

# Information Chemwatch

HSE-INFO-015

***This Information Sheet provides information for Chemwatch manifest processes at JCU.***

## **Chemwatch & Hazardous Chemicals at JCU**

JCU is committed to providing a safe workplace for staff, students and visitors to the University. The University recognises the need to protect students, staff and the environment from potential hazards associated with hazardous chemicals, drugs and poisons.

The JCU Hazardous Chemicals Procedure and the Drugs and Poisons Procedure can be found at <https://www.jcu.edu.au/policy/health-safety-and-environment>. All activities must be conducted in the appropriate facilities for the Biosafety risk-taking place.

## **JCU Chemwatch User Log in Request:**

The HSE unit will assign login details to the Chemwatch system and can be contacted at [safety@jcu.edu.au](mailto:safety@jcu.edu.au). The request for permission is to be provided in writing, including your JC number and the locations you need to edit in the manifest (building & room numbers).

A register of Hazardous Chemicals used, handled, or stored at the workplace is to be kept at the workplace by the person responsible for the use and storage of the Hazardous Chemicals.

The requirement to list items on the register does not apply if the chemical is a consumer product (example dishwashing liquid used in a kitchen) and Safety Data Sheet (SDS) is not required to be obtained under section 344 of the Work Health and Safety Regulation 2011 (Qld).

The register must:

- Be up to date
- Have a current SDS for each Hazardous Chemical
- Be accessible to personnel that may use, handle or store the Hazardous Chemicals
- Be maintained on the Chemwatch system.
- Each Chemwatch access is to be set up to ensure that only the chemical inventory or manifest relevant to that person is available for viewing and editing.

## **New buildings, rooms or manifest?**

For all naming of parent folders, sections and locations it is recommended to contact [safety@jcu.edu.au](mailto:safety@jcu.edu.au) to create these for you. This is to ensure the correct permissions are allocated and the naming conventions remain systematic. A sample is included below of how to complete your manifest, once completed if you email these through, the HSE unit will coordinate this on your behalf with Chemwatch for upload.

	A	B	C	D	E	F	G	H	I	J	K	L	M
	User Part No	PreFix	Material Name on MSDS	Supplier/Manufacturer name	PARENT FOLDER	SECTION	Location	Sub Location	Unit measure (eg, g, Kg, L, ml) - no packaging, ampoules, tanks etc	Total Volume	Max Volume	CAS No (if applicable)	UN DG Code (if applicable)
1													
2					JCU Townsville	DB001	001:220	Flammable Cabinet					
3													
4													
5													
6													

**Further information:**

**Health, Safety & Environment Unit:**

Phone - 07 4781 3473

Email – [safety@jcu.edu.au](mailto:safety@jcu.edu.au)