

LHAT for Owners & Delegates

This tutorial guides you on managing a Lab Hazard Assessment (LHAT). You'll learn how to locate your existing assessment, recertify it when expired, make amendments to certified assessments, and update lab members and locations as needed.

Locating Your Lab Hazard Assessment

1. Log in to RSS platform at <https://app.riskandsafety.com>
2. From the RSS home page, select the Lab Hazard Assessment in your "Workspace"
 - You may need to select **View More** (bottom right) to see the Assessment
 - You can also search your documents on the "View More" page

Recertifying an Expired Assessment

1. Open the expired assessment from your "Workspace" (or use the link sent to you via your email.)
 - **Owners:** If your delegate amended the assessment, review the information and select **Certify**
 - i. If you are amending it yourself, select **Recertify**
 - ii. Choose **Amend** or **Renew** and select **Continue**
 - **Delegates:** Select **Amend** and make any necessary changes using the right-hand menu to navigate. Then select **Submit**. (**Note:** Delegates cannot recertify on behalf of the owner, only amend. Owners still need to certify after you submit.)

Amending a Certified Assessment

You can update the Lab Hazard Assessment at any time using the Amend feature. **Note:** You do not need to use **Amend** to edit members and locations on a certified assessment. (See "Updating Members and Locations")

1. Open the assessment from your "Workspace", then select **Amend**
2. Review the confirmation message and select **Amend**
3. Use the right-hand menu to navigate through the sections and make the updates
4. When finished, Owners will select **Certify**, and Delegates will select **Submit**
 - **Note:** Members on the roster will receive a notification instructing them to acknowledge the amended assessment once it has been certified.

Updating Members and Locations

Adding a Member to the Roster

1. When viewing your assessment, select **Roster** in the right-hand menu
2. Select the **round + button** in the lower right corner
3. Search for a person by name or email and select their name from the returned results
4. Check the "Delegate" box if you want the person to be able to make future amendments to the assessment. Leave the "Document and Inventory Access" box checked if you want them to be able to read and acknowledge the assessment
5. Select **Save**

Removing a Member

1. From the roster, select a person's name
2. Select the trash icon in the upper right corner
3. Confirm your choice by selecting Remove

Adding a Location to the Assessment

1. When viewing your assessment, select **Locations** in the right-hand menu
2. Select the **round + button** in the lower right corner
3. Search for the building name and the room number
4. Leave the "Lab Hazard Assessment" box checked if you want the location to be available on the assessment
5. Select **Save**

Removing a Location

1. From your assessment, select **Locations**
2. Find the location on the list, then select the red trash icon to the far right
3. Confirm your choice by selecting **Remove**

Assessment Statuses

- **Certified:** an assessment that has been completed and certified by the owner (Principal Investigator)
- **Expired:** an assessment that has expired and needs to be re-certified by the owner
- **Amend:** a previously certified assessment that is currently being updated by the owner or delegate
- **Sent to RP:** an amended assessment that has been submitted by a delegate and sent to the owner (responsible person) for review and recertification