Taking a Self-Assessment

Create a new self-assessment

1. Login to the RSS Platform at https://app.riskandsafety.com/
   a. From the homepage, select **Computer Ergonomics Self-Assessment** on the right side
      OR
   b. Select "Programs" from the top navigation and select **Self-Assessment** under Computer Ergonomics

Note: If you do not see this option, self-assessments are not currently available at your location. Contact service@riskandsafety.com to have this feature enabled.

2. Select **Start Assessment** in the right corner
3. Review the instructions, then select **Continue** in the right corner
4. Complete any pre-assessment training
   Note: once completed, a green checkmark and the word "Complete" will appear
5. Select **Continue**
6. Fill out the assessment. Required responses will be indicated with an asterisk (*)
7. Add any attachments (if applicable)
8. Select **Submit**, then confirm by selecting **Submit** again
9. A green "Completed" bar will appear at the top when the assessment is complete
10. Select the **Detailed View** tab at the top to see a breakdown of the outcomes of the assessment
    a. High risk outcomes will appear in red
    b. Moderate risk outcomes will appear in orange
    c. Low risk outcomes will appear in green
    d. No risk outcomes will appear in grey
    e. An overall risk score will appear in the upper right corner
11. Select the three-dot menu in the top right to "Share Report", or "Download Report"

Note: If you cannot finish your assessment, select **Close** in the top right corner. The assessment will automatically save, and you can return when it is convenient to complete your assessment.