



FORM BUILDER USER GUIDE

Version 1

GoldFFX



CHEMWATCH

Melbourne, Australia

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Glossary

ADM	Domain Administrator of the Chemwatch system within your organisation
ADG	Australian Dangerous Goods Code
AuthorITe	Create SDS application module
CAS	Chemical Abstract Substance
CHEMTOURAGE	Chemwatch Entourage for service desk support
CLP	Classification, Labeling, and Packaging
CSCL	Chemical Substances Control Law
COBRA	Control Banding Risk Assessment
COSHH	Control of Substances Hazardous to Health
CREDITE POSTERI	Create Mixture application module, Physical Properties
CW No	Chemwatch Number
DE	Data Extraction
DET	Chemwatch system Data Extraction Tool
DG	Dangerous Goods
DGEN	Document Generator for Labels module
EINECS	European Inventory of Existing Commercial Chemical Substances
GHS	Globally Harmonised System for the Classification of Hazardous Chemicals and Labelling
HAZCOM	Hazard Communication Standard
IFC	International Fire Code, USA
ILO	International Labour Organisation, United Nations
ISHA	Industrial Safety and Health Act, Japan
MFA	Manifest Facility Area
MQR	Manifest Quantity Report
NFPA	National Fire Protection, USA
OEL	Occupational Exposure Limit
PDSCA	Poisonous and Deleterious Substances Control Act

PPE	Personal Protective Equipment
PKG	Packing Group for Dangerous Goods
PTN	Project Tracking Number
OSHA	Occupational Safety and Health Administration
QR Code	Quick Response
REACH	Registration, Evaluation, Authorization, and Restriction of Chemicals
RA	Risk Assessment
SAC	Standardization Administration of China
SI	International System of Units
SMARTSUITE	Smart Vendor, Gold, Mini SDS, Emergency Response Mobile App
SR	Subsidiary Risk for Dangerous Goods
SOP	Standard Operating Procedure
SUSMP	Classification of Medicines and Poisons in Australia
TSCA	Toxic Substances Control Act
UGD	User Gold Data
UI	User interface
UN	United Nations
VGD	Vendor Gold Data

About the Form Builder User Guide

The Form Builder User Guide is based on the new development of Chemwatch's latest chemicals management system. The topics covered in this guide are focused primarily on creating various forms, associating forms with form types and properties where the forms are to be made available for users to use in filling in information.

The Form Builder Settings mode is available within the Backpack, GoldFFX and Chemeritus product packages to enable advanced users to create forms.

Mode features, icons and buttons are used across this guide to emphasize a specific activity where stepwise tasks are provided in respective topics as a reference to learning how to use the system to meet specific objectives.

Form Builder

 Home <i>Core Module</i>	 Form Settings
 Folders	

Features

 Create Form Templates	 Print Out
 Edit Form Settings	 Form Builder User Privileges
 Live Help Chat	 Manifest and Hazards 

Information Reference

The information icon  provides more information in any topic or section of this guide.

1.0 Form Builder Overview

This topic will cover the following form builder overview.

- Use of form(s)
- Form settings
- Form type
- Form components
- Form properties
- Form datapoints export



Form Builder is a powerful customisation tool which enables organisations to create online forms in the system based on specific types of data or information to be collected.

- Material documents
- Locations
- Users
- Risk assessments

A form can be created using standard and fancy fields with labels, questions, lists, dropdown menus, date picker(s) and many other options available. In general, these forms are used to collect information based on organisational purposes.

- Data collection, e.g. users, folder locations, etc.
- Record management
- File submission
- Workflow management, e.g., approval requests

Components of a typical form include the following items.

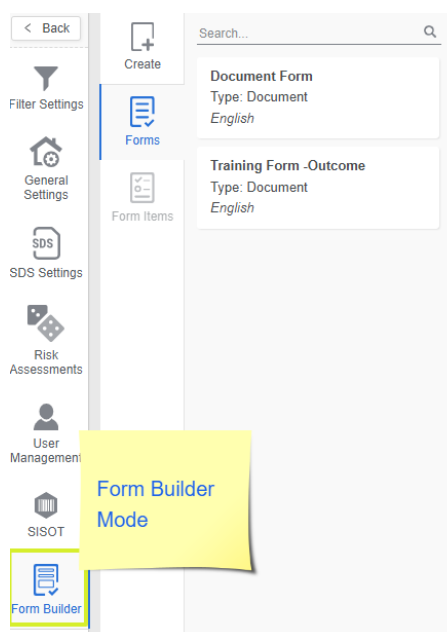
- Input fields
- Dropdowns
- Radio buttons
- Checkboxes
- Text fields
- Date pickers
- File uploads
- Submit or reset buttons
- Errors or success messages

The collection of information may include employee details, incidents occurrence, training attendance, emergency response, risk assessment, chemical storage, chemical use or any business-related activities. Input items may vary depending on the components of the form, which may have any of these input attributes.

- Single line text
- Label
- Hyperlink
- Multiline text
- Checkbox list
- Radio list
- Multi select dropdown
- List
- Date picker
- Separator

User Permissions

The domain administrator of the system has the arching responsibility to determine which users will be given permission to access Form Builder Settings to create or edit forms that will in turn be used by other users to fill in the requirement information and generate reports.



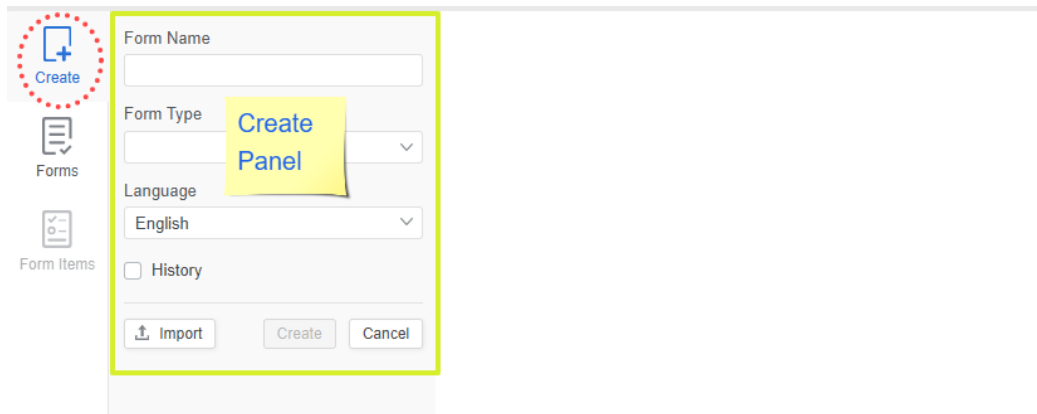
The Form Builder settings module contains user interface components to create forms and add form items through the Form Builder menu.

- Create button
- Forms button
- Form Items

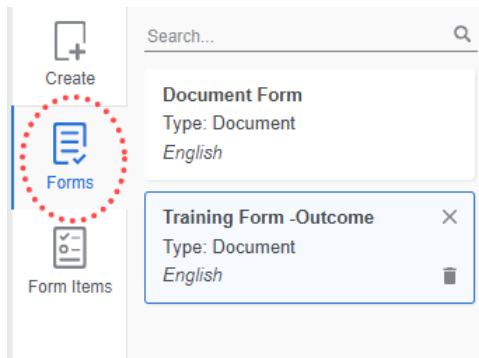
Description of the Form Builder Menu

Form Button	Description
 Create	Use this button to start the process of creating a new form. When selected, will display the form creation panel to name the form and choose the type of form that will be used.
 Forms	Shows the list of created forms and the option to edit the form settings.
 Form Items	Displays a panel to choose standard or fancy fields to add by selecting or dragging items into the form.

Create Form



List of Forms



Form Items



Create



Forms



Form Items

Click or drag elements onto the form

Standard Fields

Single Line Text

Fancy Fields

Label

Checkbox

Hyperlink

Multiline Text

Checkbox List

Radio List

Dropdown

Multi Select Dropdown

List

Upload

Date Picker

Separator

System Fields

Users List

2.0 Create a Form and History Report

This topic will cover the following objectives.

- Create a form
- Edit a form using field settings
- Add standard fields
- Fancy fields
- System fields
- Add translation



Creating a form requires the form creator to have handy information to help guide the type of form that needs to be created, the items' data fields required to be filled and used to collect information.

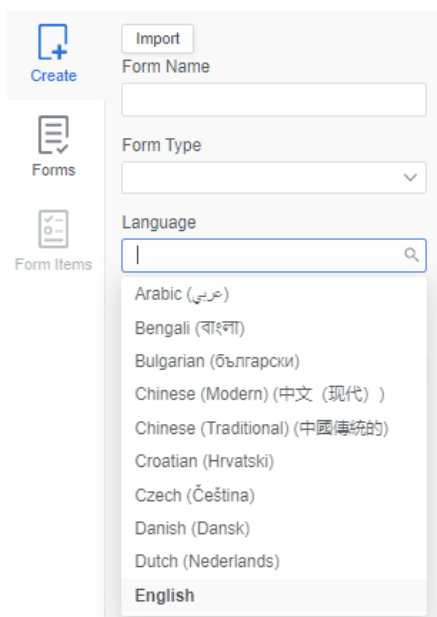
Form Builder also has the option of using custom datapoints and this data can be used in the following ways:

- Report generator data export and integration
- Data export using the file formats; csv, xml, xls, html
- Label generator
- Searches and queries



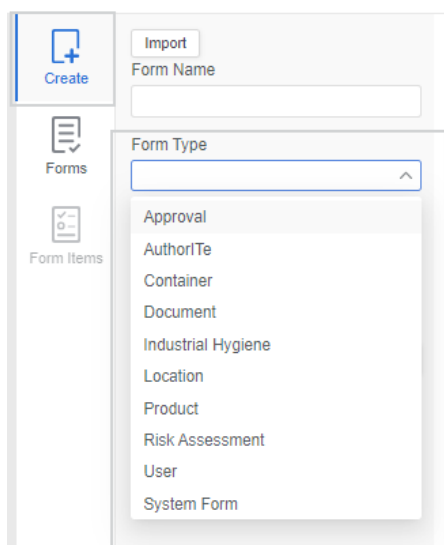
When creating a form, the form must be identified by name and categorised by Form Type and Language.

Form Category	Description
Name	This is the form identification name.
Form Type	This is the type of form to associate the source where the form will be available within the user interface.
Language	This segment provides a dropdown list of available languages to choose the desired language to use for the form. It defines the form master language.



The screenshot shows the 'Form Builder' interface. On the left, there is a sidebar with three icons: 'Create' (a plus sign in a square), 'Forms' (a document icon), and 'Form Items' (a checklist icon). The main area has a header with an 'Import' button. Below it, there are three fields: 'Form Name' (a text input), 'Form Type' (a dropdown menu), and 'Language' (a search input). The 'Language' dropdown is open, showing a list of languages: Arabic (عربي), Bengali (বাংলা), Bulgarian (български), Chinese (Modern) (中文 (现代)), Chinese (Traditional) (中國傳統的), Croatian (Hrvatski), Czech (Čeština), Danish (Dansk), Dutch (Nederlands), and English (highlighted).

The Form Type provides dropdown options to choose the source of information to be associated with the form. These datapoints can be drawn by location, document, user or risk assessment.



The screenshot shows the 'Form Builder' interface. On the left, there is a sidebar with three icons: 'Create' (a plus sign in a square), 'Forms' (a document icon), and 'Form Items' (a checklist icon). The main area has a header with an 'Import' button. Below it, there are three fields: 'Form Name' (a text input), 'Form Type' (a dropdown menu), and 'Language' (a search input). The 'Form Type' dropdown is open, showing a list of options: Approval, AuthorTe, Container, Document, Industrial Hygiene, Location, Product, Risk Assessment, User, and System Form.

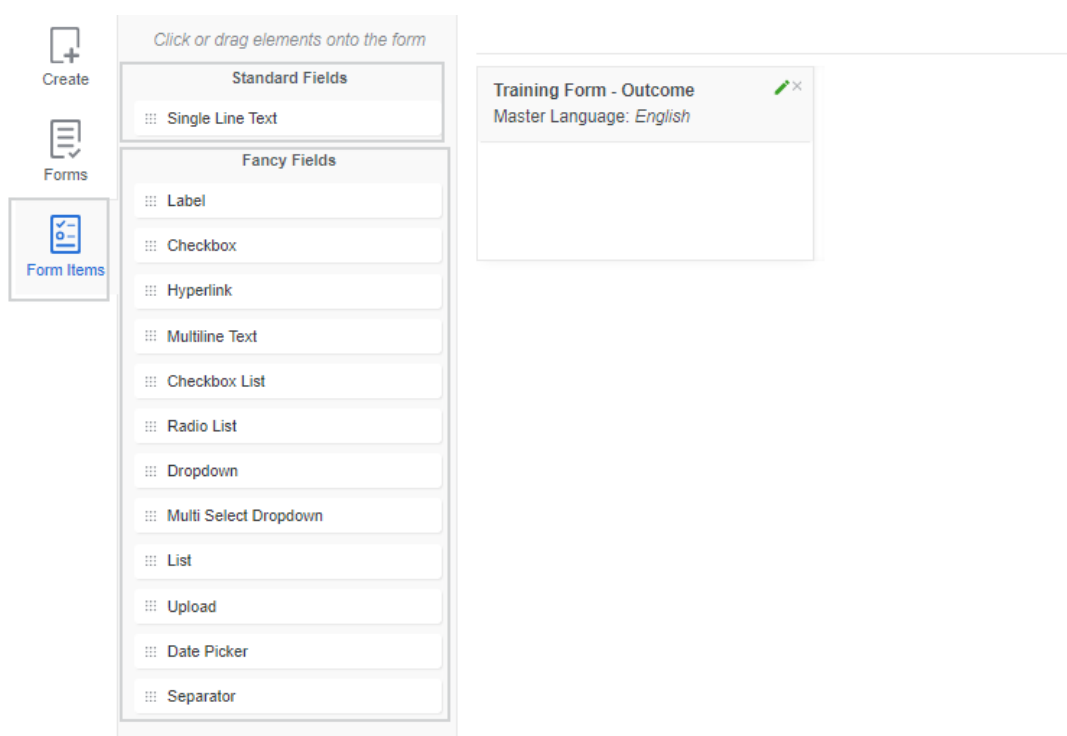
Form Type	Description
Location	This is the folder location withing the folder panel that will be associated with the form. A user will have to choose the location to use the form by using the folder right click menu.
Document	This option associates the form with the material document, through search or folder content view. A user will have to use the right click menu from a material name view on a grid.
User	This option associates the form with users.

Form Type	Description
Risk Assessment	A form can also be associated with the risk assessment module.

There's also a provision of a dropdown list of languages to choose a language of preference to apply in the form depending on users' region/country of operation.

Form Items

This window provides three types of fields to choose the data input types for information to be filled and captured in the form.



The types of fields are described below.

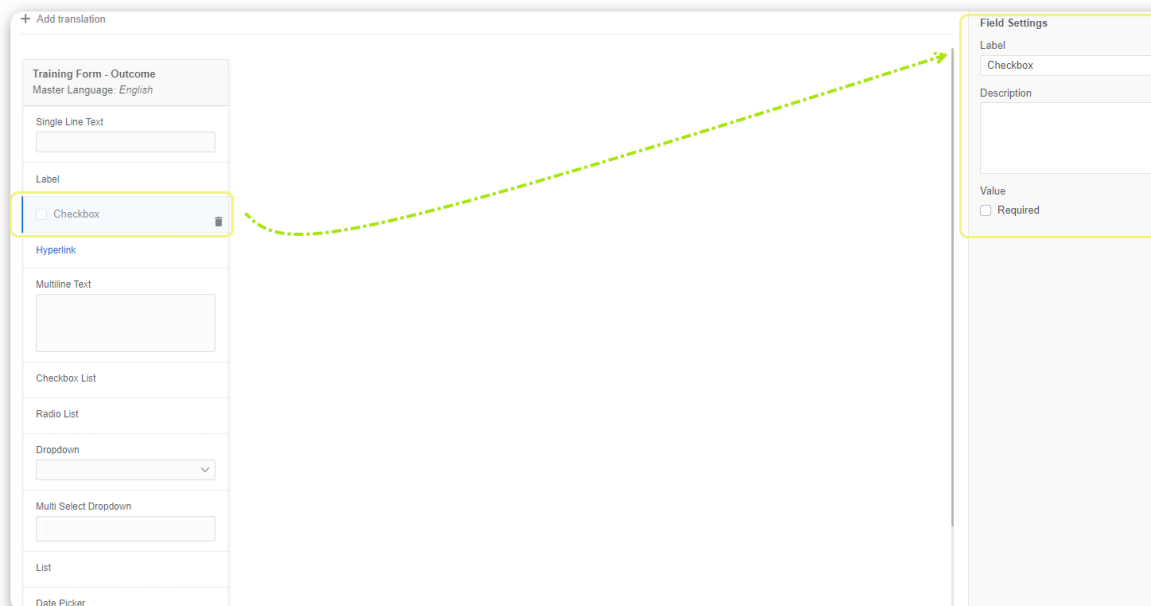
Field Type	Input Type
Standard	Single line text.
Fancy	Label, checkbox, hyperlink, multiline text, checkbox list, radio list, dropdown, multi select dropdown, list, date picker, separator.
Add translation	Add a translation language to the form from the dropdown list of available language.

The form items window provides form creators the ability to assign labels, describe labels, description field and set a value requirement where applicable for selected type of fields.



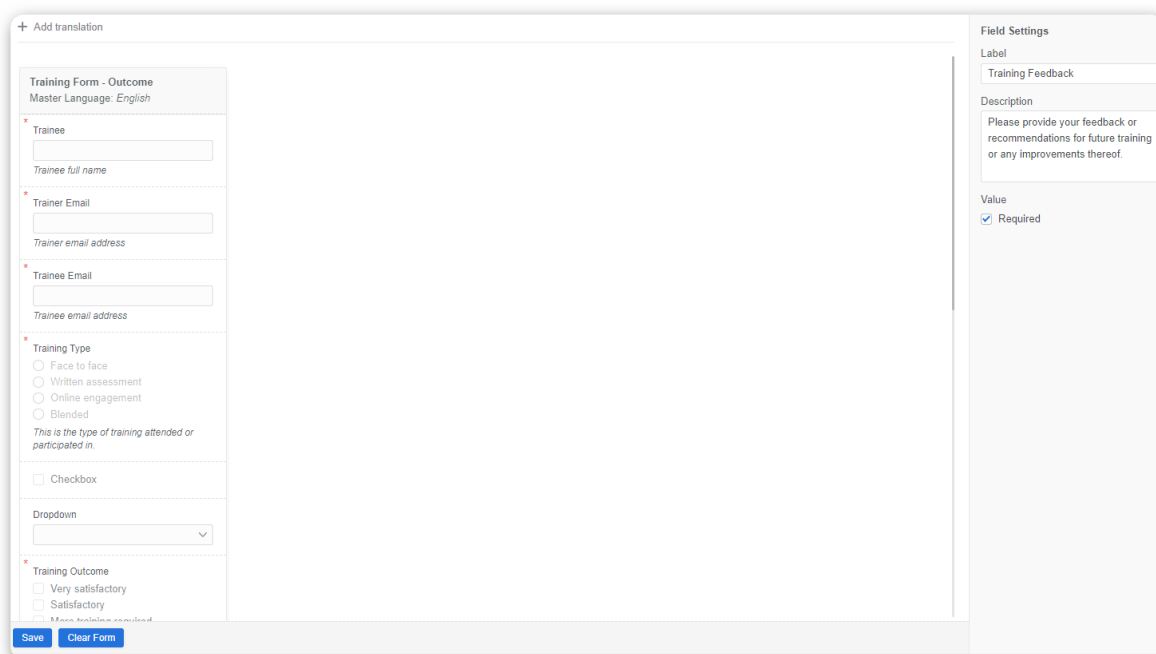
Form Fields Settings

Form fields settings enable creators to name and describe any selected standard or fancy fields and set value requirements.



2.1 Create a Document Form Type

A document form type can be used to collect information based on the purpose of a business document or procedural document or notification document. An example of a document form type for a training outcome record form designed to collect training information outcome from users (trainees) with regards to type of training attended, training checklist, training date and assessment outcome.

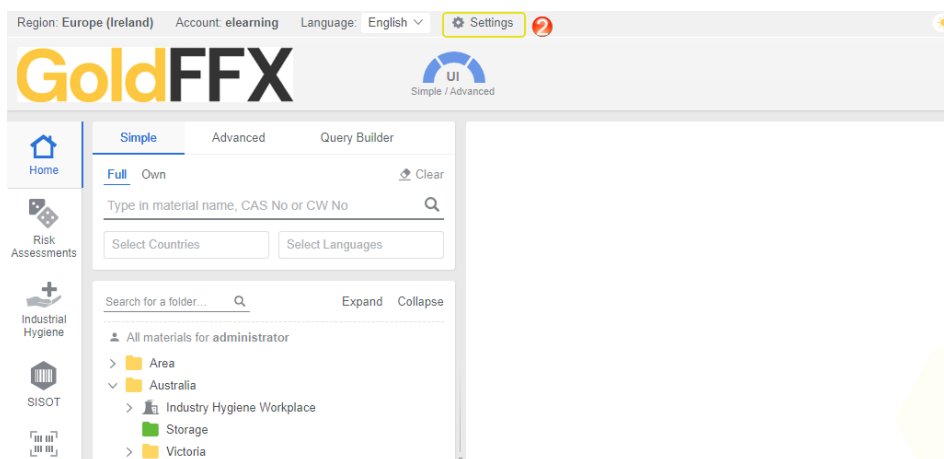


The screenshot displays the 'Form Builder' interface for creating a 'Training Form - Outcome'. The form is titled 'Training Form - Outcome' with a master language of 'English'. It contains several fields: 'Trainee' (text input), 'Trainer Email' (text input), 'Trainee Email' (text input), 'Training Type' (radio buttons for Face to face, Written assessment, Online engagement, Blended), a 'Checkbox' field, a 'Dropdown' field, and 'Training Outcome' (checkboxes for Very satisfactory, Satisfactory). The right sidebar shows 'Field Settings' for 'Training Feedback' with a description 'Please provide your feedback or recommendations for future training or any improvements thereof.' and a 'Required' checkbox checked.

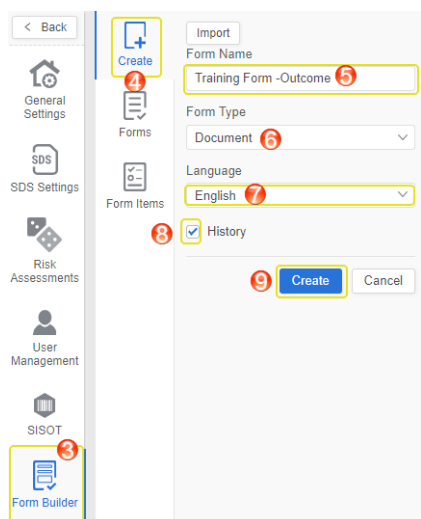
Table: Example of Training Outcome record Form fields

Form Fields	Description
Trainee's name	Full name of trainee
Trainer	Full name of trainer
Email	Email address
Type of training mode	List of the types of training modes available
Training Feedback	Training categories
Training date	Date of training
Training assessment outcome	Training competency

Steps to Create a Document Type of Form



1. **Login** to the application.
2. Click the **Settings** module button .
3. Click the **Form Builder** settings mode button .
4. Select the **Create** button .
5. Type the **Form Name** in the text field.
6. Select the **Form Type** from the dropdown options, e.g., Document.
7. Select the **Language** from the dropdown options, e.g., English.
8. Select the **History** checkbox (if required to keep the action history).
9. Click the **Create** button.



10. Click or drag an element into the form pane, e.g., Standard Field "Single Line Text".

Click or drag elements onto the form

Create

Forms

Form Items

Standard Fields

- Single Line Text
- Label
- Checkbox
- Hyperlink
- Multiline Text
- Checkbox List
- Radio List
- Dropdown
- Multi Select Dropdown
- List

Fancy Fields

Training Form -Outcome

Master Language: English

Single Line Text

Checkbox

Have you complete the Hazard training

Checkbox List

Radio List

Hazard Identification

Hazard GHS

Precautionary Statements

Hazard Pictograms

Which training modules have you completed

11. Add more **Fancy fields** by dragging or selecting a label, checkbox, hyperlink, multiline text, checkbox list, radio list, dropdown, multi select dropdown, list, date picker, separator.
12. Click on the added **Standard or Fancy Field** to display the **Field Settings** and define the selected Fancy fields, e.g., type the label name.
13. Enter a **Description** for the selected fancy fields.
14. Select the **Value** check if the Fancy field is required to be filled.

+ Add translation

Training Form -Outcome

Master Language: English

Single Line Text

Trainee

Trainee full name

Trainer Email

Field Settings

Label

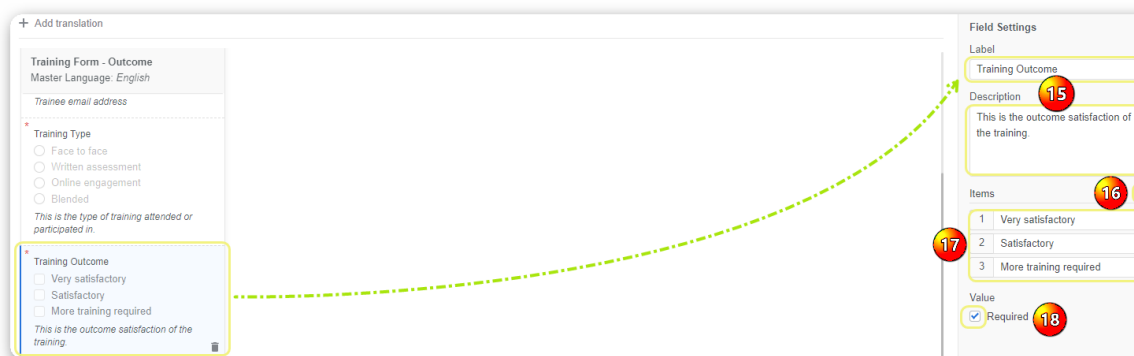
Single Line Text

Description

Value

Required

15. Add more **Fancy Fields** by clicking on the respective type of fancy field and giving it a Label name.
16. Add any **List of items or dropdown selection** options in the selected Fancy Field(s) by clicking on Add icon
17. **Type the name of item(s)** to be added as a list of options.
18. Select the **Value** check if the Fancy field is required to be filled.



Training Form - Outcome
Master Language: English

Trainee email address

Training Type

☐ Face to face
☐ Written assessment
☐ Online engagement
☐ Blended

This is the type of training attended or participated in.

Training Outcome

☐ Very satisfactory
☐ Satisfactory
☐ More training required

This is the outcome satisfaction of the training.

Field Settings

Label
Training Outcome

Description
This is the outcome satisfaction of the training.

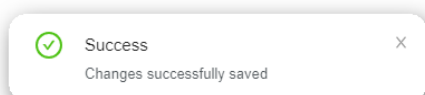
Items

1	Very satisfactory
2	Satisfactory
3	More training required

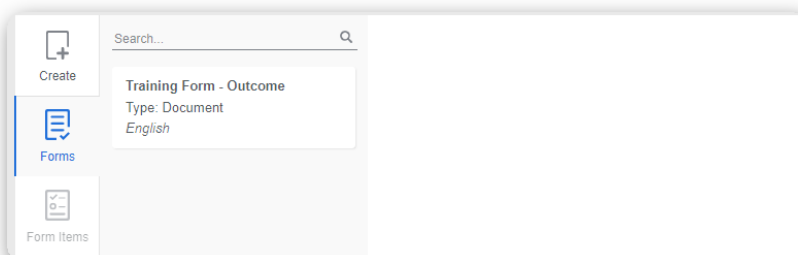
Value
☒ Required

19. Click the **Save** button .

20. The message displays confirmation of successful changes saved.



The created form displays in the Forms tab showing the form name, type of form and language set for the form.



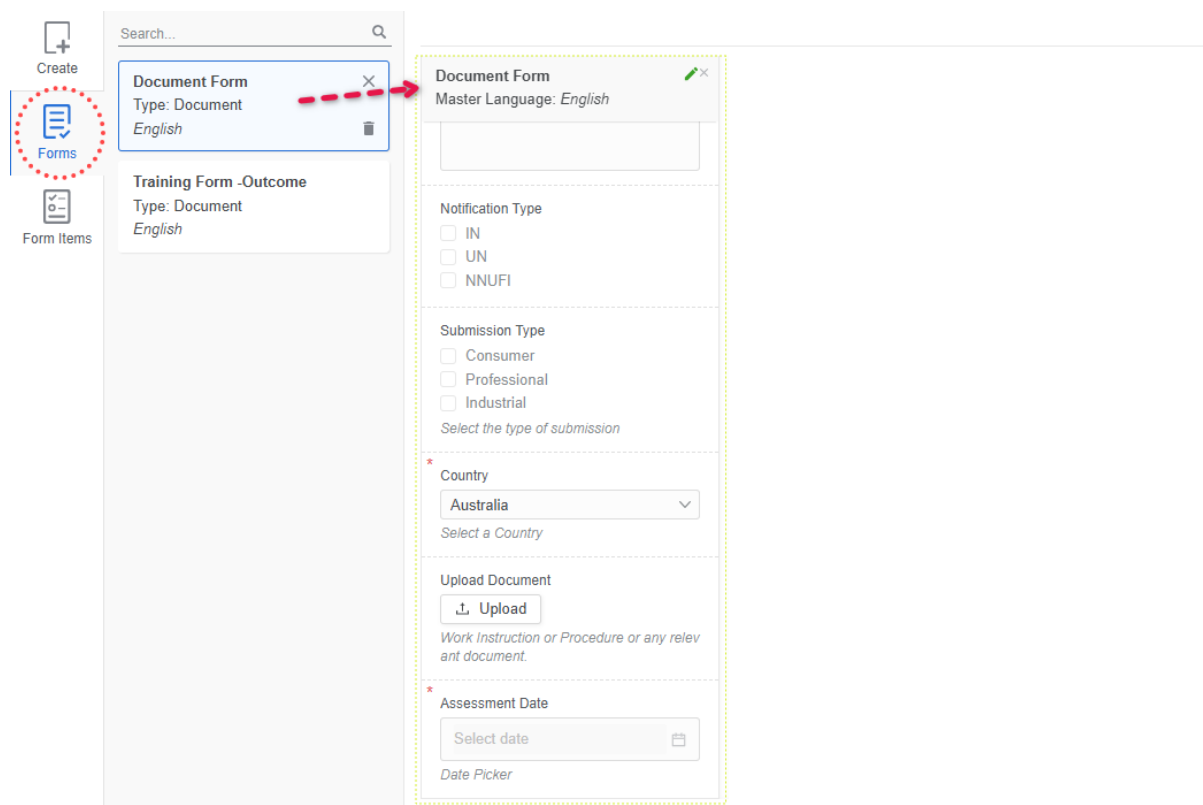
Create

Search...

Forms

Form Items

Training Form - Outcome
Type: Document
English



Document Form
Type: Document
English

Training Form -Outcome
Type: Document
English

Document Form
Master Language: English

Notification Type

☐ IN
☐ UN
☐ NNUFI

Submission Type

☐ Consumer
☐ Professional
☐ Industrial

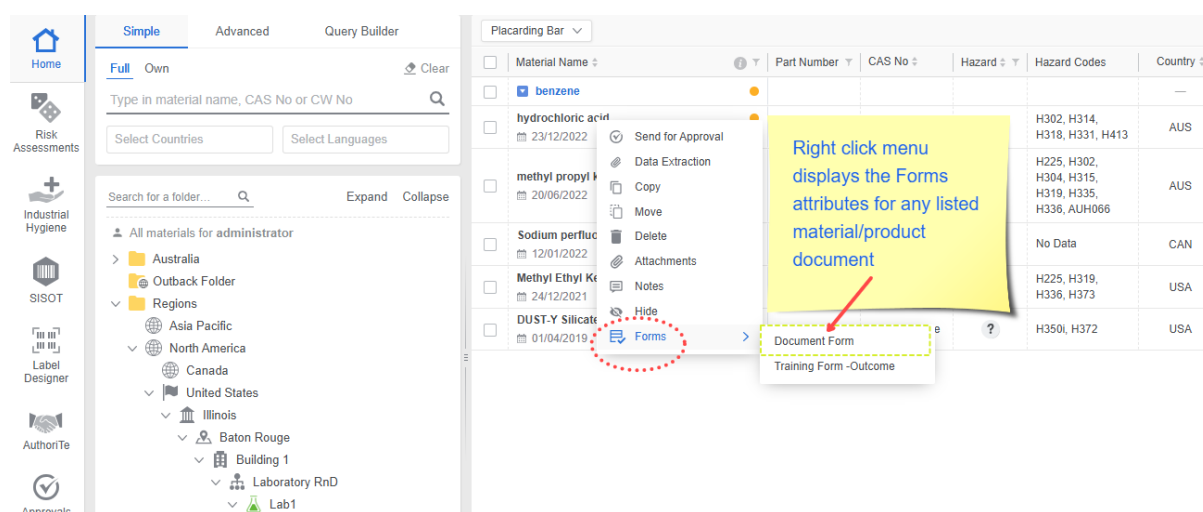
Select the type of submission

Country
Australia
Select a Country

Upload Document
Upload
Work Instruction or Procedure or any relevant document.

Assessment Date
Select date
Date Picker

A document form can then be filled out by users for any document in their own inventory.



Right click menu displays the Forms attributes for any listed material/product document

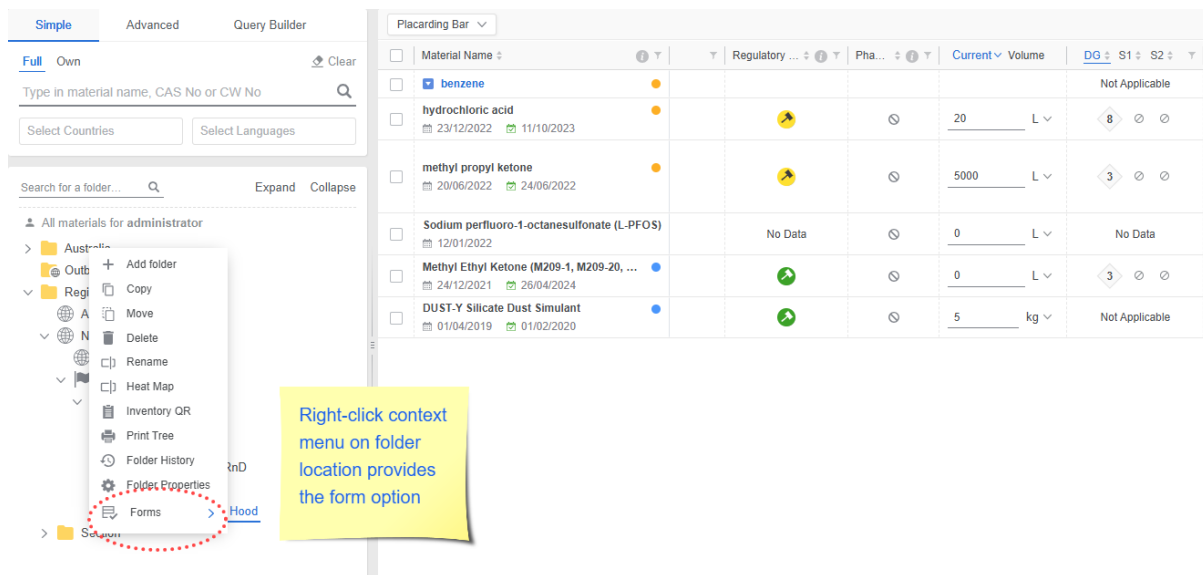
Material Name	Part Number	CAS No	Hazard	Hazard Codes	Country
benzene					
hydrochloric acid	23/12/2022			H302, H314, H318, H331, H413	AUS
methyl propyl	20/06/2022			H225, H302, H304, H315, H319, H335, H336, AUH066	AUS
Sodium perfluor	12/01/2022			No Data	CAN
Methyl Ethyl K	24/12/2021			H225, H319, H336, H373	USA
DUST-Y Silicate	01/04/2019			H350i, H372	USA

The next topic illustrates how users can access the form and fill in the respective information.

2.2 Filling Information into a Form – Document Form

A form can be located on a folder menu or material context menu. Any of these menus are accessible through the right-click context menu.

Folder Right-click Menu for Locations

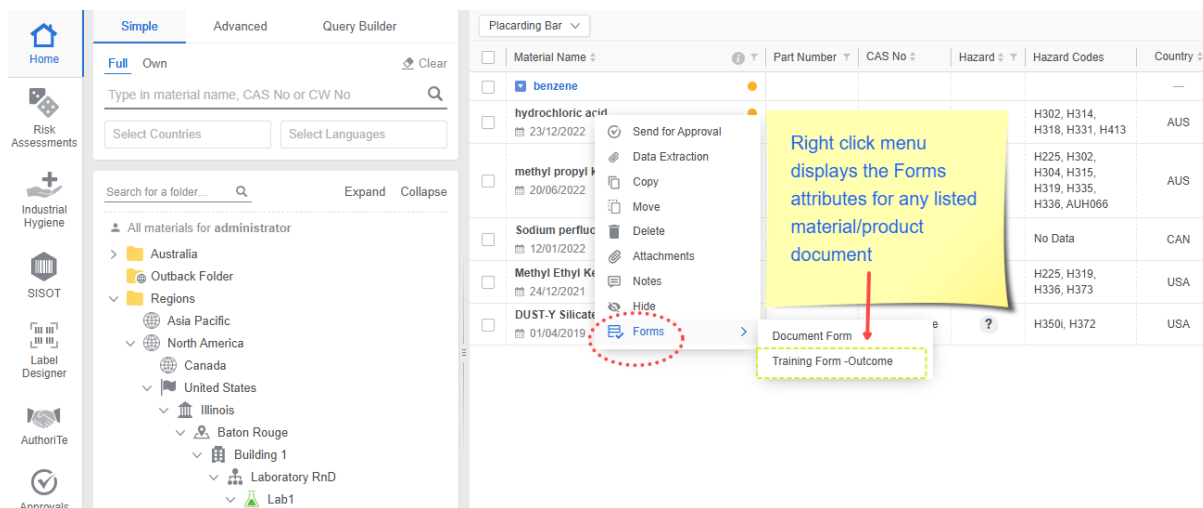


Right-click context menu on folder location provides the form option

Material Name	Regulatory	Phase	Current Volume	DG	S1	S2
benzene				Not Applicable		
hydrochloric acid			20 L	8		
methyl propyl ketone			5000 L	3		
Sodium perfluoro-1-octanesulfonate (L-PFOS)	No Data		0 L	No Data		
Methyl Ethyl Ketone (M209-1, M209-20, ...)			0 L	3		
DUST-Y Silicate Dust Simulant			5 kg	Not Applicable		

Materials Right-click Menu for Documents

Note that the form is assigned the category type “Document”. What this form’s attribute mean is that a user will fill in the form against a selected material document from the inventory by using the material’s right click menu option “Forms”.



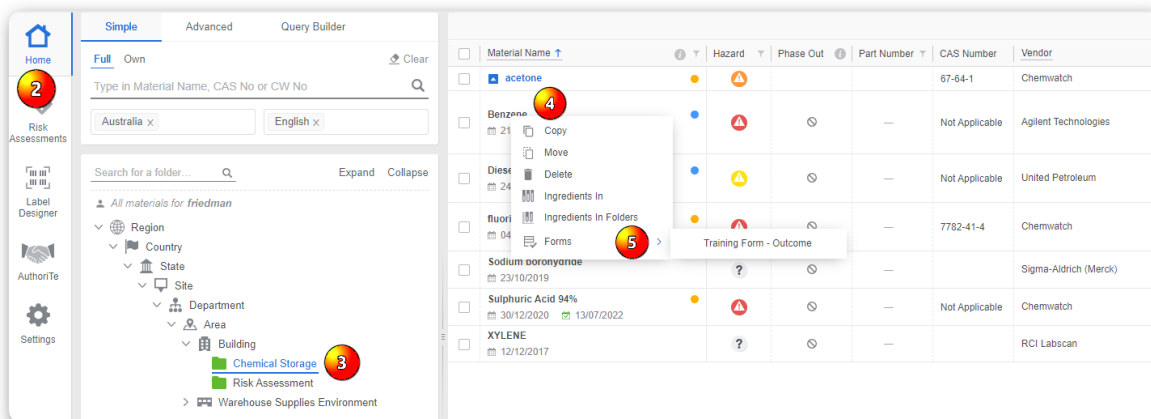
Right click menu displays the Forms attributes for any listed material/product document

Material Name	Part Number	CAS No	Hazard	Hazard Codes	Country
benzene					
hydrochloric acid				H302, H314, H318, H331, H413	AUS
methyl propyl ketone				H225, H302, H304, H315, H319, H335, H336, AUH066	AUS
Sodium perfluoro-1-octanesulfonate (L-PFOS)				No Data	CAN
Methyl Ethyl Ketone (M209-1, M209-20, ...)				H225, H319, H336, H373	USA
DUST-Y Silicate Dust Simulant				H350, H372	USA

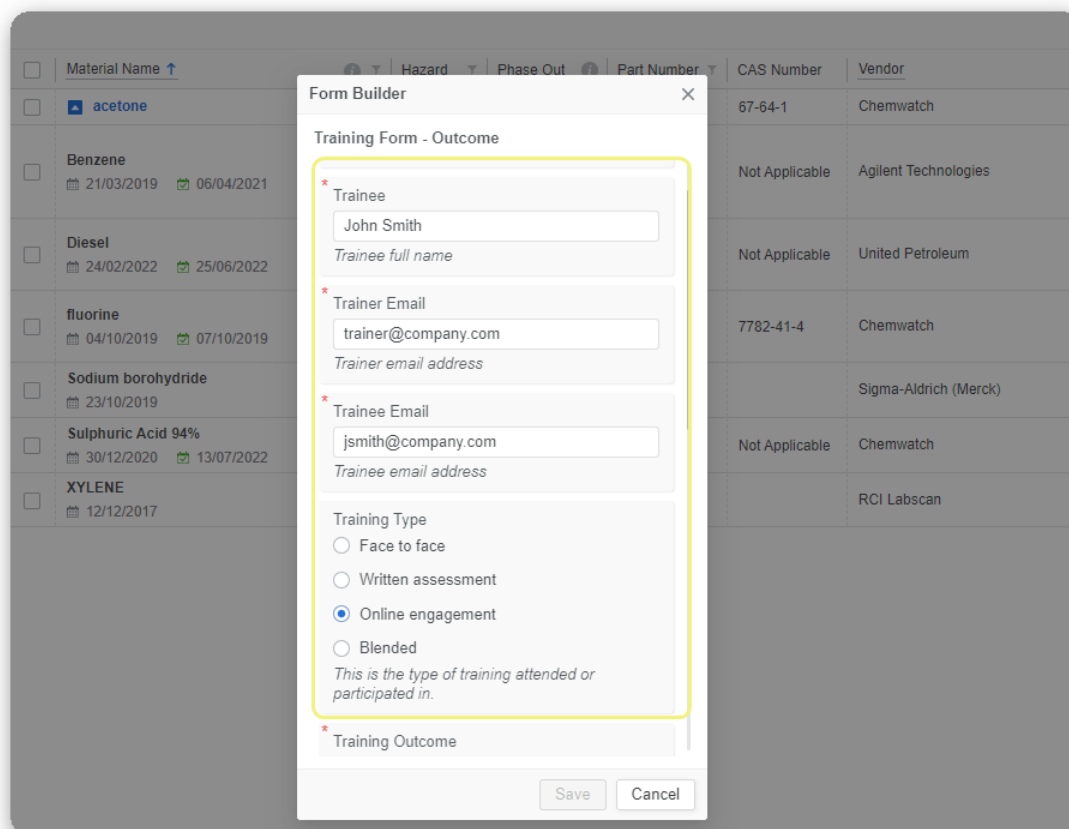
In these steps, the training outcome record form is used to demonstrate how to fill in the form fields to capture the required information from a user.

Steps to Filling up the Document Form

1. **Login** to the Beehive application.
2. Click the **Home** module button.
3. Select a **Folder**.
4. **Right click** on material name.
5. Hover mouse pointer on **"Forms"** and select the forward arrow to choose the form name.



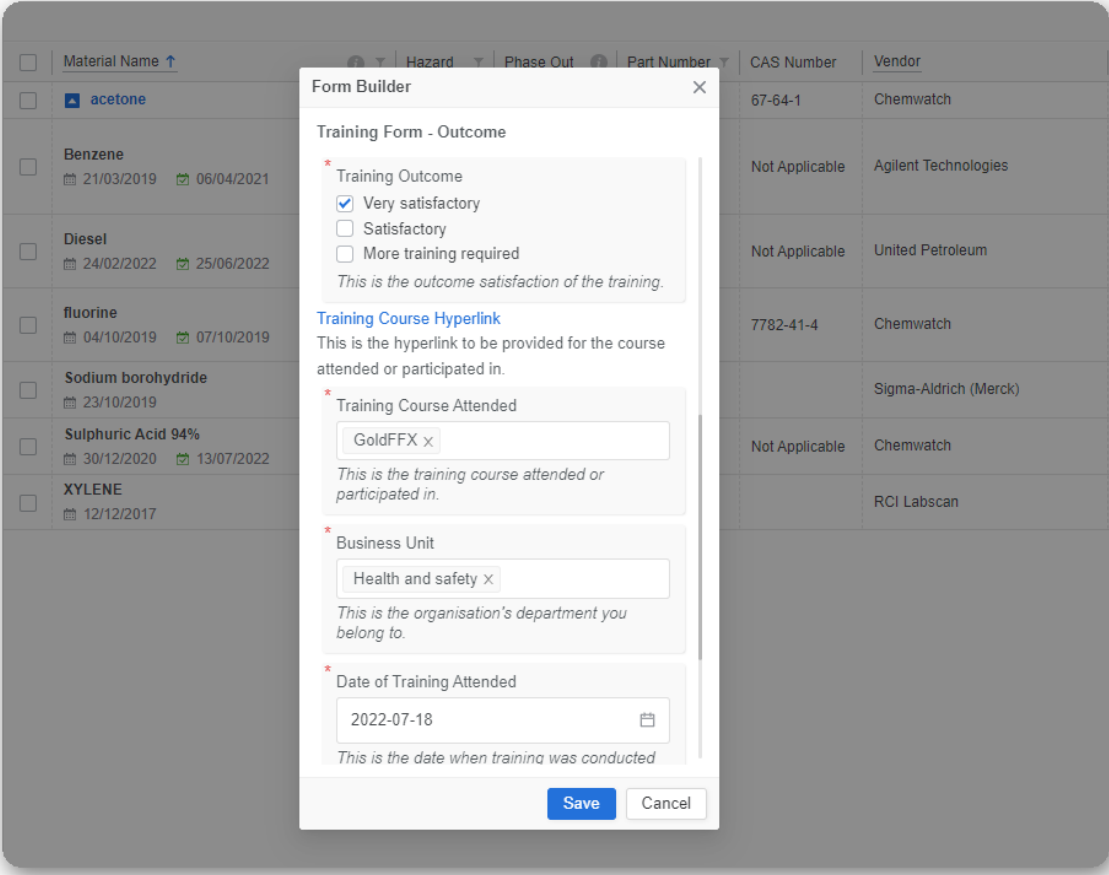
6. Fill in the form fields and consider where the fields are a requirement (*).



The screenshot shows the 'Form Builder' dialog box for 'Training Form - Outcome'. The dialog contains the following fields and options:

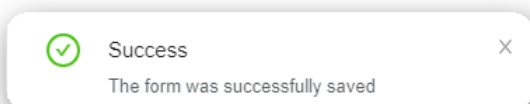
- Trainee** (required): Text input field with the value 'John Smith'. Below it, the label 'Trainee full name' is displayed.
- Trainer Email** (required): Text input field with the value 'trainer@company.com'. Below it, the label 'Trainer email address' is displayed.
- Trainee Email** (required): Text input field with the value 'jsmith@company.com'. Below it, the label 'Trainee email address' is displayed.
- Training Type**: Radio button options for 'Face to face', 'Written assessment', 'Online engagement' (selected), and 'Blended'. Below the options, the text 'This is the type of training attended or participated in.' is displayed.
- Training Outcome** (required): Text input field.

At the bottom of the dialog, there are 'Save' and 'Cancel' buttons.



Material Name	Hazard	Phase Out	Part Number	CAS Number	Vendor
acetone				67-64-1	Chemwatch
Benzene				Not Applicable	Agilent Technologies
Diesel				Not Applicable	United Petroleum
fluorine				7782-41-4	Chemwatch
Sodium borohydride					Sigma-Aldrich (Merck)
Sulphuric Acid 94%				Not Applicable	Chemwatch
XYLENE					RCI Labscan

- Click the **Save** button .
- Message confirms successful operation.



2.3 Filling Information into a Form – Folder Form

As forms can be created in the system for numerous purposes, however, a form for a folder structure containing hazardous chemicals can assist businesses and organisations to effectively manage risks associated with handling hazardous materials to capture information and promoting the culture of safety.

Forms can also help facilitate chemical data, the use of materials in a way that aligns with organisational requirements such as:

- Procedures
- Audits
- Compliance with regulatory requirements such as OSHA's Hazard Communication Standard (HCS), REACH regulations in the EU, WHS in Australia, WHIMS in Canada, etc.

The primary objectives on what forms can be used for in the chemicals management system include:

- Inventory Management
- Emergency Preparedness, Response and Management
- Compliance to Health and Safety at the workplace
- Risk Assessment
- Record Keeping and Documentation
- Information Sharing and Communication
- Reporting

Documentation and record keeping is important in the facilitation of data capture, especially for essential data related to hazardous chemicals in a structured and well-organised manner.

This type of policy strategy ensures the availability of accurate and up to date chemical related information for compliance, reporting and auditing purposes.

Each organisation will have varying complexities to the type of forms intended for use by users who have access to a specific folder. These forms are created in the Form Builder Module and access granted to users to fill in required information. Forms can be categorised for any health and safety related aspects of the business's chemical safety and data collection. Some of these forms may extend to the following checklists:

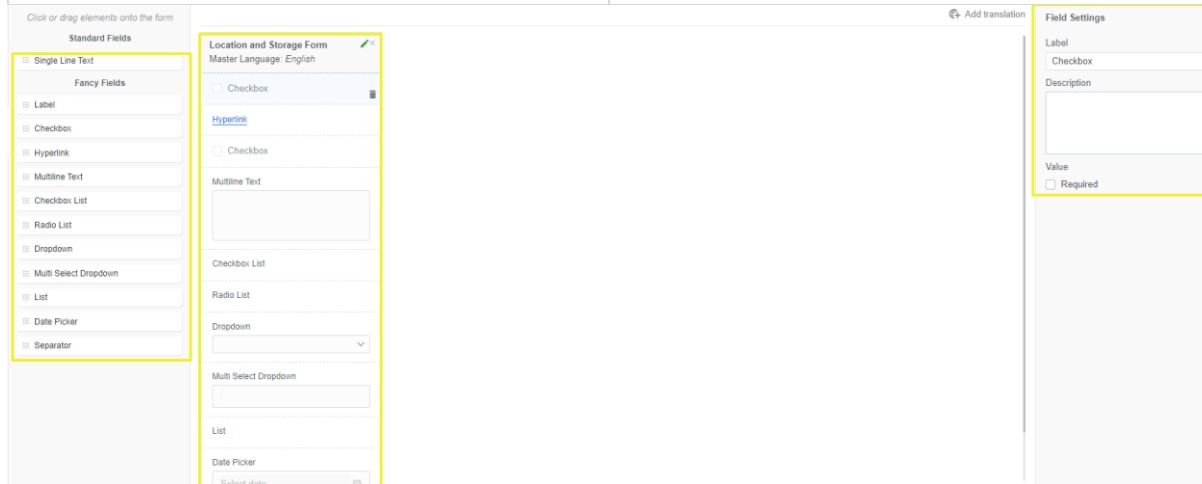
- | | |
|---|--|
| • General workplace safety | • Incident reporting checklist |
| • Work site and storage of chemical checks | • Chemicals safety, handling, and storage checklist |
| • Hazard identification | • Hazardous materials handling checklist |
| • Audit checklist | • Personal protective equipment and training checklist |
| • Risk assessment checklist | |
| • Emergency preparedness of hazardous chemicals | |

The example below shows a typical hazard identification chemical related type of checklist.

Category	Question or Commentary	Yes	No
Machinery and equipment	Is the equipment regularly serviced and maintained in accordance with the manufacturer's instructions?	☐	☐
	Are all the chemical operators trained in how to use the equipment safely?	☐	☐
	When was training on PPE conducted (dd/mm/yyyy)?		
Hazardous chemicals identification	Are chemicals that require any health surveillance have been identified and their storage locations?	☐	☐
	Are all hazardous chemicals and containers identified and labelled?	☐	☐
	Have all the employees using and handling hazardous chemicals been trained and how to use them?	☐	☐
	Are all the SDS for chemicals used in the workplace have been obtained and up to date?	☐	☐

The **Form Builder** module enables users who have access to create form templates by using standard and fancy fields which encapsulate the form data input requirements.

Standard Fields	Fancy Fields
Single line text	Label, checkbox, hyperlink, multiline text, checkbox list, radio list, drop-down, multi select dropdown, list, date picker, separator.

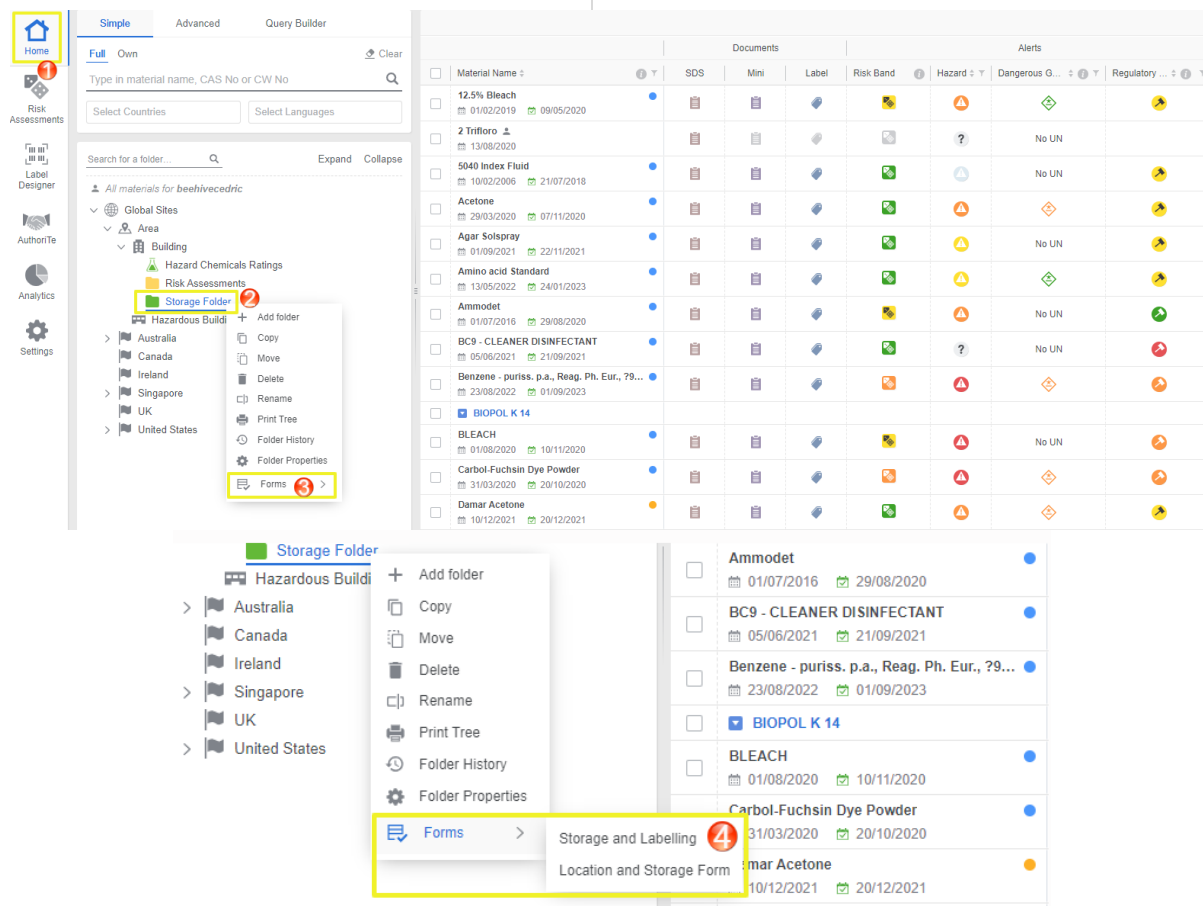


The screenshot displays the Form Builder interface. On the left, a sidebar lists 'Standard Fields' (Single Line Text, Label, Checkbox, Hyperlink, Multiline Text, Checkbox List, Radio List, Dropdown, Multi Select Dropdown, List, Date Picker, Separator) and 'Fancy Fields'. The main area shows a form titled 'Location and Storage Form' with a 'Master Language: English' dropdown. The form contains several fields: a 'Hyperlink' field, a 'Checkbox' field, a 'Multiline Text' field, a 'Checkbox List' field, a 'Radio List' field, a 'Dropdown' field, a 'Multi Select Dropdown' field, a 'List' field, and a 'Date Picker' field. On the right, a 'Field Settings' panel is visible, showing options for 'Label', 'Description', 'Value', and 'Required'.

- Forms can be created by the administrator or users who have been granted permission to access the Form Builder Settings module. Users can fill in the form attributed to the folder structure and specifically the folders they have been granted access to view or edit.

Steps: Filling a Folder Form

1. Open **Home** module .
2. Right click on a **folder**.
3. Hover your mouse pointer to Forms to display the form names available.
4. Select the **Form name** to display the forms panel.

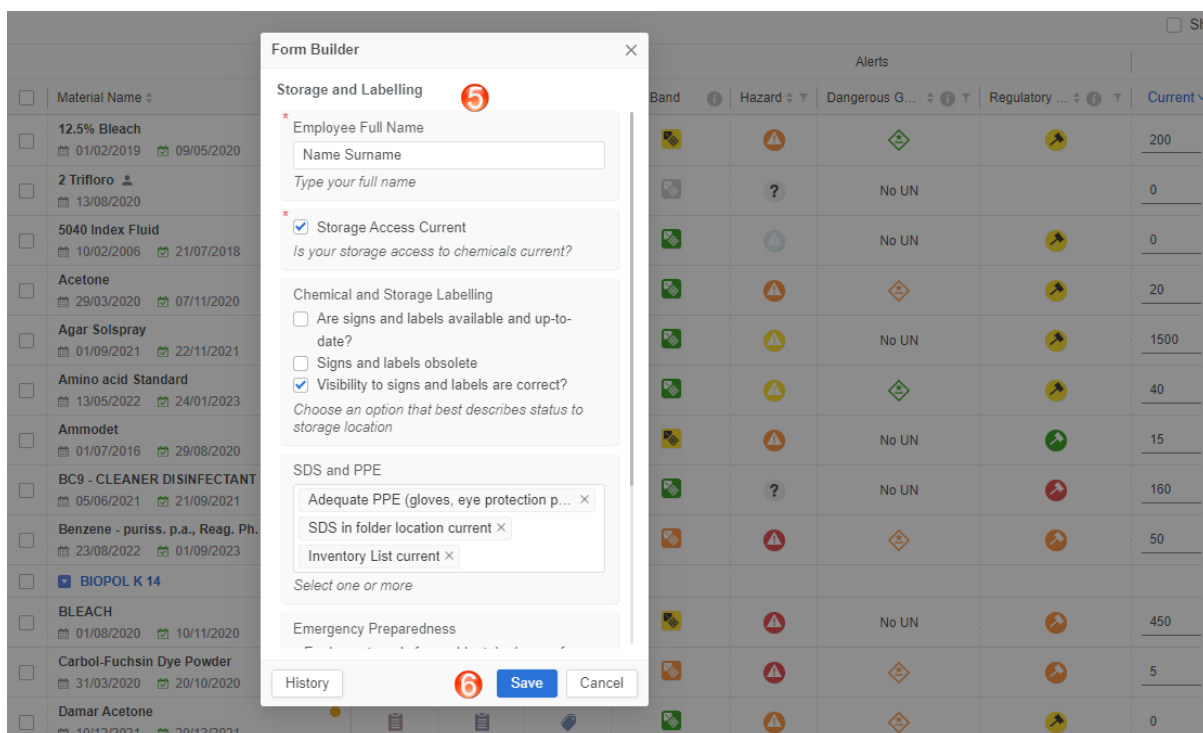


The screenshot illustrates the process of filling a folder form in the Chemwatch interface. It shows the 'Home' module selected, the 'Storage Folder' right-clicked, and the 'Forms' option chosen from the context menu. The 'Storage and Labelling' form is then selected, displaying a list of materials and their associated forms.

Material Name	SDS	Mini	Label	Risk Band	Hazard	Dangerous G...	Regulatory ...
12.5% Bleach	01/02/2019	09/05/2020					
2 Trifloro	13/08/2020					No UN	
5040 Index Fluid	10/02/2006	21/07/2018				No UN	
Acetone	29/03/2020	07/11/2020					
Agar Solspray	01/09/2021	22/11/2021				No UN	
Amino acid Standard	13/05/2022	24/01/2023					
Ammodet	01/07/2016	29/08/2020				No UN	
BC9 - CLEANER DISINFECTANT	05/06/2021	21/09/2021				No UN	
Benzene - puriss. p.a., Reag. Ph. Eur., 79...	23/08/2022	01/09/2023					
BIOPOL K 14							
BLEACH	01/08/2020	10/11/2020				No UN	
Carbol-Fuchsin Dye Powder	31/03/2020	20/10/2020					
Damar Acetone	10/12/2021	20/12/2021					

5. Fill in the form details.
6. Click the **Save** button. Message confirms successful operation.

 Success
The form was successfully saved



Form Builder

Storage and Labelling 5

* Employee Full Name
Name Surname
Type your full name

* ☒ Storage Access Current
Is your storage access to chemicals current?

Chemical and Storage Labelling

☐ Are signs and labels available and up-to-date?

☐ Signs and labels obsolete

☒ Visibility to signs and labels are correct?

Choose an option that best describes status to storage location

SDS and PPE

Adequate PPE (gloves, eye protection p... x

SDS in folder location current x

Inventory List current x

Select one or more

Emergency Preparedness

History 6 Save Cancel

2.4 Form History

Recap

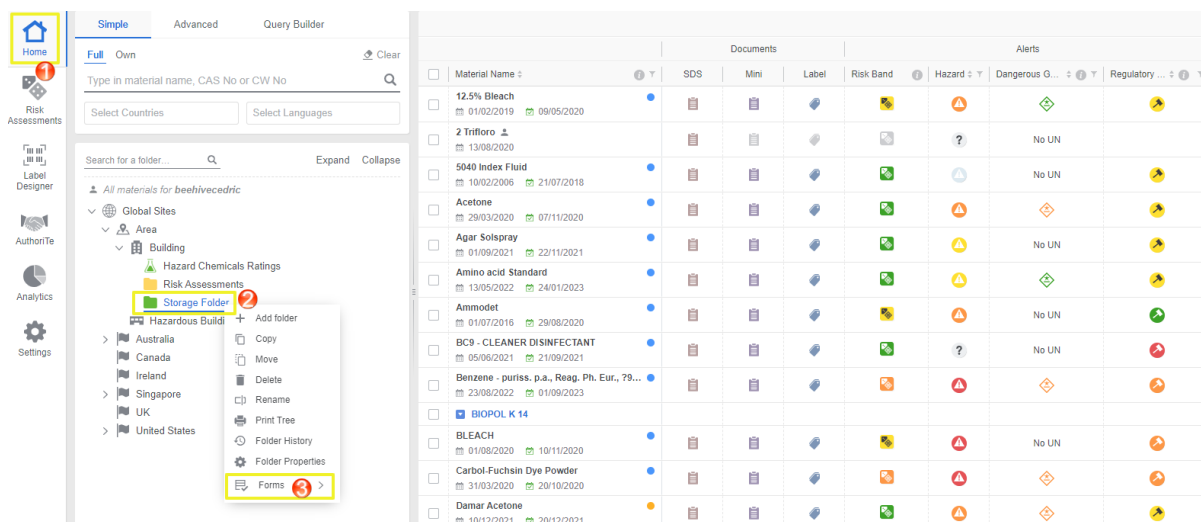
Forms are used to collect data, and that information may be required in various aspects of business data collection process, which in turn can be used for audit trails. The importance of form historical information can benefit the organisation or business in various ways:

- Data integrity
- Accountability
- Compliance
- User experience
- Health and safety audits

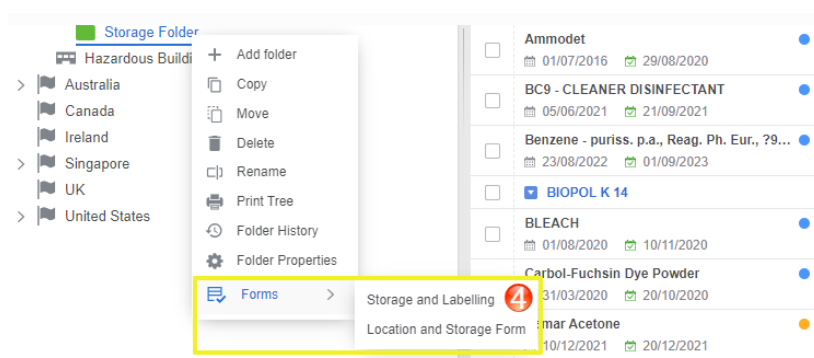
The steps below illustrate how to generate form history

Steps: Filling a Folder Form

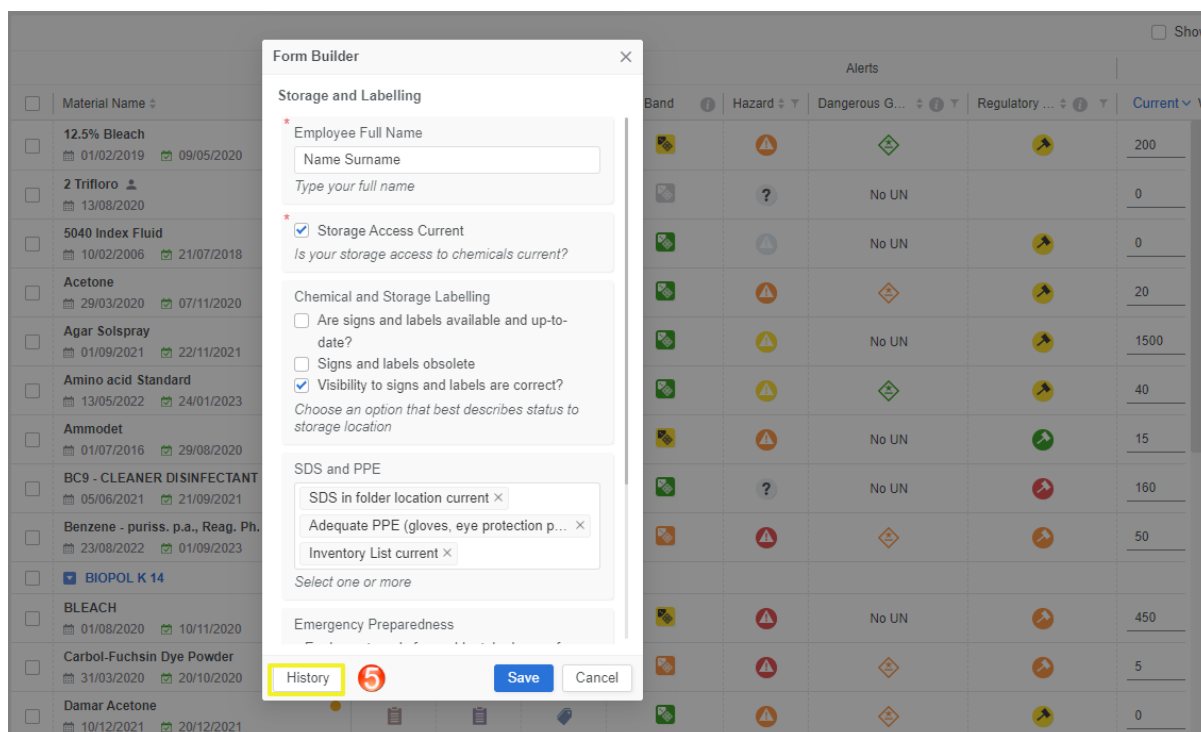
1. Open **Home** module .
2. Right click on a **folder**.
3. Hover your mouse pointer to Forms to display the **form names available**.
4. Click on the **Form Name**.
5. Select the **History** button to display the forms history information.



The screenshot shows the Chemwatch interface. On the left sidebar, the 'Home' button is highlighted with a red circle and the number 1. In the main content area, the 'Storage Folder' menu is highlighted with a red circle and the number 2. A context menu is open, showing the 'Forms' option highlighted with a red circle and the number 3.

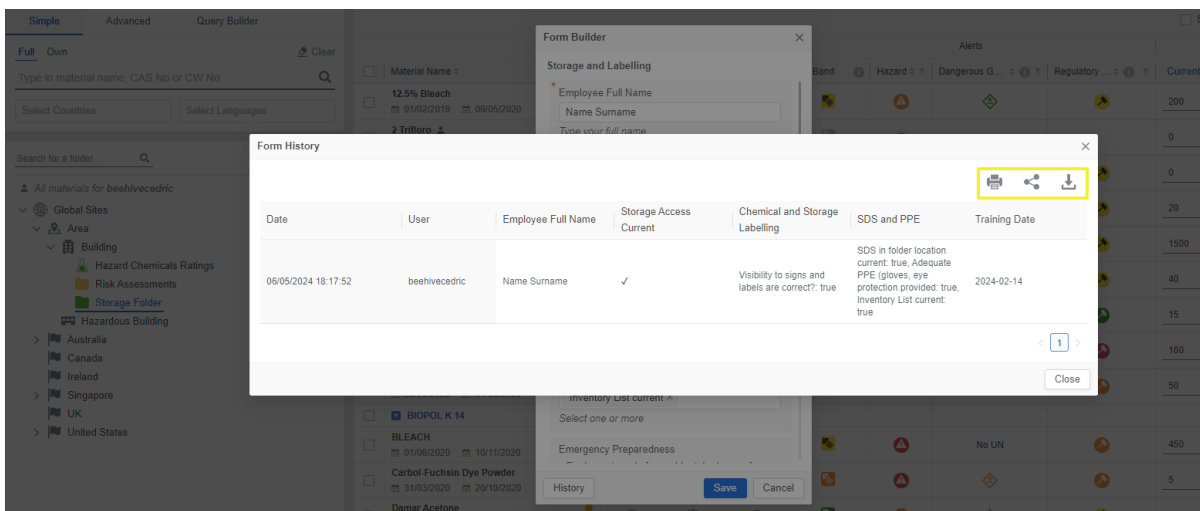


The screenshot shows the 'Storage Folder' menu. The 'Forms' option is highlighted with a red circle and the number 4. A sub-menu is open, showing the 'Storage and Labelling' option highlighted with a red circle and the number 5.



The screenshot shows the 'Form Builder' dialog box. The 'Storage and Labelling' form is displayed. The form includes fields for 'Employee Full Name', 'Storage Access Current', 'Chemical and Storage Labelling', 'SDS and PPE', and 'Emergency Preparedness'. The 'History' button is highlighted with a red circle and the number 5.

The form history panel displays the form's filled data or information on the nested columns. Use print, share, or download icons to print or share or save the data externally.

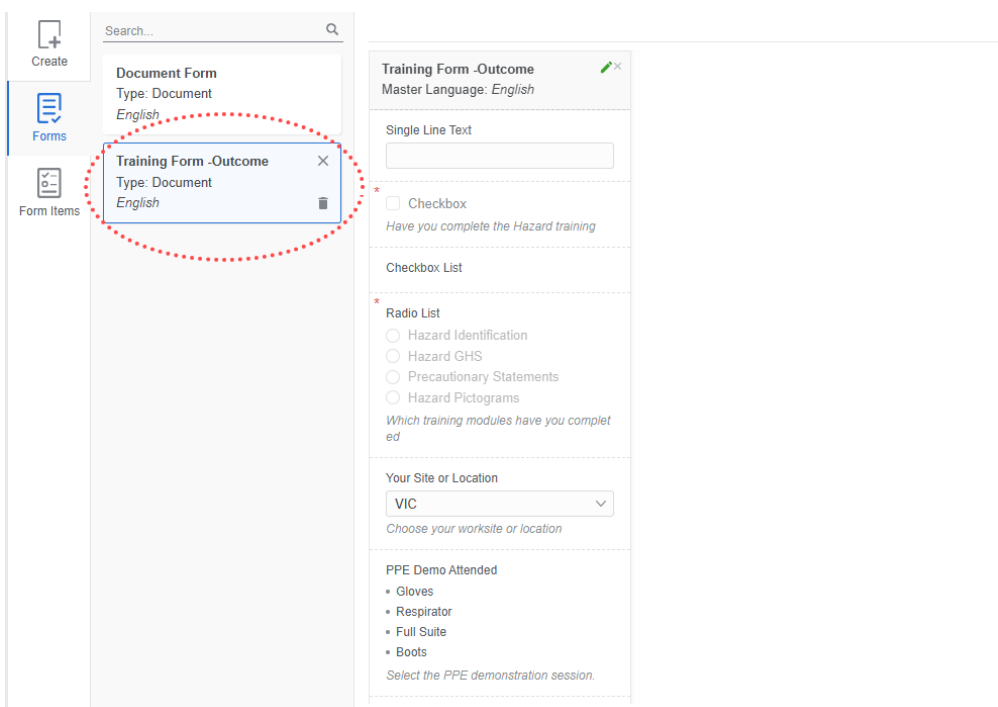


Date	User	Employee Full Name	Storage Access Current	Chemical and Storage Labelling	SDS and PPE	Training Date
06/05/2024 16:17:52	beehivecedric	Name Surname	✓	Visibility to signs and labels are correct?: true	SDS in folder location current: true, Adequate PPE (gloves, eye protection provided: true, Inventory List current: true	2024-02-14

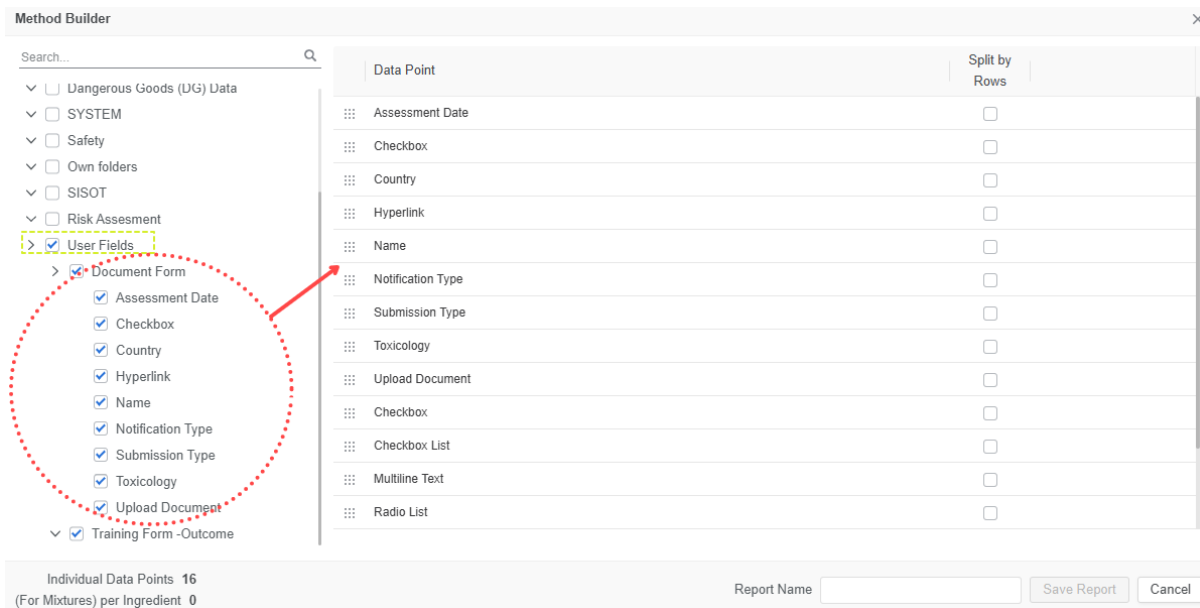
2.5 Generating a Report based on User Form Data

The Report Generator tool can be used to export any form related user input data which will be drawn from the database based on the domain account. The data will be drawn based on the type of form utilised to capture information.

For example, the training outcome form created and used in section 2.1 above is used in this context.



The Method Builder in the Advanced Report Generator includes datapoint folders organized within various parent directories. To create a report template based on specific form fields, use the 'User Fields' parent directory as shown below.



Method Builder

Search...

- ☐ Dangerous Goods (DG) Data
- ☐ SYSTEM
- ☐ Safety
- ☐ Own folders
- ☐ SISOT
- ☐ Risk Assessment
- ☒ User Fields
 - ☒ Document Form
 - ☒ Assessment Date
 - ☒ Checkbox
 - ☒ Country
 - ☒ Hyperlink
 - ☒ Name
 - ☒ Notification Type
 - ☒ Submission Type
 - ☒ Toxicology
 - ☒ Upload Document
 - ☒ Training Form -Outcome

Data Point

Split by Rows

Assessment Date	☐
Checkbox	☐
Country	☐
Hyperlink	☐
Name	☐
Notification Type	☐
Submission Type	☐
Toxicology	☐
Upload Document	☐
Checkbox	☐
Checkbox List	☐
Multiline Text	☐
Radio List	☐

Individual Data Points 16
(For Mixtures) per Ingredient 0

Report Name

Select the specific fields that will be used to export the relevant fields to a spreadsheet. Below is an example data sieved through history between 2024 and 2025 to identify employees that were trained and the type of training with assessment status.

	K	L	M	N	O	P	Q
1	Checkbox	Multiline Text	Radio List	Name	Training Date	Your Site or Location	
2	True	Gloves Respirator Full Suite Boots	Hazard Identification	User1	9/4/2025	VIC	
3	True	Gloves Respirator Full Suite Boots	Hazard GHS	User2	6/3/2024	VIC	
4							

Appendix

Summary Structure of SDS

Comprehensive SDS structure requirements are available in the code of practice for the preparation of SDS.

Section	Headers
1. Product identifier & identity for the chemical	- Product Identifier - Other means of identification - Recommended use of the chemical and restrictions on use - Suppliers name, address, and phone number - Emergency phone number
2. Hazard Identification	- Classification of the hazardous chemical - Label elements, including precautionary statements - Other hazards which do not result in classification
3. Composition/information on ingredients	- Identity of chemical ingredients - CAS number and other unique identifiers - Concentration of ingredients
4. First Aid Measures	- Description of necessary first aid measures - Symptoms caused by exposure - Medical Attention and Special Treatment
5. Fire Fighting Measures	- Suitable extinguishing media - Specific hazards arising from the chemical - Special protective equipment and precautions for fire fighters
6. Accidental release measures	- Personal precautions, protective equipment, and emergency procedures - Environmental precautions - Methods and materials for containment and cleaning up
7. Handling and Storage	- Precautions for safe handling - Conditions for safe storage, including any incompatibilities
8. Exposure controls/personal protection	- Control parameters – exposure standards, biological monitoring - Appropriate engineering controls - Personal protective equipment (PPE)
9. Physical and chemical properties	- Appearance - Odour - Odour threshold - pH - Melting point/freezing point - Boiling point and boiling range

	- Flash point - Evaporation rate - Flammability - Upper/lower flammability or explosive limits - Vapour pressure - Vapour density - Relative density - Solubility - Partition coefficient: n-octanol/water - Auto-ignition temperature - Decomposition temperature - Viscosity - Specific heat value - Particle size - Volatile organic compounds content % volatile - Saturated vapour concentration - Release of invisible flammable vapours and gases
Additional parameters	- Shape and aspect ratio - Crystallinity - Dustiness - Surface area - Degree of aggregation or agglomeration - Ionisation (redox potential) - Biodurability or biopersistence
10. Stability and Reactivity	- Reactivity - Chemical stability - Conditions to avoid - Incompatible materials and possible hazardous reactions - Hazardous decomposition products
11. Toxicological information	- Information on routes of exposure - Symptoms related to exposure - Numerical measures of toxicity - Immediate, delayed, and chronic health effects from exposure - Exposure Levels - Interactive effects - Data limitations
12. Ecological information	- Ecotoxicity - Persistence and degradability - Bioaccumulative potential - Mobility in soil - Other adverse effects

13. Disposal considerations	• Safe handling and disposal methods • Disposal of any contaminated packaging • Environmental regulations
14. Transport information	• UN number • Proper shipping name • Transport hazard class(es) • Packing group • Environmental hazards • Special precautions during transport • Hazchem Code
15. Regulatory information	• Safety, health, and environmental regulations specific to the product in question • Poisons Schedule number
16. Other information	• Date of preparation or review • Key abbreviations or acronyms used

GHS Pictogram and DG Diamonds

The nine hazard pictograms represent physical, health and/or environmental hazards. Chronic health hazards include carcinogens, reproductive toxins, mutagens, specific target organ toxicants, and aspiration toxicants. Below is a comparison table between the WHS hazard pictograms and the ADG diamonds.

Hazard Pictograms and ADG

Hazard Pictograms	GHS Hazard	Dangerous Goods class labels (pictograms)	Dangerous goods classes
 Exploding bomb	Explosives Self-reactive Organic peroxides	   	Explosive
 Flame	Flammables Self-reactives Pyrophorics Self-heating Emits flammable gas in contact with water Organic peroxides	     	Flammability (Liquid, Solid or Gas) Pyrophoric, Emit Flammable Gas Organic Peroxide
 Flame over circle	Oxidisers	 	Oxidiser Oxidising gas
 Gas Cylinder	Gases under pressure	   	Non-toxic non-flammable gas, flammable gas, oxidising gas, toxic gas

 Skull and crossbones	Acute toxicity	 	Acute toxicity Acute Toxic gas
 Exclamation mark	Acute toxicity Skin irritants Eye irritants Skin sensitisers	No equivalent	
 Health hazard	Carcinogens Respiratory sensitisers Reproductive toxicants Target organ toxicants Germ cell mutagens	No equivalent	
 Corrosion	Eye corrosion Skin corrosion Corrosive to metal		Corrosive to metals
 Environment	Aquatic toxicity. Not covered within the scope of workplace hazardous chemicals requirements		Environmental hazard
No equivalent hazard pictogram			Miscellaneous dangerous goods
Not covered within the scope of workplace hazardous chemicals requirements			Infectious

Not covered within the scope of workplace hazardous chemicals requirements		Radioactive
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NFPA Diamonds



NFPA Diamonds and Colour Coding

The four divisions are typically color-coded, with blue indicating level of health hazard, red indicating, flammability, yellow (chemical) reactivity, and white containing special codes for unique hazards. Each of health, flammability and reactivity is rated on a scale from 0 (no hazard) to 4 (severe risk). For more information, visit <http://www.nfpa.org/>.

Section 2 of Gold SDS will depict the applicable NFPA diamond where applicable. Note that the SDS Settings panel will have to be checked/marked for this diamond or graphic to show in the SDS.

Health (Blue)		Flammability (Red)	
0	Poses no health hazard, no precautions necessary and would offer no hazard beyond that of ordinary combustible materials (e.g., water)	0	Materials that will not burn under typical fire conditions (e.g., carbon dioxide), including intrinsically noncombustible materials such as concrete, stone and sand. (Materials that will not burn in air when exposed to a temperature of 816°C (1500°F) for a period of 5 minutes.)
1	Exposure would cause irritation with only minor residual injury (e.g., acetone)	1	Materials that require considerable preheating, under all ambient temperature conditions, before ignition and combustion can occur (e.g., mineral oil). Includes some finely divided suspended solids that do not require heating before ignition can occur. (Flash point at or above 93.4°C (200°F))
2	Intense or continued but not chronic exposure could cause temporary incapacitation or possible residual injury (e.g., diethyl ether)	2	Must be moderately heated or exposed to relatively high ambient temperature before ignition can occur (e.g., diesel fuel) and some finely divided suspended solids that do not require heating before ignition can occur. Flash point between 38°C (100°F) and 93°C (200°F)

3	Short exposure could cause serious temporary or moderate residual injury (e.g., chlorine)	3	Liquids and solids (including finely divided suspended solids) that can be ignited under almost all ambient temperature conditions (e.g., gasoline). Liquids have a flash point below 23°C (73°F) and have a boiling point at or above 38°C (100°F) or having a flash point between 23°C (73°F) and 38°C (100°F)
4	Very short exposure could cause death or major residual injury (e.g., hydrogen cyanide , phosphine , carbon monoxide , sarin)	4	Will rapidly or completely vaporize at normal atmospheric pressure and temperature, or is readily dispersed in air and will burn readily (e.g., acetylene , diethylzinc). Includes pyrophoric substances. Flash point below 23°C (73°F)
Special (White)		Instability/Reactivity (Yellow)	
The white "special notice" area can contain several symbols. The following symbols are defined by the NFPA 704 standard.		0	Normally stable, even under fire exposure conditions, and is not reactive with water (e.g. helium)
OX	Oxidizer (e.g., potassium perchlorate , ammonium nitrate , hydrogen peroxide)	1	Normally stable, but can become unstable at elevated temperatures and pressures (e.g. propene)
W	Reacts with water in an unusual or dangerous manner (e.g., cesium , sodium , sulfuric acid)	2	Undergoes violent chemical change at elevated temperatures and pressures, reacts violently with water, or may form explosive mixtures with water (e.g., white phosphorus , potassium , sodium)
SA	Simple asphyxiant gas . Specifically limited to the following gases: nitrogen , helium, neon, argon , krypton and xenon . ^[2]	3	Capable of detonation or explosive decomposition but requires a strong initiating source, must be heated under confinement before initiation, reacts explosively with water, or will detonate if severely shocked (e.g. ammonium nitrate , chlorine trifluoride)
		4	Readily capable of detonation or explosive decomposition at normal temperatures and pressures (e.g., nitroglycerin , chlorine azide , chlorine dioxide)

Chemwatch Elearning

Chemwatch provides a training library as a gateway to learning more about the software application through our learning site. Use the link provided to access the elearning quick start guide, products, translations, and courses.

QUICK START GUIDE	PRODUCTS	TRANSLATIONS	COURSES
A collection of short videos to get you started.	Complete training presentations for the Chemwatch applications.	Translated training modules in multiple languages.	Accredited and non-accredited courses in chemicals management and safety

Go to: <https://chemwatch.training/bh-home/>

Training

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IT'S NOT THE HAZARD IT'S THE RISK!

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