

## Getting Started Guide

Depending on how a campus is set up, Computer Ergonomics can accommodate both self-assessment and professional ergonomic assessments. Users with an Admin role can view calculated risk scores and outcomes, assign self-assessments, and follow up with high risk assessments.

To access Ergonomic Evaluations as an administrator.

1. Login to the RSS Platform at <https://app.riskandsafety.com/>
2. Select **Programs** from the top navigation bar
3. Select **Ergonomic Evaluation** from the “Computer Ergonomics” program

To access Self-Evaluations.

1. Login to the RSS Platform at <https://app.riskandsafety.com/>
  - a. From the homepage, select **Computer Ergonomics Self-Assessment** on the right side

## Status as Administrator

**Draft:** An ergonomic assessment that has not been completed.

**Resolution:** An ergonomic assessment that has incident(s) that require follow-up.

**Archived:** An assessment that has been archived.

## Roles

**Member:** Any individual who has completed an assessment, either as a self-assessment or an ergonomic assessment.

**Admin:** An individual with access to reporting, self-assessment data, and risk scores and can establish programs. Users with the administrator role can assign, start, complete, follow up, and submit assessments.

**Program Admin:** Can see all assessments for the organization and can assign assessments.

**Ergonomist (Responsible Person):** An individual who can conduct assessments but does not have the same level of access as Program Admin or Admin.

## Self-Assessment Statuses

**Draft:** The self-assessment has not been completed

**Completed:** the self-assessment has been completed

**Assigned:** The self-assessment has been completed, but there are follow-up items that need to be addressed