ChemAlert - New Stock Manager Requirements

Staff and students who need to modify Curtin's chemical Stock Inventory in ChemAlert will need to complete training and have approval from the relevant area manager.

Area Manager Approval:

Staff & Students:

- To ensure the correct access is granted please have your facility manager / lab manager / technical manager contact HealthandSafety@curtin.edu.au and confirm which buildings and/or rooms you will need to modify chemical stocks for in ChemAlert.

Training Requirements:

Students:

- To access the training courses:
- Ensure popup blockers are disabled on your browser for lms.curtin.edu.au
- Open Blackboard at lms.curtin.edu.au
- Click on the **Organisations Tab**
- Search for **Health and Safety Training**
- Click on **Health and Safety Training**
- Click on the **ChemAlert** training modules on the left hand side of the page to open the training
- Complete the 7 training modules.
- Email healthandsafety@curtin.edu.au once completed and request your ChemAlert login details, remember to include your area manager's approval for specific buildings/rooms.

> **Anonymous access on ChemAlert**
> Did you know you don't need login credentials to perform some tasks?
> Simply navigate to ChemAlert and click on the **ANONYMOUS** button to do the following:
> - Access chemical safety information
> - View/download a Safety Data Sheet (SDS)
> - Print GHS and DG compliant labels for your chemicals

If you experience any issues with the modules, please email HealthandSafety@curtin.edu.au

Staff:

- Login to Staff Portal and navigate to iPerform
- Search learning for *ChemAlert Basic Training*, complete this training package and download the certificate (refer below)*****.
- Search learning for *ChemAlert Search & Stock,* complete this training package and download the certificate (refer below)*****.
- Email HealthandSafety@curtin.edu.au with a copy of both the training certificates and request your ChemAlert login details, remember to include your area manager's approval for specific buildings/rooms.

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*Access Staff training certificates in iPerform:

- Once logged into iPerform go to the **Profile** menu, select **My Training**
- Change the filter from *Active* to **Completed**
- Select the drop down menu for both ChemAlert training packages, select **View certificate**
- Save a copy of the certificate and email to Health and Safety.