

Creating a Lab Hazard Assessment

Laboratory Hazard Assessment is an online solution that simplifies the hazard assessment process for work environments and recommends required Personal Protective Equipment (PPE) based on the hazards identified during the assessment.

Creating an Assessment

1. Log in to app.riskandsafety.com
2. From the RSS home page, select **Begin a Laboratory Hazard Assessment** from the “Quick Links” menu
3. If you do not see this option, your location has opted to turn it off. Please contact your EH&S department to have an assessment created for you
4. Choose which Profile group to use for pulling the roster and locations
5. If a group does not exist, choose the round + button in the lower-right corner
6. Enter the group name and select **Done**
7. Enter the title/name of the assessment
8. Choose **Continue**
9. The **LHA Setup** tab shows which group in Profile was used, the assessment owner information, and the name of the assessment
10. You can change the name of the assessment at any time in the “Document Name” field
11. Choose **Continue** in the upper right

Roster: Adding Lab Members

Using an existing group will automatically pull in the groups’ members

1. Add new members by choosing the round + button and searching their name or email address.
 - a. Document and Inventory Access: Keep this box checked to grant them access to the hazard assessment
 - b. Delegate: Check this box if you would like to grant the person permission to manage the assessment
2. Choose **Save** and when ready, **Continue** to the next section

Locations: Adding Buildings & Rooms

Locations associated with the group are automatically added

1. To add a new room, choose the round + button and search for the building and room
2. Rooms can be removed by choosing the Delete (trash can) icon
3. Choose Save and when ready, Continue to the next section

Complete the Lab Hazard Assessment

1. Each hazard category in the right-hand column must be completed
2. Selecting a section prompts an initial Yes/No pertaining to the types of hazards for that category
3. Selecting Yes reveals the questions, while selecting No prefills all questions with “No”
4. The information icon next to each question shows relevant information for that question
5. Answer all questions and select Save and Continue
6. After all sections are complete, review the Outcomes tab. This page includes recommended PPE and a list of hazards based on the questions where “Yes” was answered

Submit or Certify the Assessment

1. Select the Review tab in the right-hand column and review all information entered into the form
 - a. Delegates: if you are completing the assessment on your PI’s behalf, select **Submit** in the upper-right corner. Your PI will be notified, and they must review and certify the assessment. **Note:** Only a PI can certify an assessment
 - b. Principal Investigators: if you are the PI for the assessment, select **Certify** in the upper-right corner.

Acknowledging the Lab Hazard Assessment

1. Delegates and lab staff will receive an email directing them to acknowledge the certified hazard assessment
2. Select the link in the email
3. Log in using account credentials
4. Review the **Outcomes** page to see hazards and recommended PPE and the **Next Steps** page for additional information
5. Choose the **Acknowledge** button in the top right of the right-side column and confirm

Recertification and Amending

1. Assessments must be recertified based on your organization's expiration period. Recertifying allows a review of the current assessment and re-validates it for another expiration period
2. Lab Hazard Assessment can also be updated at any time using the Amend feature
3. Choosing the **Amend** button will create an Amendment Draft that can be edited by the lab hazard assessment owner or a Delegate
4. Amending requires the assessment to be certified again because the hazards and recommended PPE could change
5. All roster members will receive an email asking them to **Acknowledge** again after an assessment is amended