Lab Hazard Assessment Admin Tutorial

Admin

Administrator functionality is available in the Quick Links section of the home page, under **Manage Lab Hazard Assessments** and only displays to users who are assigned the role.

By default, up to 5 assessments are shown. To view all assessments, choose **View More** in the lower left corner. Lab Hazard Admins can also view the list of all admins and edit the list if needed using **Manage Lab Hazard Admins**. A link to the **Analytics Dashboard** is available as well.

Searching Assessments

After selecting **View More**, the full list of assessments displays in a table view.

- **Search:** Search for assessments associated with a specific person or the name of their assessment by typing into the search box.
- **Advanced Search:** Choose the down arrow in the search bar to display advanced search options. These options include filtering by status and responsible person.

For reference, below are all assessment statuses in the system.

- **All:** Displays all assessments for your location, regardless of status
- **Amend:** A previously certified assessment that is currently being changed by the PI or Lab Hazard Contact
- **Archived:** A certified assessment that is no longer in use
- **Certification in Progress:** An assessment that has been certified by some but not all PIs
- **Certified:** A PI-certified assessment
- **Draft:** An assessment that is in the process of being created
- **Expired:** A certified assessment that has not been re-certified in the appropriate timeframe
- **Sent to RP:** A draft assessment that has been completed by the Lab Hazard Contact and sent to the PI/Responsible Person for review

LHA Admin Actions

View an assessment: Search for the assessment in Admin Search and select the name. Navigate to a section of the assessment using the right sidebar navigation

View lab member acknowledgements: Use the Roster section to view each lab member's acknowledgement

View training: Use the Roster section to keep track of the status and overall completion of lab members' training. Not all RSS customers have PPE training integration

View assessment hazards and recommended PPE: Use the Summary section to view PPE recommendations and listed hazards based on the questions that were answered with **Yes**.

Functionality within an Assessment: There is an ellipsis at the top of right corner of each assessment. The options available are as follows:

- <u>View Active</u>: View the current/active version of the assessment
- <u>View Versions</u>: Previous certified versions of the assessment are here for historical purposes
- <u>Print Section</u>: Provides print capability within each section of the assessment
- <u>Edit People</u>: Access changes to roster
    o Delete: Select a name and uncheck the box for the Lab Hazard Assessment
    o Edit Role: Select a name and check the box for Delegate access
- <u>Edit Locations</u>: Edit building and room information
    o Add location: choose the blue Plus sign to search for a building and room
    o Delete: Select the **trash can** icon in the upper right
- <u>Archive</u>: Removes the assessment from active use

Create a new Assessment: To create a new assessment on behalf of a PI, choose the blue Plus sign in the lower right of the search page and type in the PI's name and enter the in the Lab Hazard Assessment name.

Analytics

Access to Analytics functionality is available on the **Manage Lab Hazard Assessments** page.

The following data is available in the Lab Hazard Assessment Analytics – LHA Dashboard. All data can be exported to Excel by selecting the ellipsis at the top right of any field.
- **Overview:** Focus numbers for assessment data at campus including total number of assessments, quantity past due, quantity approaching expiration, quantity hazard free and distributed PPE
- **Lab Roster:** Roster data including name & email address for all roster members
- **Reports:**
    o **Hazard Assessments Report:** Details on each assessment, including PI, department, answers, etc.
    o **PI/Responsible Person Information:** PI information including name, email, department and phone number
    o **Number of Lab Members:** Quantity of members per lab
    o **Assessment Locations:** Assessment name, phone contact, and building/room detail
- **PPE:** information on distributed PPE and inventories
- **Hazard Free:** data for assessments with no hazards identified
- **Expiring:** provides data on assessments nearing expiration date and past expiration date