



Hazardous Substance Stored

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

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

Home / Registers / Hazard Registers / Hazardous Substance Stored **1** **+ADD NEW**

Type/N...	Size & Weight	QTY...	Location Stored	Substan...	Staff	GHS - Global Harminisation Sta...	Risk Asses...	Sign...	Risk Ass...
Acetone	1 Litres	3	Local: Hazardous chemical storage	Current	David AASign		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Acetone	1 Litres	5	Motor Vehicle: GOH123 Toyota-Landcruiser-Pink	Current	David AASign		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Petrol	2 Litres	3	Motor Vehicle: Rodj McLaren-720S Coupe-Yellow	Current	Cinderella BPumpkin		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	08/02/2022
Petrol	5 Litres	3	Local: Hazardous chemical storage	Current	David AASign		<input checked="" type="checkbox"/>	<input type="checkbox"/>	

- Select substance from the list or click **+** to add a new item to [Administration/Hazardous Substances](#).
- Select the Measurement Type.
- Type in the size of the container.
- Type in the QTY Stored in this location.
- Date will auto populate with today's date, change as required.
- 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 Harminisation Standard

7

- The Substance Status will show as "Current" – see notes below.
- 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.
- Choose your Location Type & make your selection.
- 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

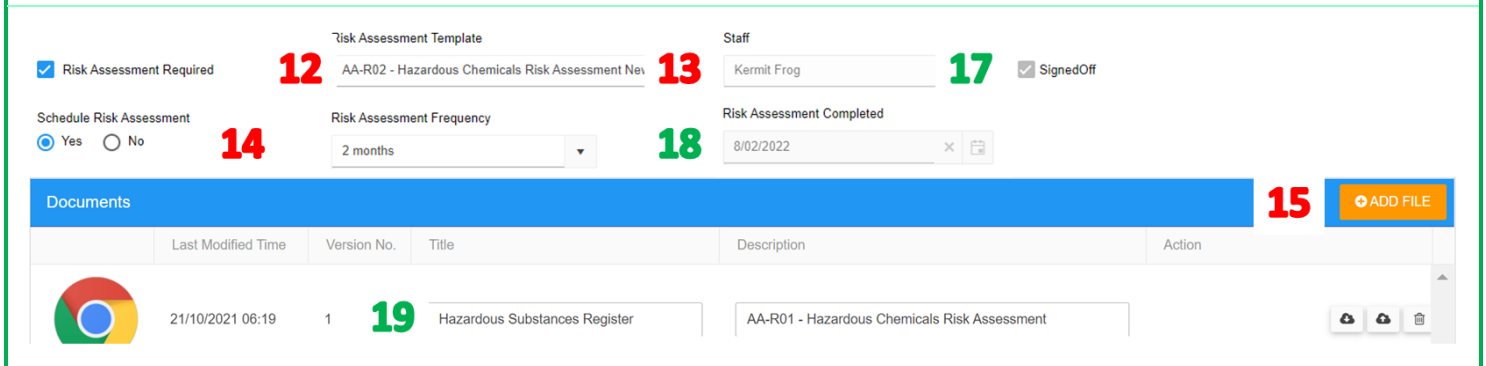
2909ht

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. If regular assessment need to be carried out select YES to Schedule Risk Assessment & select the frequency – see notes if the task is no longer required.
15. Add any images or other documents if required.
16. Click  **SAVE**.
17. Sign Off will be populated after the Risk Assessment form is completed on the mobile app.
18. Risk Assessment Completed will populate after the task is signed off in the mobile app.
19. The completed Risk Assessment form will be add once completed on the mobile app & signed off.

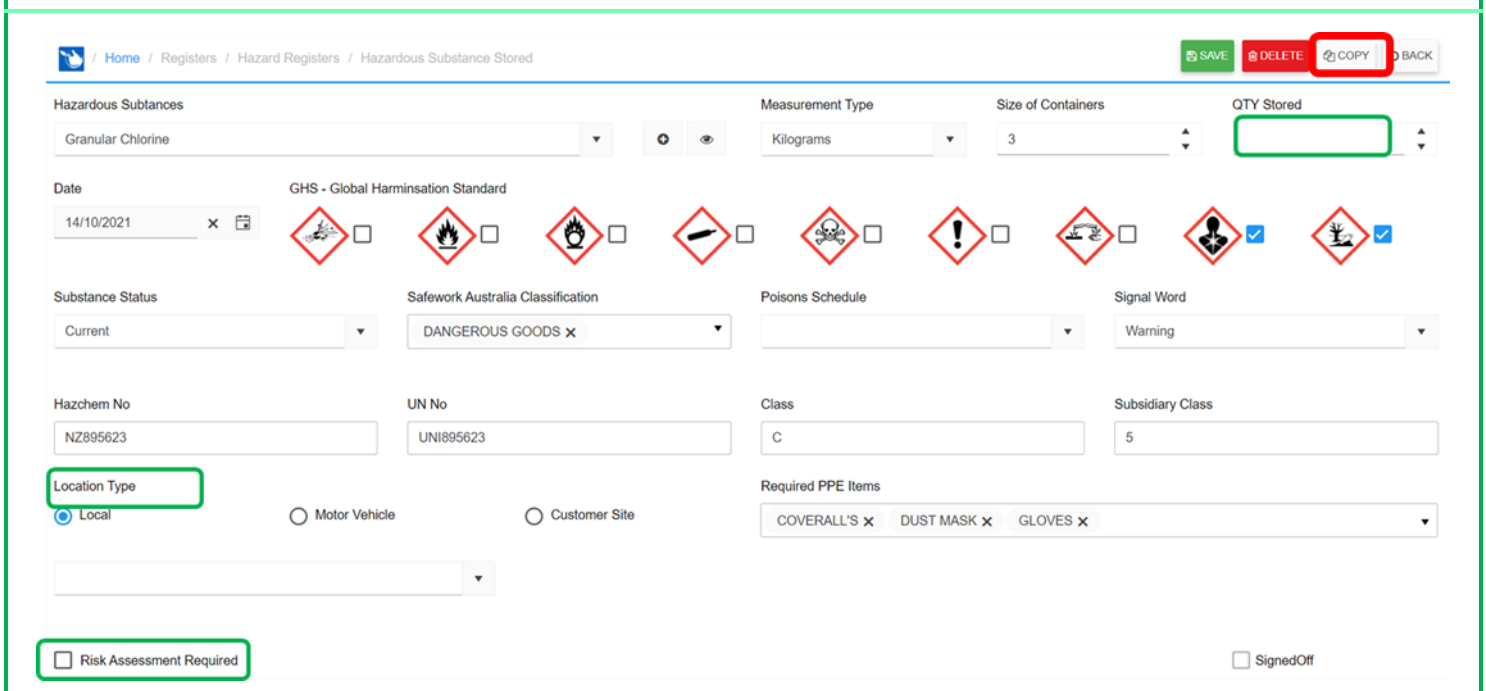


The screenshot shows a web form for 'Risk Assessment Template'. It includes fields for 'Risk Assessment Required' (checked), 'AA-R02 - Hazardous Chemicals Risk Assessment New', 'Staff' (Kermit Frog), 'Signed Off' (checked), 'Schedule Risk Assessment' (Yes/No), 'Risk Assessment Frequency' (2 months), 'Risk Assessment Completed' (8/02/2022), and a 'Documents' section with a table listing files like 'Hazardous Substances Register' and 'AA-R01 - Hazardous Chemicals Risk Assessment'. Numbered callouts 12 through 19 highlight specific form elements and actions.

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.
- When regular risk assessments are no longer required then select NA in the frequency box. When this task is signed off it will then become the last.
- If you are using Project Management substances that have Customer selected will show under the Job No selected.
- When you reopen a record you will be able to click  **COPY**. This will create a new blank record where you will need to complete the fields shown below in green.



The screenshot shows a detailed form for 'Hazardous Substance Stored'. It includes fields for 'Hazardous Substances' (Granular Chlorine), 'Measurement Type' (Kilograms), 'Size of Containers' (3), 'QTY Stored' (empty), 'Date' (14/10/2021), 'GHS - Global Harmonisation Standard' (various hazard icons), 'Substance Status' (Current), 'Safework Australia Classification' (DANGEROUS GOODS), 'Poisons Schedule' (empty), 'Signal Word' (Warning), 'Hazchem No' (NZ895623), 'UN No' (UN1895623), 'Class' (C), 'Subsidiary Class' (5), 'Location Type' (Local), 'Required PPE Items' (COVERALL'S, DUST MASK, GLOVES), and a 'Risk Assessment Required' checkbox. Green boxes highlight the 'QTY Stored' field, the 'Location Type' radio button, and the 'Risk Assessment Required' checkbox. A red box highlights the 'COPY' button in the top right corner.

