Collections for Safety Coordinators

Collections allows organizations to place research and teaching groups into larger "collections" by department, sub-department, or other division. Compliance data for these collections, covering inspections, lab hazard assessments, and chemical safety, can be made available to safety specialists and departmental deans and chairs through the Safety Coordinator role. Collections Admins at your location can assist in managing Collections and assigning roles.

Roles

Collections Admin – Creates collections. Adds groups and Safety Coordinators to collections
Safety Coordinator – Can view or take specific actions in Inspect, Chemicals, LHAT, Analytics, and Pre-Inspection reports

Inspect

Safety Coordinators have the following permissions for groups within a Collection
- Receives inspection report notifications
- Can view inspection reports
- Can resolve findings
- Can generate shareable links to inspection reports
- Has access to Inspect dashboards for viewing analytics for their groups

Accessing Inspect
1. Login to https://app.riskandsafety.com/inspect/#!/
2. Select **Inspection Reports**
3. Use the report status filters to search for the desired report
    - **Sent to RP** is for reports that have been sent to the group owner and delegates. These reports may have open/unresolved deficiencies.
    - **Done** is for completed reports. Any open deficiencies were resolved.
4. When viewing a report, select **View Findings Only** (in the blue banner) to see only the questions that had deficiencies
5. Select the three-dot menu in the top right for the following features:
    - **Share Report** allows you to share the report in a read-only status with others at your location
    - **Report History** shows a record of actions taken for the particular report

Inspect Analytics

1. Select **Apps** in the top menu, then **Analytics**
2. Choose **Inspect** from the list
3. Use the dashboard controls to view different data layers based on your business needs
    - **Overview** tab provides basic compliance data for the groups within the collection
    - **Top** tab displays the most frequently cited issues for collection groups
    - **Unresolved** tab lists all outstanding deficiencies for collection groups
    - **Comprehensive** tab is a full data extract of all data for collection groups

Note: To export information to a CSV spreadsheet, hover over the data, select the three-dot menu in the top right corner, and select **Export data**.

Chemicals

Safety Coordinators have the following permissions for groups within a Collection
- Read-only access to inventories
- Access to Chemicals dashboards for viewing full analytics for their groups

Accessing Chemicals

1. Log into https://app.riskandsafety.com/chemicals/
2. Select the dropdown icon beneath "Welcome!", then select the desired inventory
3. Select **Inventory Summary** to see an overview of the inventory

Chemicals Analytics

1. Select **Apps** in the top menu, then **Analytics**
2. Choose **Chemicals** from the list
3. Use the dashboard controls to view different data layers based on your business needs
    - **Overview** tab provides basic data for chemical inventories within the Collection
    - **Comprehensive w/Active Containers** tab is a full data extract of all data for collection groups

Note: To export information to a CSV spreadsheet, hover over the data, select the three-dot menu in the top right corner, and select **Export data**.

Laboratory Hazard Assessment (LHAT)

Safety Coordinators have the following permissions for groups within a Collection
- Read-only access to lab hazard assessments
- Access to LHAT dashboards for viewing full analytics for their groups

Accessing LHATs

1. Log into https://app.riskandsafety.com
2. Select your initials in the top right corner, then select **Profile**
3. Under "Collections" select **View More**
4. Select a Collection from the list, then select **Groups** in the right-hand menu
5. Choose a lab from the list
6. Select **Documents** in the right-hand menu
7. Select the Lab Hazard Assessment

LHAT Analytics

1. Select **Apps** in the top menu, then **Analytics**
2. Choose **LHAT for Safety Reps** from the list
3. Use the dashboard controls to view different data layers based on your business needs
   - **Overview** tab provides basic data for hazard assessments within the Collection
   - **Expiring** tab provides a list of assessments nearing the expiration date and needing recertification by the PI
   - **Groups w/o Assessments** tab provides a list of collection groups that do not have an associated lab hazard assessment

Pre-Inspection Report

The Pre-Inspection Report allows Safety Coordinators to view information about an individual lab from multiple Analytics dashboards.

1. Select **Apps** in the top menu, then **Analytics**
2. Choose **Pre-Inspection Report** from the list
3. Use the filters to set the desired search data
4. Select **View Report**

Biosafety

Safety Coordinators have the following permissions for groups within a Collection
- Read-only access to Biological Use Authorizations (BUAs)

Accessing BUAs

1. Log into https://app.riskandsafety.com
2. Select your initials in the top right corner, then select **Profile**
3. Under "Collections" select **View More**
4. Select a Collection from the list, then select **Groups** in the right-hand menu