Assessment - Delegate

Getting Started

Assessment is an online system that simplifies the hazard assessment process for work environments and recommends the proper items required based on the hazards revealed during the assessment.

- To access the system go to [https://hawaii.risksafety.solutions](https://hawaii.risksafety.solutions)
- You will be asked to sign in with your locations single sign on account.
- Once logged in you will be taken to your homepage known as MyBoard.
- To access Assessment, select the Assessment icon at the bottom of the page.
- You will be taken to the Assessment home screen.

Home Page

The home screen will display the following options:

- **Action Required:**
  - Assessments that have been submitted ✔️ and require certification or acknowledgment.
  - Assessments that are currently in progress 💬 and have not been submitted.
- **Recent Assessments:**
  - Recently completed assessments.
- **Do you need to take an assessment?:**
  - To begin a new assessment, select the Start button.

For more information about Assessment, contact service@RiskandSafetySolutions.com
### Take an Assessment

- Select **Get Started**! for the assessment you would like to take.

- Select your chosen group.
  - If at this stage you need to make amendments to your group, see the Manage Groups page. If you need to create a group, see the Create Groups page.

- Complete each ‘Hazard’ section. Each section will ask you an initial question to see if you have any hazards in your location. If you select **NO** you will be sent to the next section. If you answer **YES** a list of questions will open for you to answer. Questions will be listed requiring a ‘Yes or No’ response. All answers default to ‘No’.

### Section Key

- **Section Complete**
- Section started, but incomplete
- Section not started
- % of assessment completed

### Once each section is completed, a user can ‘Save’ or ‘Save and Continue’.
- Users can return to any section at any time if they wish to change answers or view their results.

### Once you have completed each category, submit the assessment.

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Based on the questions you have answered, the hazards have been identified.

- View the questions associated with each item by selecting the arrow located next to each item.

Based on the hazards, the outcome items are identified (Ex: Active Researchers PPE & Adjacent Individuals PPE).

- View the questions associated with each item by selecting the arrow located next to each item.

To return and edit any questions, click on the specific hazard section. Make the necessary changes and submit/certify the assessment.

- Once complete the assessment is ready for review and acknowledgment.
- Lab members will receive an email asking them to review and acknowledge the assessment.
- Laboratory Hazard Assessment Results
  - At the top of the page a notification will indicate when the assessment was certified and by whom.
  - At anytime a lab member, PI or delegate can log in to the system to see the status of the assessment.
  - Indicates when members of the group has certified the assessment.
  - Once all lab members have acknowledged the assessment, the process is considered complete.

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