

Create a Lab Hazard Assessment

About Laboratory Hazard Assessment

- Login to app.riskandsafety.com
- Select “Begin a Laboratory Hazard Assessment” from the Quick Links box at the top right
- Choose the Profile group to use for pulling roster and locations
- If you are creating the hazard assessment on behalf of a PI, you will be automatically listed as the Lab Contact (Delegate) for the group
- If a group does not exist, choose the blue Plus button in the lower right to create a group
- Enter the title/name of the assessment
- Select **Start** in the upper right
- The General section shows which Group in Profile is pulled from, the assessment owner information, and the name of the Lab Hazard Assessment
- You can change the name of the assessment at any time
- Choose **Continue** in the upper right

Create a Lab Roster

- Using an existing group will automatically pull in the roster and locations previously set
- Add members by choosing the blue Plus and searching their name or email address. Keep the checkbox checked to grant them access to the hazard assessment
- Choose **Save** and when ready, **Continue** to the next section

Select Location(s)

- Locations associated with the group automatically appear
- To add a new room, choose the blue Plus button and search for the building and room
- Rooms can be removed by choosing the red **Delete** icon

Complete the Lab Hazard Assessment

- Each section is shown in the column to the right
- Selecting a section prompts an initial Yes/No pertaining to the types of hazards for that category
- Selecting **Yes** reveals the questions, while Selecting **No** prefills all the questions with the No answer
- The information icon next to each questions shows relevant information for that question
- Answer each question and select **Save and Continue**
- Complete each Category listed on the right hand column
- After each section is complete, review the outcomes on the Summary page. This includes recommended PPE and list of hazards based on the questions answered **Yes**.

Submit/Certify the Assessment

- Delegates: if you are completing the assessment for your PI, you will see a Submit button in the top right-hand column
- Select **Submit**
- Principal Investigators: if you are the PI for the assessment, select the **Certify** button in the top righthand column
- Select **Certify**

Acknowledging the Lab Hazard Assessment

- Delegates and lab staff will receive an email directing them to acknowledge the certified hazard assessment
- Select the link in the email
- Login using account credentials
- Review the hazards and PPE
- Choose the **Acknowledge** button in the top right of the right side column and confirm

Recertification and Amending

- Assessments can be recertified based on your organization's expiration period. Recertifying keeps the current assessment and re-validates it for another expiration period
- At any point in time, the Lab Hazard Assessment can be changed using the Amend feature
- Choosing the **Amend** button will create an Amendment Draft to be edited by the Lab Hazard Assessment owner or a Delegate
- Amending requires the assessment to be certified again because the hazards and recommended PPE could change
- All roster members will receive an email asking them to **Acknowledge** again after an assessment is amended