



Hazardous Substance Stored

This is where you record the quantities and locations of any hazardous substances.

1. From the Registers/Hazard Registers/Hazardous Substance Stored click **+ADD NEW**

Home / Registers / Hazard Registers / Hazardous Substance Stored

1 **+ADD NEW**

EXCEL	PDF	FILTER	GROUP	Archived	Search...		
Type/Name of H...	Size & W...	QTY ...	Location Stored	Staff	Risk Assess...	GHS - Global Harm...	Signed Off
Granular Chlorine	200 Grams	3	Customer Site: 2909ht_other testing	George Foreman	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Arsenic	100 Grams	1	Local: Chemical Storage Shed		<input type="checkbox"/>		<input type="checkbox"/>
Acetone	5 Litres	3	Motor Vehicle: 89UMV36 Ford-Focus-Orange	Heidi Thonig	<input type="checkbox"/>		<input type="checkbox"/>

2. Select substance from the list or click **+** to add a new item to [Administration/Hazardous Substances](#).

3. Select the Measurement Type.

4. Type in the size of the container.

5. Type in the QTY Stored in this location.

6. Date will auto populate with today's date, change as required.

7. GHS Standards will populate automatically from Administration/Hazardous Substances or tick as required.

Home / Registers / Hazard Registers / Hazardous Substance Stored

16 **SAVE** **DELETE** **BACK**

Hazardous Substances: Granular Chlorine **2**

Measurement Type: Grams **3**

Size of Containers: 200 **4**

QTY Stored: 3 **5**

Date: 28/10/2021 **6**

GHS - Global Harmonisation Standard

7

8. The Substance Status will show as "Current" – see notes below.

9. If required select or complete the fields for Safework Australia Classification, Poisons Schedule, Signal Word, Hazchem No, UN No, Class, Subsidiary Class – these are all optional, see notes below.

10. Choose your Location Type & make your selection.

11. Select any PPE items that are required to handle this substance.

Substance Status: Current **8**

Safework Australia Classification: Dangerous Goods **9**

Poisons Schedule: S 7 Dangrous Poison

Signal Word: Danger

Hazchem No: 89NZD

UN No: 895623

Class: A

Subsidiary Class: B

Location Type: Local **10** Motor Vehicle Customer Site **11**

Required PPE Items: GLOVES x HALF FACE RESPIRATOR x

Chemical Storage Shed

10. Location Type Options:

- Local – these are locations on your premises, created in [Administration/Company Set up/Location Stored](#).
- Motor Vehicles – this will populate with asset type Motor Vehicle from the Plant & Equipment register.
- Customer Site – select or create Customer, Worksite & Job No.

Location Type

Local **b** Motor Vehicle

GR56NZ Toyota-RAV4-Red

Location Type

Local Motor Vehicle **c** Customer Site


Customer: Purple Submarine Ltd

Work site: Growing Fish

Job No: 2909ht





Project/Description: other testing

Contd/...

12. Tick the Box if a Risk Assessment is required. Select the Template Form to be completed on the mobile app.
13. Select the Staff member who will be completing the risk assessment.
14. Add any images or other documents if required.
15. Click  **SAVE**.
16. Sign Off will be populated after the Risk Assessment form is completed on the mobile app.
17. The completed Risk Assessment form will be add once completed on the mobile app & signed off.

Risk Assessment Completed **12**
Risk Assessment Template
AA-R01 - Hazardous Chemicals Risk Assessment - v1 **13**
Staff
George Foreman **16**
 SignedOff

14 **ADD FILE**

Documents	Last Modified Time	Version No.	Title	Description	Action
	21/10/2021 06:19	1	17 Hazardous Substances Register	AA-R01 - Hazardous Chemicals Risk Assessment	  

The Risk Assessment will need to be completed and signed off in the Mobile App in [Registers/Hazardous Substance Risk Assessment](#)

NOTES:

- Only forms with type “Risk Assessment” selected that are locked will display in the list.
- If you are using template/forms created in Smart Forms that have the fields in step #9 in them, you will need to populate them in the register for them to show in the form.
- When you change the Substance Status to Non-Current these items will no longer show in the register list. To view these tick the “Archived” box.
- If you are using Project Management substances that have Customer selected will show under the Job No selected.

