

# Lab Hazard Admin Tutorial

This tutorial covers LHAT Admins' ability to create, manage, and analyze Lab Hazard Assessments through the Lab Safety Program and Analytics.

## Accessing the Lab Safety Program

1. Log in to RSS platform at <https://app.riskandsafety.com>
2. From the RSS home page, select **Programs** in the top menu
3. Go to the "Lab Safety Program" and select **Lab Hazard Assessments**
  - **Note:** If you do not see the Lab Safety Program, speak to someone in your organization about being added to the Lab Safety Program and being granted the "Lab Hazard Admin" role.

## Searching Assessments

- **Keyword Search:** Use the search bar to look for assessments associated with a specific person or the name of their assessment
- **Advanced Search:** Choose the drop-down arrow in the search bar to display advanced search options. These options include filtering by status, responsible person, and date-range

## Assessment Status Definitions

- **All:** Displays all assessments for your location, regardless of status
- **Amend:** A previously certified assessment that is currently being changed by the LHAT Owner (Principal Investigator) or Delegate (Lab Hazard Contact)
- **Archived:** A certified assessment that is no longer in use
- **Certification in Progress:** An assessment that has been certified by some but not all Principal Investigators (PIs)
  - **Note:** This status is available for locations that have enabled the ability for multiple owners on a single LHAT
- **Certified:** A PI-certified assessment that is not expired
- **Draft:** An assessment that is in the process of being created
- **Expired:** A certified assessment that has not been re-certified in the set timeframe
- **Sent to RP (Responsible Person):** A draft assessment that has been completed by the Delegate (Lab Hazard Contact) and sent to the Owner (PI) for review

## Admin View Essentials

Once you've selected an assessment, you can perform the following tasks:

- **View assessment:** Use the right-hand menu to navigate the assessment and view the different sections
- **View lab member acknowledgements:** Select **Roster** to view lab member's acknowledgement of the LHAT
- **View training:** The **Roster** also displays the status and overall completion of lab members' training. **Note:** Not all locations have PPE training integration; the training column will be blank
- **View lab hazards and recommended Personal Protective Equipment (PPE):** Select the **Outcomes** section to view recommended PPE and identified hazards

## Assessment Management

Within an assessment, you can perform the following tasks using the three-dot menu in the upper right corner. **Note:** Choices in this list will change based on the status of the assessment.

- **Add People:** Add or remove people from the roster
- **Edit Locations:** Edit building and room information
- **Print Section:** Provides print capability within each section of the assessment
- **View Versions:** View historical changes and compare versions
- **Archive:** Removes the assessment from active use. **Warning:** This cannot be undone
- **Amend:** Update the current version of the assessment
- **Delete:** Permanently removes a Draft assessment. **Note:** Only Drafts can be deleted
- **Notifications:** Displays the notification history for the assessment

## Creating a New Assessment

Some locations do not allow Principal Investigators to create their own assessments and require the LHAT Admin to perform this task. **Note:** To create an LHAT for another person, they must first be part of a group.

1. From the Lab Hazard Assessments main page (**Programs** in top menu, then **Lab Hazard Assessments**), select the round + button in the lower right corner
2. Search for a person by name or email and choose their name
3. Select **Start**
4. Choose a group from the list and provide a name for the assessment

5. Select **Continue**. The assessment draft will be created. At that time, the owner of the group or any delegates of the group can begin filling out the LHAT by logging in to the RSS home page and selecting the assessment from their “Action Items” or “Workspace”. All members of the group will automatically be added to the roster of the LHAT and will be required to acknowledge it once it has been certified.

## Analytics

1. To view LHAT analytics, select **Apps** in the top menu, then **Analytics**
2. Choose **LHAT** from the list

### LHAT Dashboard

The following tabs and data can be found on the LHAT overview dashboard. All data can be exported to Excel by selecting the three-dot menu at the top right of any field. The dashboard provides access to the following tabs:

- **Overview:** Assessment data by location including total number of assessments, quantity past due, quantity approaching expiration, quantity hazard free, and distributed PPE
- **RP:** PI information including name, email, department, and phone number
- **Personnel:** Roster data including name & email address for all roster members
- **Location:** Assessment name with building, floors, and rooms
- **Outcome:** Lists categories and outcomes for the assessment
- **Response:** Lists RP, category, and associated hazards identified in the assessment
- **Hazard Free:** Displays assessments where no hazards were identified
- **Expiring:** Provides data on assessments nearing or past their expiration date
- **Groups w/o Assessments:** Lists all “Profile Groups” without an associated assessment