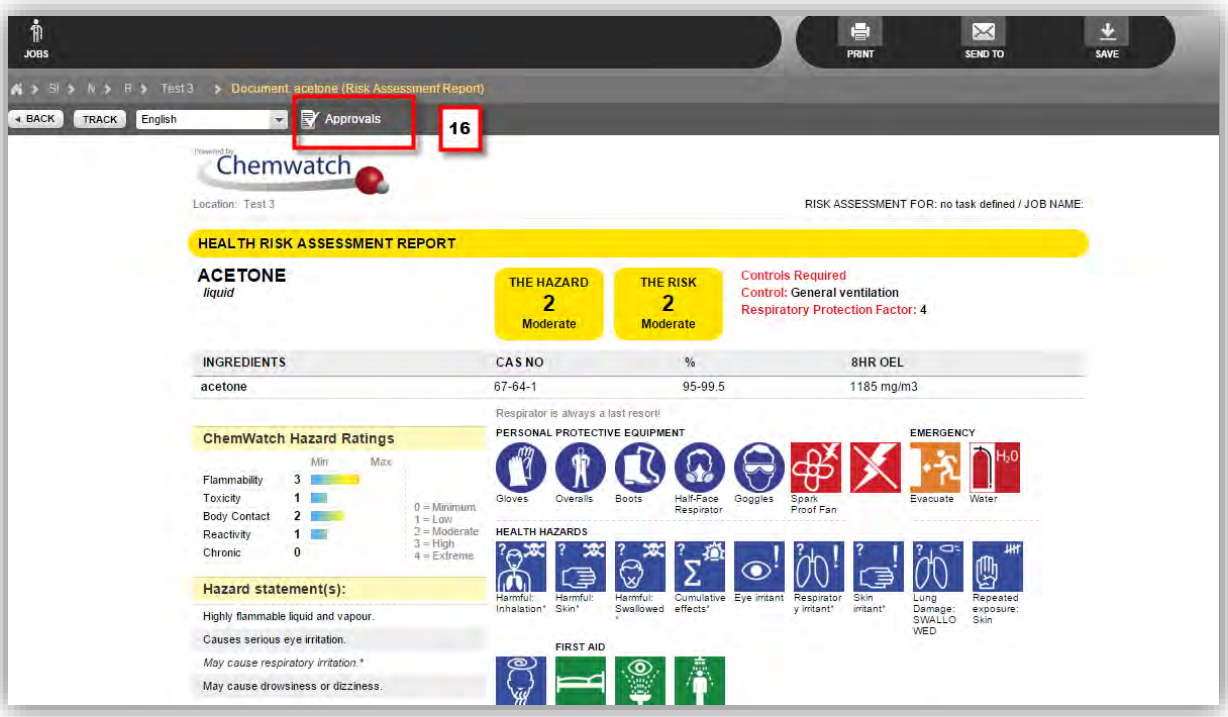
11. Click on Controls button to apply Further Controls to further reduce risks where applicable by selecting appropriate block switch. For Further Controls, right click on a default control (to input your own controls through the "User Defined Controls" option. Choose any from to controls.

12. User Defined Controls, e.g. Confined Space, has been assigned to the Risk Band Level as per default calculations to further reduce risks. Notice the user control “Confined Spaces” has been switched on to further reduce risks

13. Save Risk assessment by clicking the padlock
14. Saving dialog box will pop up, save Yes

15. Click on the Print symbol to print the Risk assessment

16. Click on Approvals. In the pop up window add the Job name (e.g. “Oil Removal”) and other details (such as assessed by, operating procedure etc.) and click submit

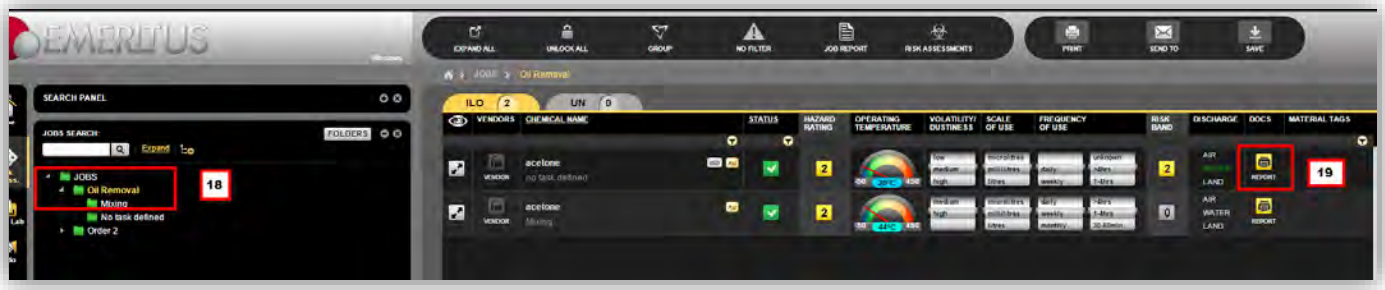

JOBS
PRINT
SEND TO
SAVE
Test 3
Document: acetone (Risk Assessment Report)
BACK
TRACK
English
Approvals
16
Chemwatch
Location: Test 3
RISK ASSESSMENT FOR: no task defined / JOB NAME:
HEALTH RISK ASSESSMENT REPORT
ACETONE
liquid
THE HAZARD
2
Moderate
THE RISK
2
Moderate
Controls Required
Control: General ventilation
Respiratory Protection Factor: 4
INGREDIENTS
CAS NO
%
8HR OEL
acetone
67-64-1
95-99.5
1185 mg/m3
Respirator is always a last resort!
ChemWatch Hazard Ratings
Min
Max
Flammability 3
Toxicity 1
Body Contact 2
Reactivity 1
Chronic 0
0 = Minimum
1 = Low
2 = Moderate
3 = High
4 = Extreme
PERSONAL PROTECTIVE EQUIPMENT
Gloves
Overalls
Boots
Half-Face Respirator
Goggles
Spark Proof Fan
EMERGENCY
Evacuate
Water
HEALTH HAZARDS
Harmful: Inhalation*
Harmful: Skin*
Harmful: Swallowed*
Cumulative effects*
Eye irritant
Respiratory irritant*
Skin irritant*
Lung Damage: SWALLOWED
Repeated exposure: Skin
FIRST AID
Hazard statement(s):
Highly flammable liquid and vapour.
Causes serious eye irritation.
May cause respiratory irritation.*
May cause drowsiness or dizziness.

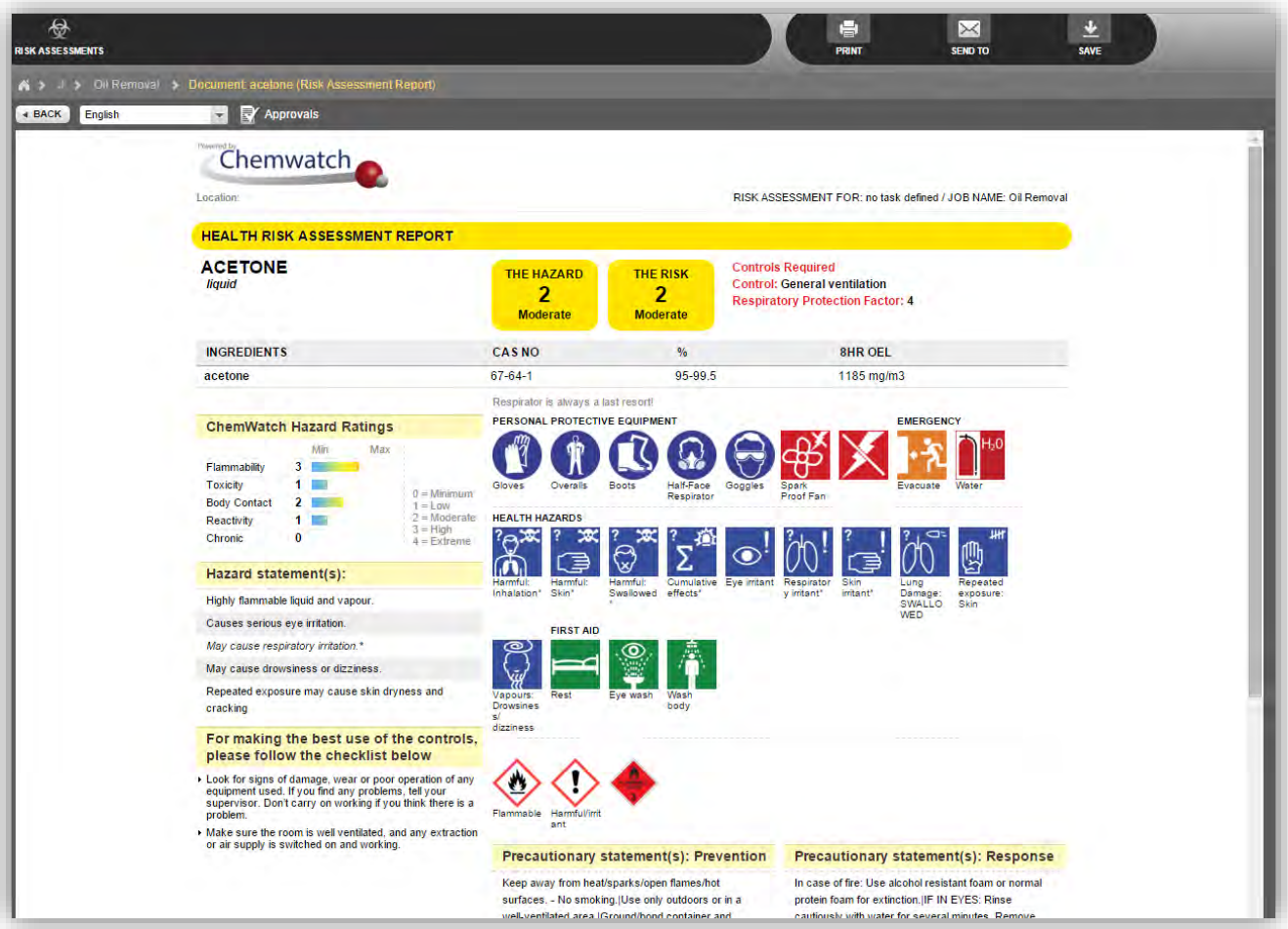
English
Approvals
Code
Job Name
Oil Removal
Assessed By
Test
Signature
SELECT...
Approved By
Signature
SELECT...
Persons Exposed
Operating Procedure
Added
29/04/2016
Review
29/04/2021
SUBMIT
CLOSE

17. Click on the Jobs module on the top ribbon

18. Expand the Jobs folder and select the desired folder e.g. Oil Removal
19. Click on Report to print the Health Risk Assessment report for the job.

Note **** Please refer table in section 7.1 for overview of Risk assessment element




RISK ASSESSMENTS
PRINT
SEND TO
SAVE
Oil Removal
Document: acetone (Risk Assessment Report)
BACK
English
Approvals
Chemwatch
Location:
RISK ASSESSMENT FOR: no task defined / JOB NAME: Oil Removal
HEALTH RISK ASSESSMENT REPORT
ACETONE
liquid
THE HAZARD
2
Moderate
THE RISK
2
Moderate
Controls Required
Control: General ventilation
Respiratory Protection Factor: 4
INGREDIENTS
CAS NO
%
8HR OEL
acetone
67-64-1
95-99.5
1185 mg/m3
Respirator is always a last resort!
ChemWatch Hazard Ratings
Min
Max
Flammability 3
Toxicity 1
Body Contact 2
Reactivity 1
Chronic 0
0 = Minimum
1 = Low
2 = Moderate
3 = High
4 = Extreme
Hazard statement(s):
Highly flammable liquid and vapour.
Causes serious eye irritation.
May cause respiratory irritation.*
May cause drowsiness or dizziness.
Repeated exposure may cause skin dryness and cracking
For making the best use of the controls, please follow the checklist below
Look for signs of damage, wear or poor operation of any equipment used. If you find any problems, tell your supervisor. Don't carry on working if you think there is a problem.
Make sure the room is well ventilated, and any extraction or air supply is switched on and working.
PERSONAL PROTECTIVE EQUIPMENT
Gloves
Overalls
Boots
Half-Face Respirator
Goggles
Spark Proof Fan
EMERGENCY
Evacuate
Water
HEALTH HAZARDS
Harmful: Inhalation*
Harmful: Skin*
Harmful: Swallowed*
Cumulative effects*
Eye irritant
Respiratory irritant*
Skin irritant*
Lung Damage: SWALLOWED
Repeated exposure: Skin
FIRST AID
Vapours: Drowsiness/ dizziness
Rest
Eye wash
Wash body
Flammable
Harmful/irritant
Precautionary statement(s): Prevention
Keep away from heat/sparks/open flames/hot surfaces. - No smoking.|Use only outdoors or in a
Precautionary statement(s): Response
In case of fire: Use alcohol resistant foam or normal protein foam for extinction.|IF IN EYES: Rinse

7.2 How to add "Approval" section to the "Risk Assessment" Report

1. Click on settings on the top ribbon

2. Select the Risk Assessment Settings Module on the left
3. Make sure the Show Signature section in approvals form is selected.

EMERITUS
Filter Settings
(M)SDS Settings
(M)SDS Request
User Access
Manifest Settings
Risk Assessmen t Settings
UI Settings
Form builder
Sisot Settings
Approval constructor
MODULE SETTINGS
CALCULATIONS
Show Signature Form On Batch Print
Show Signature Section In Approvals Form
Apply Persons at Risks Logic
Default mode (ILO, UN)
ILO
SUBMIT
2
3