Laboratory Hazard Assessment: Getting Started

About Laboratory Hazard Assessment

Laboratory Hazard Assessment is an online solution that simplifies the hazard assessment process for work environments and recommends the proper items required based on the hazards identified during the assessment.

Creating an Assessment

- Login to app.riskandsafety.com and choose Begin a Laboratory Hazard Assessment from the Quick Links box
- Use an existing Profile group or create a new group using the blue Plus button
- Name your Lab Hazard Assessment (it can be changed at any time) and choose **Start**
- If you do not see the option, your campus has opted to turn it off. Please contact your EH&S department to have an assessment created for you

Setting Roster and Locations

- 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
- Add locations by choosing the blue Plus on the Locations tab

Completing an 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 an Assessment

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

Summary and Next Steps

- Contacts and Lab Staff will receive an email asking them to acknowledge the assessment
- Review the Summary page and choose the **Acknowledge** button in the top right of the right-side column and confirm

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