

Chemical Management System (CMS)

New SISOT Quick Reference Guide

Version: 0.5

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

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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.pt
2	The Home Module Quick Start Guide	Chemwatch	The Home Module Quick Start Guide_ve
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

	EMERITUS	Windows
	Simple Query builder	
Home	• Name/CAS • EN	• •
	▶ Vendor	
Assess.	⊙ Full O Own	SEARCH
D-Gen Lab	Clear Show Own In-Tray	

2.2 How to Search a Chemical by Material name in CMS

1. Log into CMS - you will be default to "Home"



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
- 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.





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

1.0.60.1	906a p Live Help 👻 Settings 🖸 Ul Language – English						_				D AZ (Logo
	SEMERITUS	A NO HAZARDS	ALTER	MATERIALS			isor et	EPTS	STOCKTAKE		PENT	SEMO TO 1	
	S 2 Darry latelet O NumECAS O P 0 O NameCAS O P 0 O OWN 0 0	Show A	NE		•	0	TONIC 6.1						
Risk sterss.	Baccolo Carlos Partios : Surplus : SEASCH Carlos : Surplus : SEASCH Carlos : Surplus : SEASCH Carlos : Surplus : SEASCH		TRACK	PART NO. +1	Matestal Name (+)-alpha-Methylhistamine dihydrobromide	•	VENDOR Multiple	TAGS	o	VOL / WT METRIC CURRENT CURRENT + QUANTITY 0.00001 L	REMAINING ACTIVITY	ALLOW PARTIAL DELIVERY	ACTION
Credo O provals	(M)SDS AND LABELS (M)SDS (M)SDS (M)SDS (M)SDS (M)SDS (M)SDS (M)SDS (M)SDS (M)SDS		0 0	123 123 123	(+)-androsta-1,4-diene-3,17-dione (+)-biotin hydrazide (+)-biotin-N-hydroxysuccinimide ester	2 2 2	Multiple Multiple Multiple	000		0.001 L 0.0002 L 0.00021 L	0 0		
shippard	T00L5 0 0	10	0 0	121 123	(+)-diacety)-L-tartaric anhydride (+)-equilenin	-	Multiple	0		0.355 L 0.001 L	0		

Barcorle (S EN	
Name/CA5		
CW No Y) Surplus	SEADOU.
Barcode	y output	SEARCH
Cat No.	15	
Part No.	124	

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

O Nam	e/CAS () EN	00
Vend	lor		_
Full	Own	O Surplus	SEARCH
Clear	Show Own	In-Tray	

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



3 Manifest Mode

3.1 Description of Manifest Elements

ZARDS	FILTER	MATERIA	LS	DASHBOARD MANIFEST	SISOT	RECEIPTS	STOCKTAKE	REC		PRI	ú	SEND TO		SAVE	GENERATO
		MANIFEST	R_Tes												
10W A	1														
4V	VE														
1	TRACK	HAZARD P	ART NO.		R		NDOR			VOL / WT CURRENT		DG <u>51 52</u>	РКС	APPROV TAGS	
	٥	A	123	sodium borohydride	A	CI	nemwatch	0	R14/15, R24/25, R26, R33?, R35, R37, R41	0 L		4.3	0	<u>E1</u>	
۵	ø	4	123	glycerol	VGD AU		Multiple 🦉	0	R337, R36/37/38	0 L		None		26	
0	0		123	ethanol	VGD AU		Multiple 🛃	0	R11, R20/22?, R33?, R36, R37/38?, R67?	0.002 L	Ľ	$\langle \mathbf{j} \rangle$	н	×	

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

ltem	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	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.	<u>123</u>	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	Material Name Preferred Name	Lists the material name or switch to preferred name view of the material.
6.	RED FLAG	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).

ltem	Button/Icon	Element	Functionality Description
7.	VENDOR	Vendor	Lists the vendor name (manufacturer/supplier) of the material.
	Multiple	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.
	0	Add Vendor	The add icon allows user to add another vendor for the same material.
	barzalah		
	123 berizene 123 berizene 123 berizene 123 berizene	Expand view Flinn sign	Unite CL: h119 h119 h130 h130 30 L Image: Cl: h119 h139 h130 h130 h130 h130 h130 h130 h130 h130
	·		1
8.	RISK - STATEMENT	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 METRIC -	VOL/WT	Volume or Weight of the material.
			In the manifest the Volume/Weight will be recoded in Kg/Ls
	Metric Metric Imperial U.S. Units	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 - Current Max Licensed	Current/ Maximum/ Licenced	Current – current volume/weight Maximum – maximum volume/weight Licenced – licence volume/weight
	Ľ	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/ <u>\$1</u> / <u>\$2</u>	DG/S1/S2	Dangerous Goods Class and/or Subsidiary Risk 1 or 2. DG Classes range from DGC1 to DGC9.

ltem	Button/Icon	Element	Functionality Description
11.	<u>PKG</u>	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 Ap	e stages illustrate the simple proval Stages Stage 1: Request User of the material or pro data for supervisor/manage Awaiting Approval At this stage, the requeste Stage 2 Approved Supervisor/manager will a be assigned for the approve	e process in which to ta duct fills in the informa er's approval. r will await the supervi pprove by assigning th ed material.	ke note in what happens when a request is filed. ation in the approval's panel and saves the input sor/manager's approval. e "approval" field. This field will enable a tick to
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".



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.

)E/	WE	KTI (NO HAZA	RDS MATERIALS	DASHBOARD M	ANIFEST SISOT RECEIPTS STOCK	TAKE RECONCILIATIOREQUE	STS PRI	NT SEND TO SAV	E
			A 1	N 🔉 Area 1 🗲	Division1					-
Sho	w All		-							
P	ACARDS									Ø
	TRACK	PART NO		12	VENDOR			REQUIRED	ALLOW PARTIAL DELIVERY	ACTION
2	3	-4	1-AMINO-1-DEOXY-	E	Multiple	- CURRENT - 7	8	- 9	10	11
	ø	123	benzene benzolab	Au	Multiple 💒	3 110 L				Y
	0	123	petrol test name	Au	Multiple 📌	30 Mcg				
	٥	123	petrol	-	BP	10 Mcg	3	0		3

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

ltem	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.	<u>123</u>	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	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	Vendor	Lists the vendor name (manufacturer/supplier) of the material.
	Multiple R	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
	TRACK PART NO MATERIAL NAME -	VENDOR	VOL/WT METRIC - CHREENT RESURED ALLOW PARTIAL A
	1-AMINO-1-DEOXY-B-D-GLUCOSE	🗘 🗘	CURRENT - QUANTITY QUANTITY DELIVERY 100 L
	123 1-AMINO-1-DEOXY-B-D-GLUCOSE	sigma-aldrich	20 L 5 0
		🚇 Multiple 🎤 😯	30 L
7.	VOL / WT METRIC *	VOL/WT	Volume or Weight of the material. In subgrid this view will be respective to container size.
	Metric Metric Imperial U.S. Units	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 - Current Max Licensed	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	Current quantity of containers
9.	REQUIRED QUANTITY	Required Quantity	Required container quantity for transfer or shopping
10.	ALLOW PARTIAL DELIVERY	Allow Partial Delivery	Partial delivery checkbox enables delivery of partial quantity number as opposed to total number of available containers.
11.	ACTION	Action	Adds items into carts
12.	<) <u> </u>	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"

ARDS	FILTER	MATERIALS	DASHBOARD MANIFEST SISOT		RECEIPTS	STOCKTAKE	RECONCILIATI	ON	入	PRINT	SEND TO SAV	E	
w A	1		2		2								
31	VE												
7	TRACI	PART NO	MATERIAL NAME *		VENDOR	TAGS	VOL/WT	NETRIC T	CURRENT QUANTITY	REMAINING ACTIVITY	ALLOW PARTIAL DELIVERY	ACTION	
1	٥	123	4	1	Multiple 💒 🔘		0 L			0			-
	٢	1	Chromium	Au	Dickinson's Metallurgical Supplies	Status	35 µg	Ľ	1	0 Bq			0
	٥	1	Chromium	Au	Dickinson's Metallurgical Supplies	Status	35 µg	C	1	0 Bq		ب ⁺	0
Q.	٥	123	ethanol	Au	Multiple 🦉 😯		0.001 L		_	0			
0	٥	123	phenol	Au	Multiple 🧬 😚		0 L			0			
	0	123	Phosphate		Multiple 💒 😏		0 L			Ō			

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

					philes 20 g	peakel) binninile	-
	PART NUMBER	BARCODE	OWNER	QUANTITY	EXPIRY DATE	NOTES	
1	None	148983	a152017	1	None	ē	1
					17	PRINT BARCO	DE

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

Live Help 🌑 Settings 🖄 UI Language – English		~	Container has bee	n successfully created	?					AZ M		2 84	Logoutianu/U565	6905)
EMERITUS	(NO HAZARDS	FILTER MATERIAL	s DASHEDARD	9 MAREST	8150T	RECEIPTS	STOCTARE RE		Hit - BRAT	SEND TO	<u>↓</u> SAVE		
Simple Gavery Invide:		**	s > k ≯ R_les	t > Yeata'										
ame/CAS O EN	00	Show A	a	3										-
anol	_	31	VE											
iuli 🔘 Own 🔘 Surplus	SEARCH	ŀ	TRACH PART NO.	MATERIAL RAME		VENDOR	N	VOL/WE METRIC CURREN	T REQUIRED	ALLOW PARTIAL	ACTION C	AS NUMBER	RED FLAG	()
	_	-		0	•							_		
r Show Own In-Tray			· 12	chrismium	83 AN	Multiple	•	OL			7	440-47-3		
I)SDS AND LABELS	00		· 121	hydrogen chloride	MGP 1 AV	Multiple	•	0.031			7	647.01-0		
(M)SDS	Vendor (M) SD S	1.123	< 12 ⁰	phenol	VID AU	Multiple	•	D L			s	6.2		
	Mini (M) SD S	1.0	S 121	Phosphate		Multiple	• •	0 L.						
s	00													
R SEARCH: Q. Extrand 120	••													
COLLECTION														
FOLDERS							1.1	10						
MANH Excilities and Services								45						
Fenner														
Bushing Medical School														
OHS Im R_Test														
Chemwatch Helpdesk TEST														

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

										A-2 Ш		L.L.L.
A AZARDS	FILTER	MATERIALS	DashBoard	MANIFEST	SI SOT	RECEIPTS	STOCKTAKE	RECONCILIATION		PRINT	SEND TO	
A >	N > F	R_Test > Te	est3									
Show A	JI.		1									
31	NE											
31	VE											
31	TRACI	PART NO. 🔻	MATERIAL NAME +			VENDOR	TAGS	VOL/WT METRIC CURRENT -	QUARENT	REMAINING	ALLOW PAR DELIVERY	ITTAL A
31	TRACI	PART ND	MATERIAL NAME +		•	VENDOR	TAGS	VOL/WF METRIC CURRENT *	CURRENT QUANTITY	REMAINING	ALLOW PAR DELIVERY	ITIAL A
30	TRACI	PART NO. ▼	MATERIAL NAME +		•	VENDOR Multiple	TAGS O	VOL/WY METRIC CURRENT + 0 L	CURRENT QUANTITY	REMAINING ACTIVITY	ALLOW PAR DELIVERY	ITTAL /
30	TRACI	PART NO. • 123 123 123	MATERIAL NAME + chromium ethanol		Ru Au	VENDOR Multiple Multiple	TAGS O	VOL/WT METRIC CURRENT * 0L 0.001 L	CURRENT QUANTITY	REMAINING ACTIVITY 0	ALLOW PAR DELIVERY	ITTAL /

- 4. Select vendor and Catalogue number³
- 5. Click Add
- 6. Fill in container information (catalogue name, quantity, unit of measure, owner, barcode #)
- 7. Click Save

³Catalogue 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

				and the second s		
ACKER COMPANY COMPANY	lanari indes amandatan	-OHNOR PARSHORD 10	arara dala mendidi (concett	PRIVLEGES ROUSS GROUPS PRODUCTS #	LOGINE PERMERCIAL PERMERCIAL	seminos ul seminos repetis
ADD NEW Search	90			APPLY CANCEL		
erson Name:	User Login	Outback Use	r Action	Name		Granted from role
1812005	#1812005		Edit Copy Delitte Lock	Manager Generation		
		10	Edit Copy Delete Lock	Managing Part Numbers		
181992	a181952		Edit Copy Delete Lock	Kinningeng Proteinen namme	2	
182004_Storeperson	a182004		Edit Copy Delete Lock	Ris Arthive centering		
182017	a162017		Edit Copy Dealds Loca	His Archive saving	- 2	
182044	#162044		Edit Copy Delete Loci	Pus Accivite view		
182058_Requestor	a182058		Edit Copy Dallets Lock	Humanio agging		
badie,Cyni	01011131		Edit Copy Delete Lock	Search in Juli Dig		
bhyankar Kedar	u\$3757\$7		Edd Copy Down Lock	Set Helping		
chulhan,Santhi	w5164954		Edit Copy Delete Lock	Sisol Approver		
CT FIVERescue HAZMAT	A391629		Edit Copy Delete Lock	Sisot Central Slote		
damaka Maja	01006194		Edit Copy Delete Lock	Sisol Requester		
dministrator	Administrator		Edit Copy Delete Lock	Unlock sayed containers details		
gboola,Adetomwa	w5895729		Etilt Copy Delete Lock	Operswands		
hmed Fattimath	04463232		Edit Copy Delete Lock	User vendor document/Illians		
				View Document Emergency		
				View Elocument Gold MSER	2	
				View Document Labelin		
				View Document Mini	- 0	
				View Document Vendola		
				View Folder Tree		
				View Tags		
				Visibility of Hidden folders		
				Visibility of Hidden materials		e

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)

hazards filter	MATERIALS	DASHEDARD	MANIFEST SI	SOT.	2 CEIPTS	STOCK	io KTAKE	RECONCILIAT	NON		PRINT	VE	-	
A > N > R	Test > Test 3	- 1		_	-									÷
3WE														0
TRACI ;	PART NO MAT	ERIAL NAME 🔫		¥	ENDOR	TAG	s	VOL / WT	METRIC		REMAINING	ACTION		
	123 chro	mium 🗲	3 -	0		9 0	Q	O L	-		0			-
	E Chr	mum	-4-	AU D	lickinson's Istallurgical Supplies	8	Status	<u>35 µg </u> >	Ľ	1.	0 Bq	 ب	0	
	Chro	mium	-	AU D N	lickinson's letallurgical Supplie:	s	Status	35 µg	Ľ	1	0 Bq	ਖ਼ਾਂ	0	
	123 etha	nol		AU	Multiple 🦉 🤇	0		0.001 L			0			

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

Edit container	-		×
CONTAINE R 🗎 S	5 r		
Part Number	None		*
CatName	Chromium		
State	Solid		-
Container Size	0.00000001	µg – Metric	1
Quantity	1	Total: 1e-8 µg	
Expire		æ	
Owner	a182017		1
Barcodes	148983		÷
Note			
Radioisotope		6	
		SAVE C	ANCEL

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". <u>Refer 4.5.3- "How to print action barcodes"</u> 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

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

		· · ·	Scann	roue is deaco	vated 👻	<u></u>						
	EMERUUS	NO HAZARE	as Franksi	MATCHALS	DAVED AND	INVERSE	(D)	RECEIPTS STOC			SEARCH TO	*
	Sept.											
- AL	0.0	Salon	AL.	_								
	O Name/CAS (S) EN											
10000												
- de	Vendor		TRACK		MATERIAL NAME:		VENDOR	VOL/WT	GUANTITY QUANTITY	ALLOW PARTA	L ACTION CAS IN	NOCR REDELAG
Rish	A REAL PROPERTY OF A READ REAL PROPERTY OF A REAL P			0		0	4	CUHOGENT				
	Full Own Surplus SEARCH	- 01	10	123	chromium		-					
	2 13 14		a h	-	Alternatio		Service of	Source Editer: Test 3		Distnati	on Folder, Test_2	and the second se
D-Gen (Jab	Canar Show Own In-Tray	1	w.	Fa	ATLATIN	10 M	and the second s	CAT.HO.	MATERIAL MARE	VENDOR	LU/F	QUANTITY
100		1	Θ	725	Nydrogen chiarión	100.00	Manph	120	Hydrogen Chloride Gas	AbnuiGhem	10 g	1
Creas	- (MISOS AND LABELS OG		6	122	phone	100 Art	(Internal		inforation curation			
\bigcirc	Gold (M05DS Vention (AD 5D)			and and a second se			-					
Approvals	Labela Mini (M) 505	1 2	9	159	Phosphate		Manupa					
45												
System	70015											
					-							
~	FOLDER SEARCH				Warning!				_			
And	Q Email				Would you like to se	nd an email notification	17					Tha lianna ta din
	COLLECTION					-						0
	4 DENTERPRISE							_				
	FOLDERS											
	🕴 🚞 MANIFEST						_					
	+ M ANH						_					
	 Facilities and Services 							0				
	I 🐻 Fenner											
	 ICSMR 											
	+ 🔤 Medical School											
	i 🖿 OHS											
	R_Test											
	Chemwalch Helpdesk TEST											
	Copy of 1-naphthol to be transferred to GW Test for											
	Test											
	1 🛍 Testā											
	I Test 2											
	Radiition Store											
	I RSA											
	RSB RSB											
	RSC											
	 RSEng 											
	Kata Boor											
	a nore		- 24		and the second second							and the second second

4.5.2 Accept a transfer

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



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

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_								_
		Scan mode	is activated. To disable it press Scan again 🗢	<u>*</u>				
ovipta					-	1.00		-
R. Test	> Test Z							
N								
FROM	RECEIPT CAT NO / DATE PART NO.	CAT MANE 1 MATURIAL MANE	VENEOR	CONTAINER SIZE	TRANSFERRED GUARTITY	REQUIRED	COMPATIBILITY	EXPIRY DATE
Request No: 1-0071	(Status: Allocated)							
Tinst 3	14/12/2015 15/35	hy drogen, chile ide-	AbarCher	19.6		0	X	DECLINE /
0	10 mm mm mm							1-141800
т	and the second se							-
STORY								

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

Https://jr.e	chemwatch.net/chemwatch.web/Ho	ome#					1
		Mem succe	ssfully scanned				
9							×
N > R_Test	> Test_2						
							And the second sec
ROM.	RECEIPT CAT NO. / DATE PART NO.	CAT NAME / MATERIAL NAME	VENDOR	CONTAINER SIZE	TRANSFERRED QUANTITY	QUANTITY	COMPATIBLITY EXPIRY DATE
uest No: T_0071	(Status: Allocated)					1	4
ext3	14/12/2015 15:35	hydrogen chloride	AboutChem	10 g	1	1	- ×
						-	SCAN IN ACCEPT DECLINE
							5
	10 Aums per page						1-Taffiena Q

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





Folders 5

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.

Description of Different Types of Folders 5.1

5.2 Scenario – Creating a new folder

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

FOLDER SE	ARCH:	:0	00
	DLLECTION TERPRISE FOLDERS MANIFEST ANH Facilities and Service Fenner JCSMR Medical School OHS	95	
	Create	T ansfere I to CW Test	fol
	Move Paste Rename Remove Print Tree Hide Forms Folder Properties		

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

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Create A New Folder	×
FOLDER PROPERTIE	s 5
Folder Na	me
Folder T	ype Storage - Icon -
Folder Ow	ner Type an owner
st	ore SELECT
	Delivery Address
Enter New Addres	S
O Use Address from	its parent folder
 Select address from 	m other location
Street Addr	ess
	City
Zip Co	ode
Gou	ntry Please select a country
0	SAVE CANCEL

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**.

Laboratory, sub-storage	e units including she	elf, cabine	ts, fridge	e, freezei
Folder Type	Storage	¥	lcon	
Folder Owner	Administrator			
	Shop			
Store	Storage			
	Waste			

Please refer section 5.1 for overview of folder functions

7. Click Save

i debelt i itor entrea	
Laboratory, sub-storag	e units including shelf, cabinets, fridge, free
Folder Type Folder Owner Store	Storage - Icon - Icon Shop Storage Waste
Enter New Address	
Enter New Address Use Address from its page	arent folder 6
 Enter New Address Use Address from its particular to the second sec	arent folder 6
 Enter New Address Use Address from its particular form its particular form of the select address from select address	arent folder 6
 Enter New Address Use Address from its particular form its particular form of the select address from other select address 	arent folder 6
 Enter New Address Use Address from its particular form of Select address from other Street Address 	arent folder 6 her location
 Enter New Address Use Address from its particular form its particular form of the select address from other select address Street Address 	arent folder her location
 Enter New Address Use Address from its place Select address from oth Street Address City Zip Code 	arent folder 6 her location
 Enter New Address Use Address from its particular form its particular form off Select address from off Street Address City Zip Code Country 	arent folder her location

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.
- 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

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Report generator		×	
BASIC ADVANCED	4	-	F 1
Mode	Materials	*	
Language	English	*	6
Country	Australia	Add Report	
(M)sds Format	GHS	DATAPOINTS	METRICS
Report	Select	+ 2 -	
Enable multiple		5	
Format	XML	*	
Separator Sentence Count	Default		
Save Tags			
Download Images			
	D	OWNLOAD CANCEL	

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

Method Builder								×
Data Point filter	Data Point	For Each Ingredient For Mixtures	For Ingredients Only	Trim Html tags	Values amount	Do not cut translations	Split by rows	
 Ingredients PPE Identification Physical Properties Regulatory DG Data SYSTEM Satety STE & USER SPECIFIC Manifest User Fields 	CAS Number							
	TOTAL Individual data points: 1 + (For Mixtures) per ingridient: 0		Report I	Name		C	REATE REP	ORT



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

Method Builder							
Data Point filter	Data Point	For Each Ingredient For Mixtures	For Ingredients Only	Trim Html tags	Values amount	Do not cut translations	Split by rows
	CAS Number						٥
Supplier Postcode Supplier State	Chemical Name						
Supplier Street Supplier Suburb	GHS Classification			۵			
Supplier Telephone Number Supplier Telephone Number Suppliers Synonyms Use User Part Number Uses Advised Against Vendor Version Number Physical Properties Regulatory Additional Hazard Codes Additional Hazard Phrases Additional Risk Codes Additional Risk Codes Additional Risk Codes							
GHS Classification GHS Classification GHS Classification							
GHS Graphic Number GHS Hazards Graphic Gid And Vendor Issue Date Hazard Codes	TOTAL Individual data points: 3 + (For Mixtures) per ingridient: (Neport	vame.	7		8 REATE REPORT

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

BASIC ADVANCED		
Mode	Materials	
Language	English	1
Country	Australía	-
(M)sds Format	GHS	9 -
R sport	Test_Report	- + @ x
Enable multiple		
Format	XML	
Separator Senter ce	XML	10
Count	CSV	
Save Tags	XLS	
Download Images	XLSX	44
	HTML	
	DOV	

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

BASIC	ADVANCED		3
	Repor	Manifest DG report	
	Country	Manifest DG report	
	Language	Manifest volumes and locations Materials	
	(M)sds Forma	GHS	*
	Format	XLSX	+
	Save Tags		
Dov	vnload Images		•
		DOWNLOAD	CANCEL

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

2

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eport generator	×
BASIC ADVANCED	<u> </u>
Mode	Materials
Language	English
Country	Australia
(M)sds Format	GHS 3
Report	Test_Report 🚽 🕂 🖉 🔀
Enable multiple Format	test waste
Separator Sentence Count	testeloisa Test_15/07
Download Images	Test_Craig
124 ethyl acetate	Test_Report test_widget Torsten Test-Report tr test tri

- 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

ethod Builder							
Data Point filler	Data Point	For Each Ingredient For Mixtures	For Ingredients Only	Trim Html tags	Values amount	Do not cut translations	Split by rowa
🗆 Ingredients	Material Name						×
PPE 5	Preferred Name	a					0
Identification	Flammability	Ó	D				
All Suppliers Country	Hazard Phrases	۵	0				0
All Suppliers Email All Suppliers Emergency Org	Dangerous Goods Primary Class						
All Suppliers Fax	Spills Fire Distance		O			0	0
All Suppliers Name All Suppliers Postcode	Risks Label	Ó	0				
All Suppliers State	Disposal Of Spills	a					0
All Suppliers Street All Suppliers Suburb	Max volume						
 All Suppliers Telephone Numl er All Suppliers Web Site Appearance CAS Number Chemical Formula Chemical Name CLP Index Number CN Number CW Number EC Number EC Number 	Total volume	D	0	٥	6		7
Further Product Codes Gold Part Number Issue Date	TOTAL Individual data points: 10 + (For Mixtures) per ingridient: 0		Keport r Test_R	varne eport			PDATE REPOR

7 Risk Assessments

GROUP 13 П JOBS 14 EXPAND ALL X SI Y MANIFEST X R TA UN 3 8 9 10 11 4 7 5 6 ٢ CHEMICAL NAME STATUS DPERATING VOLATILITY/ DUSTINESS SCALE OF USE DISCHARGE DOCS MATERIAL TAGS HAZARD RATING FREQUENCY OF USE E VENDO 3 * • + TASK 2 1-naphthol A -1-4hrs ~ no task defined 盾 OFF 2 P 1-naphthol Au ē 2 3 WATER Ф -AIR ē TH Ац acetone 1 WATER

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	0		Toggle	Press toggle icon in collapsed view to expand view . See more in Expanded View Mode for record details
		٢	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
		1	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)
		Г ак	RA Task	Press the Task icon to apply a task from the task menu to continue with the risk assessment of the chemical
		COPY	Сору	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	1-naphthol		the chemical, option to select task defined in terms of utility along with mode selector/roll barrel
		no task defined	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)
		STATUS Clear Filter Equals Filter	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.	<u>STATUS</u>	Assessment Required	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
		Assessment Required Assessment incomplete Review Required Assessment Nol Required Assessment Nol Required APPLY REMOVE	Status Filter	Filter by the status of the risk assessment Assessment Required Assessment Complete Review Required Assessment Incomplete Assessment Not Required
5.	<u>HAZARD</u> <u>RATING</u>		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
		2	Yellow	Minor hazard level
		3	Orange	Moderate hazard level
		4	Red	Major hazard level
		(4*)	Maroon+	Critical hazard level

Item	Column	Button/Icon	Name	Functionality Description
		B MINI	Mini	Links to vendor Mini Chemwatch SDS for the chemical.
6.	OPERATING TEMPERATURE	-50 20°C 450	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	crystal powder nanos	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	micrograms grams kilograms	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	daily >4hrs weekly 1-4hrs monthly 30-60min	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
		2	Minor Risk	Minor risk
		3	Moderate Risk	Moderate risk
			High Risk	High risk

ltem	Column	Button/Icon	Name	Functionality Description
		CONTROLS	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 interview whether the formation of the formation of the interview PFE interview in the formation of the formation interview PFE interview intervi
			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	AIR	Discharge	Medium of disposal/discharge of the chemical in Air, Land, Water will vary in hazard levels
		WATER	Medium of Discharge or	Air
		LAND	Disposal	Water
		OFF		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).
		REPORT		LOCKUMENTS Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company Company
13.	ST GROUP	 VENDORS Chemical Name: acetylene Chemical Name: nitric acid 	Group Chemicals as their locations as a cascade	VENDORS <u>CHEMICAL NAME</u> Chemical Name: acetylene Folder Name: 00000000 Chemical Name: nitric acid Chemical Name: Able Westchem Mandell Hand Soap
14.	¶ JOBS	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 Expand the manifest folder and select folder that contains materials to be assessed. The 2. chemical list displays in collapsed view.

C	EMERITUS	Windows	ф Jobs
	SEARCH PANEL	00	
Home	Contraction Contra	JOBS 08	
Risk Assess.	COLLECTION		
D-Gen Lab	FOLDERS MANIFEST MANIFEST MANIF Eaclifies and Services		
Credo	F Fenner F Im JCSMR		
Approvals	Medical School		
System Dashboard	Copy of 1-naphthol to be transfered to CW Test fol		
Audits	. I mart Test_5 ► Madiation Store ► Mark RSAA ► Mark RSB		

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

										9 A-2	Â.	2	.ett	Logout(anu/U565)
		C 🔒	GROUP NO FI	LTER	n Jobs	DASHBOARD			I EI		SEND TO		SAVE	
1 × 3	51 3 <i>1</i> / 5	R_Test 4 Test3												
IL	0 9	UN O			-	ORFRATING		ACALE	FOROUTHON		niek	DIRGUADOC	8005	
٢	VENDORS	CHEMICAL NAME	0	SIAIUS	RATING	TEMPERATURE	DUSTINESS	OF USE	OF USE		BAND	DISCHARGE	DOUS	
*	Velidor	acetone	(950) (40)		2		low medium	microlitres	daily	unknown edbrs	Checklist	AIR	REPORT	
\$	COPY				MINI	-50 <u>20°C</u> 450	high	litres	weekly	1-4hrs	CONTROLS	ON LAND OFF	CTRLDOC 8	
•	VENDOR	C.J. Acid Black 2 no task defined			3	-50 20°C 450	crystal powder nanos	micrograms grams kilograms	daily weekly monthly	>dhrs 1-dhrs 30-80min	2		REPORT	
•	VENDOR	calcium chloride no lask defined	14		۵	-50 20°C 450	orystai powder nanos	micrograms grams kilograms	daily weekly montily	>4hrs 1-4hrs 30-80min	۵	AIR WATER LAND	REPORT	
•	VENDOR	chromium ng task defined	Saving dialog	× eted?	2	-50 20°C 450	crystal powder nanos	micrograms grams kilograms	daily weekly monthly	>dhrs 1-dhrs 30-60min	1	AIR WATER LAND	REPORT	
•	VENDOR	ethanol no lask defined	YES NO RE	SET	1	-50 20°C 450	low medium high	microfitres millilitres litres	daily weekly monthly	>4hrs 1-4hrs 30-60min	1	AIR WATER LAND	REPORT	
		and and	-				low	microlitres	daily	>4lws				

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

VENDOR	S CHEMICAL NAME		STATUS	HAZARD RATING	OPERATING TEMPERATURE	VOLATILITY/ DUSTINESS	SCALE OF USE	FREQUENCY OF USE	RISK BAND	DISCHARGE	DOCS	MATERIAL TAGS
		•										-7
VENDOR TASK	acetone no task defined	VED AU		2 8 Mite	50 20°C 450	low medium high	microlitres millilitres litres	≥4irrs daily 1-4irrs weekly 30-60min	Checklist 2 OFF CONTROLS		REPORT	15

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

RACK English	Approvals				
	Chemwatch				
	Location: Test 3			RISK ASSESSMENT FOR: no task defined / JOB NAME	E:
	HEALTH RISK ASSESSMENT REPORT				1.1
	ACETONE liquid	THE HAZARD 2 Moderate	THE RISK 2 Moderate	Controls Required Control: General ventilation Respiratory Protection Factor: 4	
	INGREDIENTS	CASNO	%	8HR OEL	
	acetone	67-64-1	95-99.5	1185 mg/m3	
		Respirator is always a las	resorti		
	ChemWatch Hazard Ratings	PERSONAL PROTECTIVE	EQUIPMENT	EMERGENCY	
	Min Max Flammability 3 Toxicity 1 Body Contact 2	Gloves Overalls B	hots Half-Face Respirator	Goggles Spark Spark Spark	
	Reactivity 1 2 - Moderate Chronic 0 4 = Extreme	HEALTH HAZARDS	م <mark>× ?</mark> @	o; ?0; ?=! ?0° ₪‴	
	Hazard statement(s):		X L		
	Highly flammable liquid and vanour	Inhalation' Skin' S	vallowed effects'	y initant' initant' Damage: exposure:	



- V ٠ 4 ħ SETTINGS EXPAND ALL X > SI > N > R_Test > Test 3 17 • ILO 9 UN O O VENDORS CHEMICAL NAME MATERIAL TAGS STATUS OPERATING TEMPERATUR VOLATILITY/ SCALE DUSTINESS OF USE DISCHA DOCS HAZARD FREQUENC' . . . ē VGD AU acetone ~ 2 2 LANE 0 1 同 C.I. Acid Black 2 ē Au 6 3
- 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



EA BA				
Chemwatch				
Location:			RISK ASSESSMENT FOR: no task defined / JOB NA	ME: Oil Removal
HEALTH RISK ASSESSMENT R	PORT			
	THE HAZARD 2 Moderate	THE RISK 2 Moderate	Controls Required Control: General ventilation Respiratory Protection Factor: 4	
INGREDIENTS	CASNO	%	8HR OEL	
acetone	67-64-1	95-99.5	1185 mg/m3	
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 For making the pest use of the please follow the checklist be Look for signs of damage, wear or poor op equipment used. If you find any problems, supervisor, Don't carry on working if you it problem. Make sure the room is well ventilated, and or air supply is switched on and working. 	econtrols, low erision of any erision for any erision there is a any extraction Precautionary sta Keep away from headsp	tement(s): Prever arks/open flames/hot	tion Precautionary statement(S): I In case of fire: Use alcohol resistant foan	Response 1 or normal

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.

