UOW SAFE@WORK

CHEM ALERT
USER GUIDE
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1 Introduction

This user guide is for UOW workers and students who use, handle, store, or are otherwise affected by hazardous chemicals at the University. Safety Data Sheets (SDSs) along with the University’s hazardous chemicals register are kept within the Stock module of ChemAlert which is managed by nominated Stock Managers at the University.

This guide covers instructions for basic use only. For more comprehensive instructions, refer to Complete ChemAlert v5.0 User Guide or the ChemAlert Online Help System (you must be logged in to access these).

2 ChemAlert User Guides

ChemAlert has produced the Complete ChemAlert v5.0 User Guide as well as some quick “How To” Quick Guides including:

- How to Navigate the Home Screen
- How to Search
- How to Create a Custom Product
- How to Add an Inventory Location
- How to Add Products to Inventory
- How to Generate Stock Reports

Some of the “How To” Quick Guides are reproduced in the Appendix.

3 Colour Ratings

ChemAlert uses colour ratings to indicate the risk associated with a hazardous chemical. These ratings are a good indication of whether to seek additional safety information about the product.

- Red means High Health Hazard with normal use
- Amber means Moderate Health Hazard with normal use
- Green means Low Health Hazard with normal use

The colour rating can indicate products that are classified as dangerous goods, designated as hazardous chemicals, or indicate scheduled poisons and carcinogens.

4 ChemAlert Stock Register & Inventory

The ChemAlert Database is a complete listing of chemicals with SDSs supported by Risk Management Technologies (RMT). New chemicals can be added by to the database by nominated Stock Managers within the University.

The Stock REGISTER is a list of all hazardous chemicals that are being used, or have been used, at the University.

The Stock INVENTORY is an inventory of all hazardous chemicals that are currently located at the University. The stock inventory shows what is being used as well as where it is being stored. This information is managed by people working in the area.

From the stock inventory it is possible to generate summaries about the quantities of hazardous chemicals stored at any location, the composition of dangerous goods and hazardous chemicals at
those locations, if there are any storage incompatibilities within locations, or if hazardous chemicals require health monitoring. An inventory is required to ensure these reports are correct and therefore should be reviewed every 12 months at a minimum.

5 Accessing & Logging into ChemAlert

Access to ChemAlert is available from the UOW WHS webpage and Hazardous Chemicals webpage.

If you are accessing ChemAlert from a device not connected to the University internet, proxy details are required. Login is “uow” and password is “ch3mUOW”.

5.1 Logging in as an Anonymous User

Access does not require a User Name or Password and by default will have limited access within the ChemAlert system.

The ANONYMOUS user is restricted to the following:

- searching ChemAlert;
- accessing Safety Data Sheets, ChemAlert Reports & Labels;
- viewing News articles; and
- accessing the Regulations Module.

From the Login page, Click ANONYMOUS.

5.2 Logging in as a Named User

Access requires a User Name and Password. NAMED USERS have different levels of access depending on the permissions that have been set up for the profile. Most Faculties/Divisions have a “Read Only” user profile as well as another profile with Stock Manager permissions to enter new records, or modify and delete existing records.

If you do not have a User Name and Password, contact your local ChemAlert Stock Manager to discuss access requirements.

From the Login page, enter the Username and Password into the fields and click Login.

To log into the training environment with administration rights for testing purposes, the User Name and Password are both UOWTEST (NOTE: There is no access to UOW stock information).
6 Home Screen
Refer to How to Navigate the Home Screen (see Appendix)

7 Searching for Products

7.1 Searching
Refer to How to Search (see Appendix)

NOTE: If your search is unsuccessful then the product is not in the ChemAlert database. Your local Stock Manager can add the product after you have obtained the SDS from the manufacturer/supplier of the chemical. Refer to Adding a Product to ChemAlert Procedure for further information.

7.2 SDS Date Greater than 5 years
A search may result in finding products with the SDS Date greater than 5 years - this is not compliant with WHS legislation. If the reason for this is known by ChemAlert, an INFORMATION ICON will be displayed next to the SDS Date and clicking on this icon will display the reason.

7.2.1 Obsolete Products
If the manufacturer has advised that it is no longer in production, then the product with the out-of-date SDS will include the words PRODUCT OBSOLETE in the product name. If the product is still in use at the University, this obsolete product should still be added to the stock inventory as if the SDS was current. However, the ChemAlert FULL RESEARCH REPORT (see next page) should be used as the main source of hazard information as it is regularly reviewed against current requirements.

7.2.2 Out-of-Date SDS
If the SDS Date is shown in red text, this means that the product may still be in production however ChemAlert does not have the most current version of the SDS. Sometimes this reason is that the manufacturer has refused to supply the updated SDS to ChemAlert (they can legally do this as they are only obliged to provide it to someone who is using/handling/storing/or otherwise coming into contact with their hazardous chemical).
Legally, the University is required to have the current and compliant SDS for any hazardous chemicals that they have - the fact that it is not in ChemAlert is no defence against this requirement. In this instance, the user should attempt to obtain the most up to date SDS from the manufacturer. If this attempt is successful, the current SDS can be sent to ChemAlert using the **ENQUIRY** button from the Reports tab of the Product Details page.
8 Printing Labels

From the Product Details page click on REPORTS/LABELS then select the LABELS tab.

8.1 ChemAlert Labels

- Click on the desired CHEMALERT LABEL size. You may change your selection once the new window opens if needed.

- CUSTOM TEXT can be added, including:
  - Solution concentration
  - Mixture name or contents
  - Additional safety information such as ‘Dispose into Waste Container’

- If the FILE FORMAT is changed from “Standard (PDF View)” to “Rich Text (RTF)” then the label can be edited within Microsoft Word prior to printing.
8.2 Custom Labels

- Click on **CLICK TO ADD/EDIT**
- Add a **LABEL NAME** (minimum) and other required information
  - If using your name, please use naming convention **SURNAME First Name**
- Click **EDIT**

**Custom Labels**

- Click and drag **LABEL CATEGORIES** onto label and edit as required
- Click **SAVE** and **CLOSE** when complete

**NOTE: DO NOT** edit/delete a custom label added by another user
9 Adding Local Details to Products

Anywhere the **CLICK TO ADD** button is available (eg Synonyms and Uses), Stock Managers can add information. This added information is only available locally and will not be visible to non-University ChemAlert users. Locally added information is shown in *italics*.

It is recommended to add the product code as a synonym, especially for suppliers with a different product code for each container size eg Sigma.

If a synonym has been selected to display as the product name, this will be shown in **bold**.

![ChemAlert User Guide Screenshot](image)

**NOTE: DO NOT edit/delete local details added by another user**

10 Custom Products

If your search is unsuccessful then the product is not in the ChemAlert database. You can add the product by following [How to Create a Custom Product](#) (see Appendix).

10.1 ChemAlert Assessment of Custom Products

If the product is classified as a Hazardous Chemical, [Adding a Product to ChemAlert Procedure](#) must be followed otherwise the custom product will not be reviewed by ChemAlert and added to the official database. Labels printed for non-approved products may not be compliant and classification updates will not be performed.

If the chemical is not classified as a Hazardous Chemical then it can remain as a custom product.
11 Managing Stock Inventory

11.1 View Stock Inventory

- Click on STOCK
- SEARCH for a known location
  - OR EXPAND folders using the > to view the location hierarchy
- Click on desired location to view Stock Inventory

NOTE: You will need to download the report to view the full contents of a “Parent” folder

11.1.1 Adding New Location to Stock Inventory

- Refer to How to add an Inventory Location (see Appendix)

11.2 Add Products to Stock Inventory

11.2.1 From Stock Inventory

- Refer to How to add Products to Inventory (see Appendix)

11.2.2 From Product Search Results

- Click on 3 VERTICAL DOTS
  - Select ADD TO STOCK INVENTORY

- See 11.2.4 to complete Stock Inventory Item Properties

11.2.3 From Product Details

- While on the IDENTIFICATION page select the MODULES tab
- Select CLICK TO ADD Stock Inventory Item
- See 11.2.4 to complete Stock Inventory Item Properties
11.2.4 Complete Stock Inventory Item Properties

- **LOCATION**
  - If you have selected a location prior to executing the product search this field will be pre-populated. You can also use the drop down to change the location if required. To select or change the location click the drop down and then choose the relevant location.

- **STOCK NUMBER** (Read Only Field)
  - An automatically generated number will be assigned to this product, or you can enter in a number relevant to your Faculty/Division

- **STOCK STATUS**
  - You can select the Stock Status appropriate for the location and the product eg high risk products can be “restricted”

- **NUMBER OF CONTAINERS/CONTAINER SIZE**
  - This relates to the quantity of the product that will be stored on location
  - When entering properties for Cylinders, ensure the Container Size is set to 1

- **STOCK MEASUREMENT UNIT**
  - This allows you to select the measurement unit of the product
  - These fields are important as they can help to identify compatibility issues that may arise.

- **TOTAL QUANTITY** (Read Only Field)
  - This will be calculated based on the details you enter in above fields.

- **ENTRY DATE**
  - The date the product is entered into the stock inventory location. This field can be edited when the product is first added.

- **LAST MODIFIED** (Read Only Field)
  - If the product Properties have been edited, the date this occurred will appear in the Last Modified field.

- **OWNER**
  - This can be selected based on the ChemAlert Named Users

- **NOTES**
  - Any further notes relevant to the product can be written here.
11.3 Remove Product from Stock Inventory

- Click on 3 VERTICAL DOTS

- Select DELETE

NOTE: You should only delete a product if you are not restocking it for future use.
11.4 Complete Stock Inventory Audit/Inspection

11.4.1 Obtain Report

- Following section 12 Stock Reports and How to Generate Stock Reports (see Appendix), select “Stock Inventory” report
  - NOTE: “Stock Inventory Inspection” report may also be used, but it does not have the option of CSV format
- Select your LOCATION and check INCLUDE CHILD LOCATIONS if necessary
- Select desired REPORT FORMAT
  - Standard (PDF view) only includes basic hazard information and SDS review date but does not include date of last inspection (audit) or detailed hazard information.
  - Export (CSV view) to open in Excel and modify format of report (ie sort, delete columns, etc). Extra fields available in CSV include:
    i. ENTRY_DATE
    ii. LAST_MODIFIED
    iii. LAST_INSPECTION
    iv. NEXT_INSPECTION
  - NOTE: CSV view is recommended
- Select VIEW/PRINT
11.4.2 Recording Completed Audit/Inspection (Annual Stocktake)

- Click on the location and select **PROPERTIES**
- Modify date for **LAST INSPECTION** (ie. date audit completed)
- Check date for **NEXT INSPECTION** (maximum of 12 months from date of last inspection)
  - Locations with high risk chemicals should complete audits more regularly to ensure chemicals are in a safe condition and quantities are minimised
- Select Save
12 Stock Reports

A variety of reports are available to assist with identifying:

- Storage incompatibilities
- Placarding quantities
- Hazardous chemicals requiring health monitoring (under Schedule 14 of the WHS Regulation 2017)

Refer to How to Generate Stock Reports (see Appendix)

13 Related Documents

- Adding a Product to ChemAlert Procedure
- Working with Hazardous Chemicals and Dangerous Goods Guidelines

14 ChemAlert Resources

- Complete ChemAlert v5.0 User Guide
- Colour Ratings
- Dangerous Goods Storage Compatibility Guide
- "How To" Quick Guides (see Appendix)

15 Version Control Table

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<td>7</td>
<td>May 2019</td>
<td>Manager WHS</td>
<td>Rewritten for ChemAlert version 5.0</td>
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Appendix

How to Navigate the Home Screen

The updated user interface introduces a whole new way to interact with ChemAlert. Users are presented with a new home screen which provides quick access to the last viewed products as well as news and notifications to make using the system even easier than before.

1. Modules – Use the sidebar to navigate between the ChemAlert modules
2. Search – Search ChemAlert to locate Safety Data Sheets, independent research, reports and labels.
3. Previous Products – See the last 10 products searched.
4. Tasks/Notifications – Tasks assigned to the user from the Request & Risk Modules along with Interest Profile Notifications will appear here.
5. News – View the latest ChemAlert, legislative and chemical information here.
6. Pages – Switch between the Home Page and the Chemical Footprint Action Boards.
7. Options – Use the Options menu to access ChemAlert preferences, settings and help.
How to Search

The Search bar is located at the top of the Home Screen.

1. Click on the drop down arrow to view the search criteria.

2. Select a search criteria.

3. Edit the filter as required by clicking on the dotted underline.

4. Enter your search term.

5. Click on the magnifying glass to begin the search.

6. Click on the SDS Link to open the Manufacturer's Safety Data Sheet

7. Click anywhere else on the product line to open the ChemAlert Product Details Screen.

You can use multiple search criteria at once by repeating steps 2-4.
How to create a Custom Product

1. Click on the Custom module on the left side of the screen.
2. Click on the 'Add' button in the Custom Products Header bar.
3. Complete tabs for Product Details & Legislative Details.
4. The Product Name field is mandatory and all remaining fields should be completed to the best of the creator's ability.
5. Click Save and Close at the bottom of the screen.
6. The Custom Product will then be displayed in alphabetical order by Product Name.

A Custom Product can be linked to any module like a regular ChemAlert product.

Group Activity: Create/Modify Custom Products

Risk Management Technologies
5 Veronica Ave, West Perth, Western Australia 6005
PO Box 21, West Perth, Western Australia 6842
www.chemalert.com
Free call Australia-Wide 1800 555 477
Telephone: +61 8 9222 1711
Email: info@chemalert.com.au
How to add an Inventory Location

1. Click on the Stock module on the left side of the screen.

2. Use the arrows to expand the existing Location Hierarchy.

3. Select the Location which is to be the Parent of the new location to be created.

4. Click on the Add button at the bottom of the hierarchy.

5. Enter the Location name into the text field.

6. Press the ‘enter’ key to save the new Location.

   1. Click on the Properties button at the bottom of the hierarchy to:
      - Edit location Properties;
      - Record License information;
      - Attach files;
      - Establish location Rules;
      - Enable Interest Profile events;
      - Upload a location Image.

Group Activity: Modify Location Details OR Stock Management.
How to add a product to Inventory

1. Click on the Stock module on the left side of the screen.

2. Use the arrows to expand the existing Location Hierarchy.

3. Select the Location where the product is stored.

4. Click on the Add Products button in the Header bar.

5. Search for the product via the Product Lookup screen.

6. Click on the product line to select the product and then click OK.

7. Complete the Stock Inventory Item Properties screen.

8. Click Save to add the product to the Stock Inventory Location.

Products added to inventory are automatically placed in the Stock Register.

Group Activity: Modify Stock Inventory.
1. Click on the Stock module on the left side of the screen.

2. Click on the Reports drop down arrow at the top right of the screen to display the reports menu.

3. Choose the report to be generated.

4. Select the Location(s) and relevant report parameters within the Reports screen.

5. Click View/Print to generate the Stock Report.

6. Once the report is ready, Click on the grey Notification to download the report.

7. Follow computer prompts to download and view the report.

Group Activity: Print/Export Stock Reports.