



Getting Started

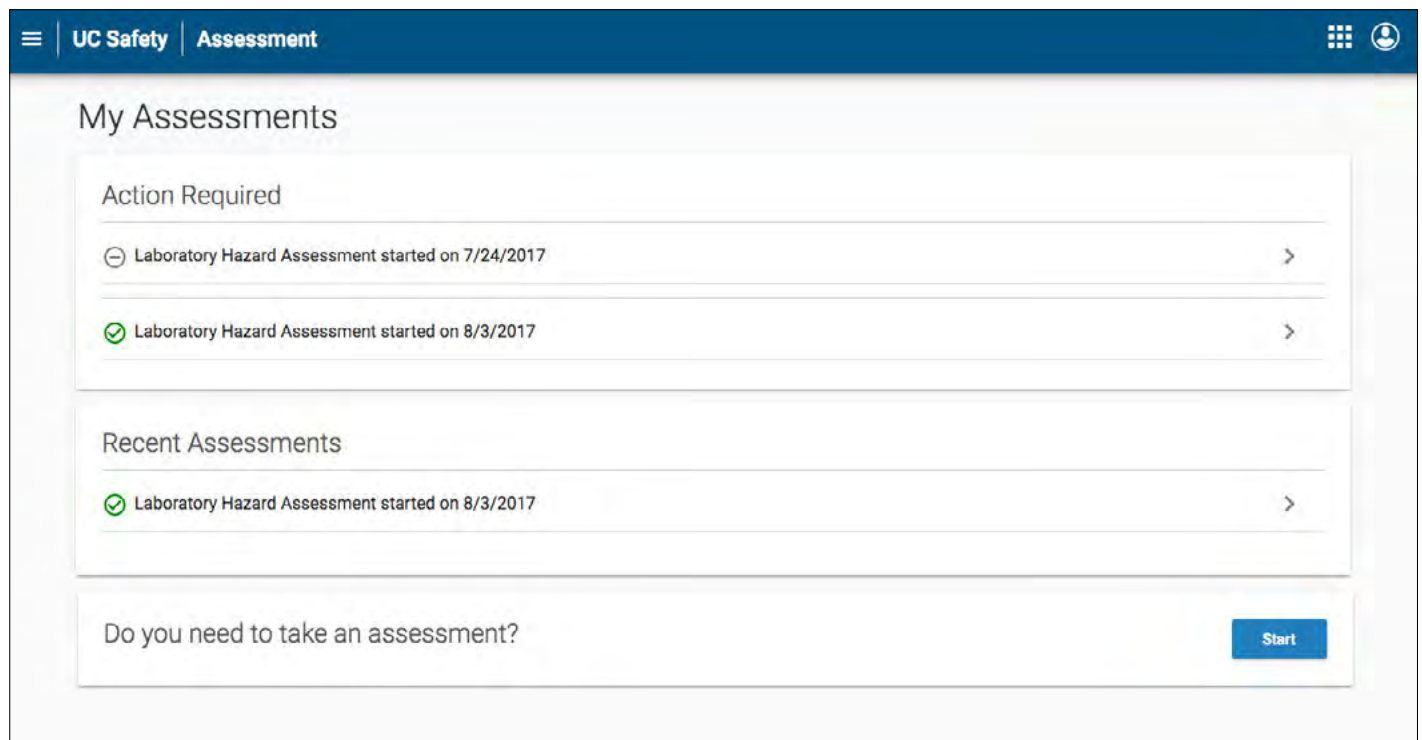
Assessment is an online system that simplifies the hazard assessment process for work environments and recommends the proper items required based on the hazards revealed during the assessment.

- To access the system go to <https://hawaii.risksafety.solutions>
- 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.

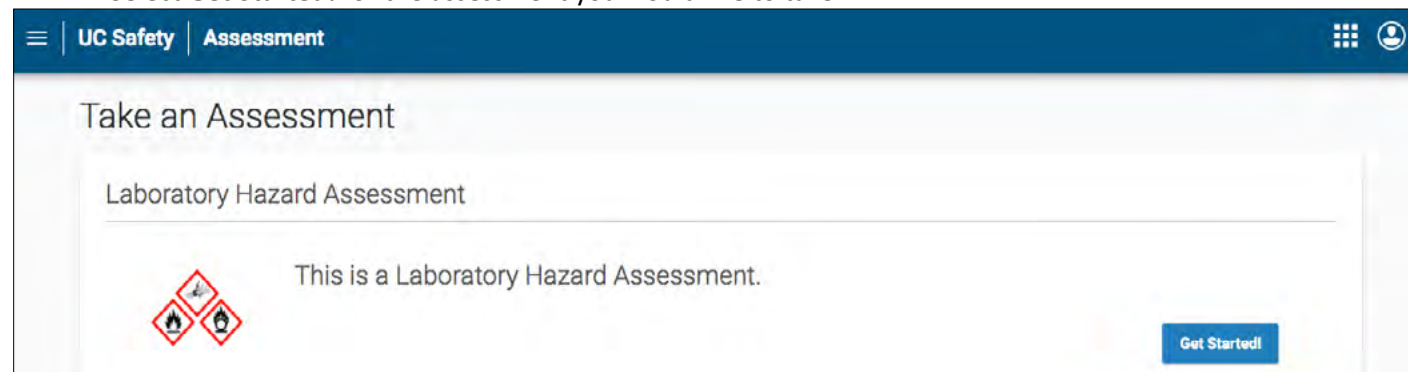


The screenshot shows the 'Assessment' home page. At the top, there is a navigation bar with 'UC Safety | Assessment' and a user profile icon. The main content area is titled 'My Assessments' and is divided into three sections:

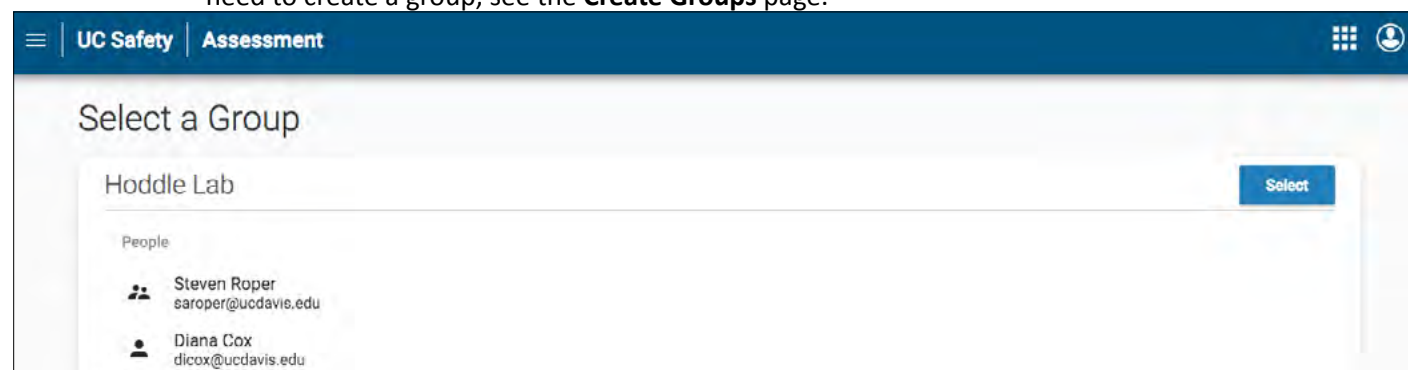
- Action Required:** This section contains two entries for 'Laboratory Hazard Assessment started on 7/24/2017' and 'Laboratory Hazard Assessment started on 8/3/2017'. The first entry has a minus icon, and the second has a checkmark icon. Both entries have a right-pointing arrow.
- Recent Assessments:** This section contains one entry for 'Laboratory Hazard Assessment started on 8/3/2017' with a checkmark icon and a right-pointing arrow.
- Do you need to take an assessment?:** This section features a text prompt and a blue 'Start' button.

Take an Assessment

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



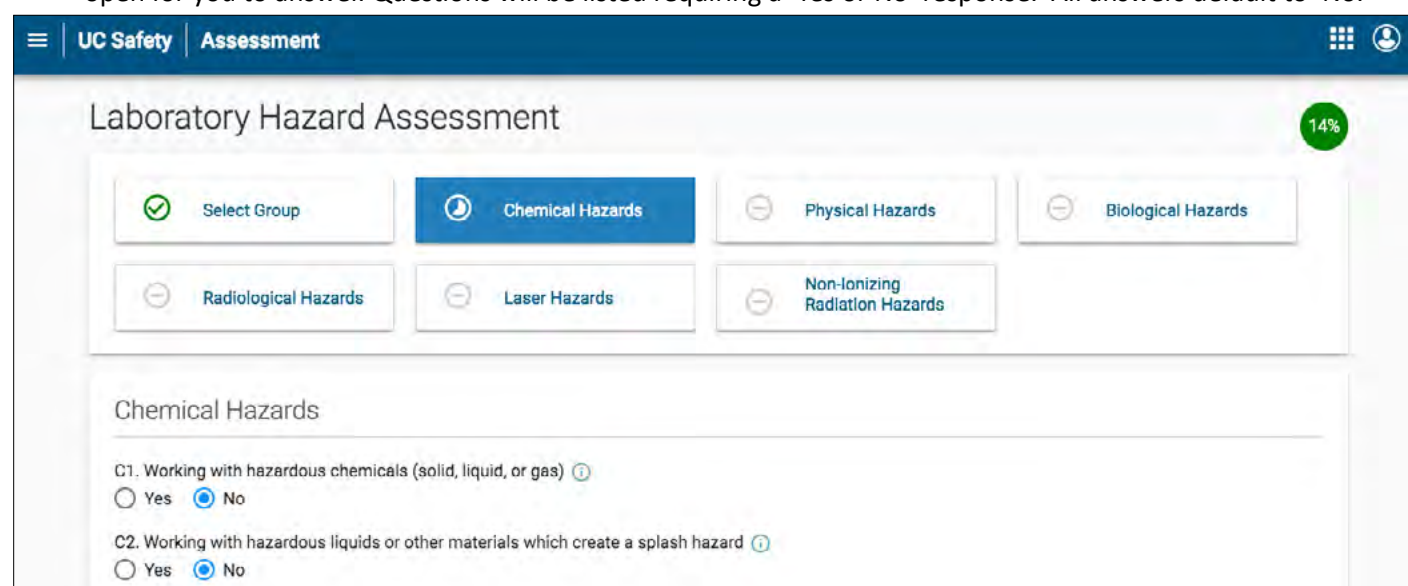
- Select your chosen group.
 - If at this stage you need to make amendments to your group, see the **Manage Groups** page. If you need to create a group, see the **Create Groups** page.



- Section Key

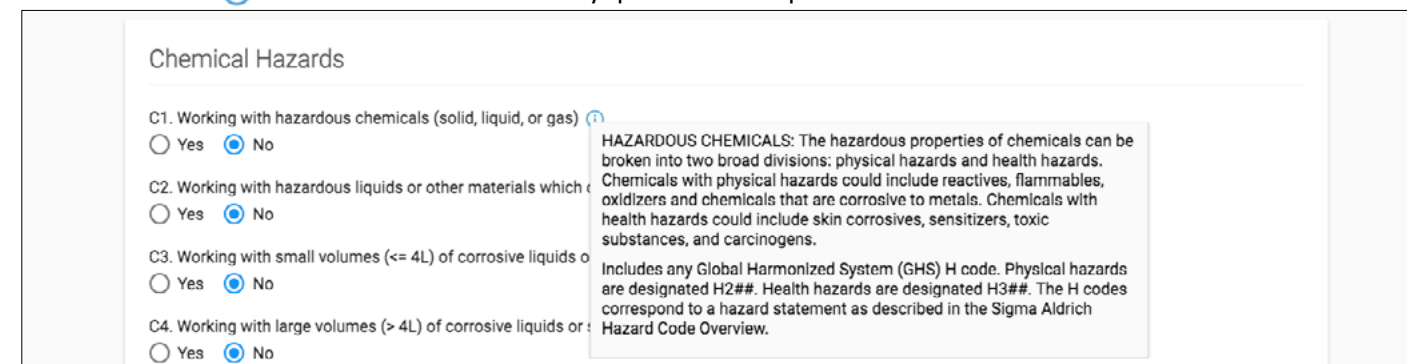


- Complete each 'Hazard' section. Each section will ask you an initial question to see if you have any hazards in your location. If you select **NO** you will be sent to the next section. If you answer **YES** a list of questions will open for you to answer. Questions will be listed requiring a 'Yes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

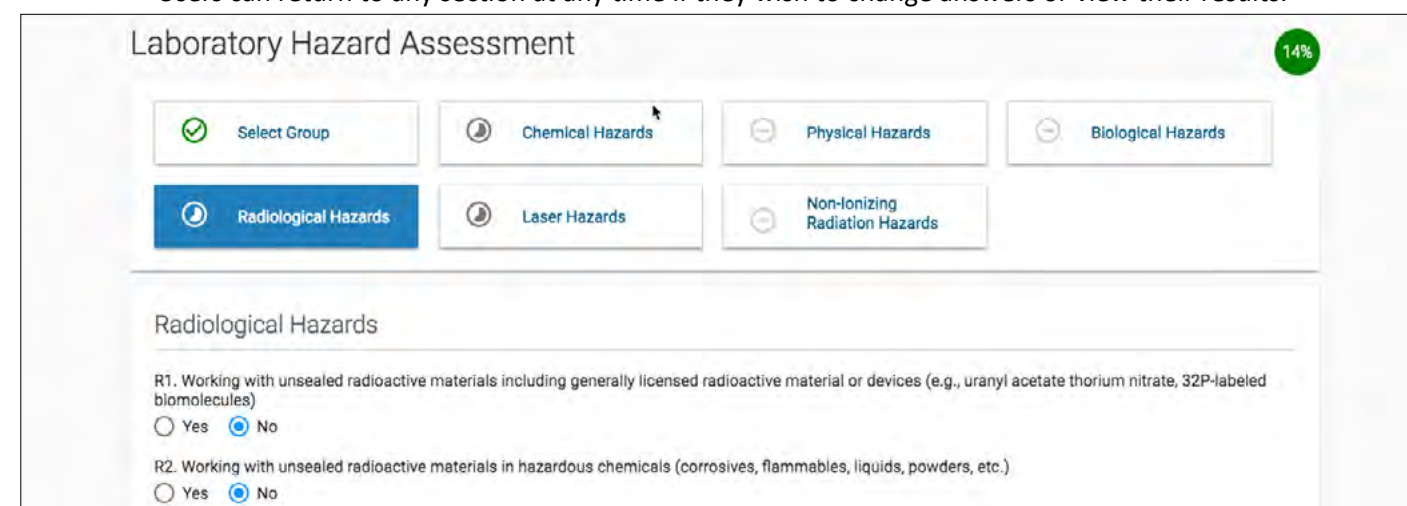


For more information about Assessment, contact service@RiskandSafetySolutions.com

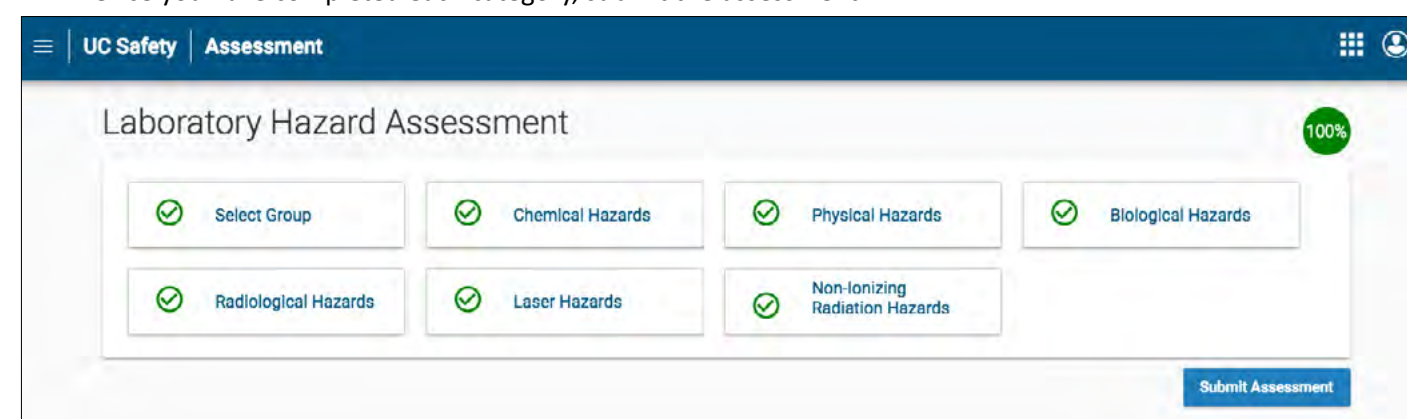
- Select the if further clarification on any questions is required.



- 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.

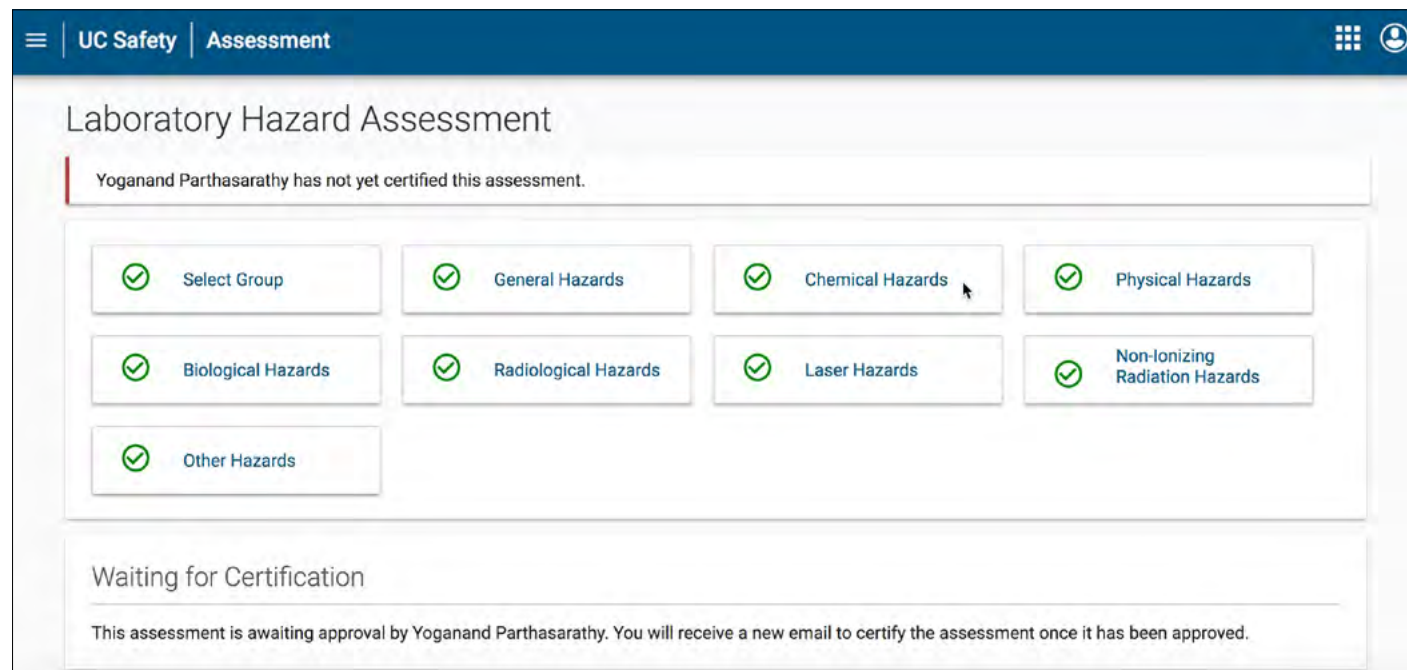


- Once you have completed each category, submit the assessment.

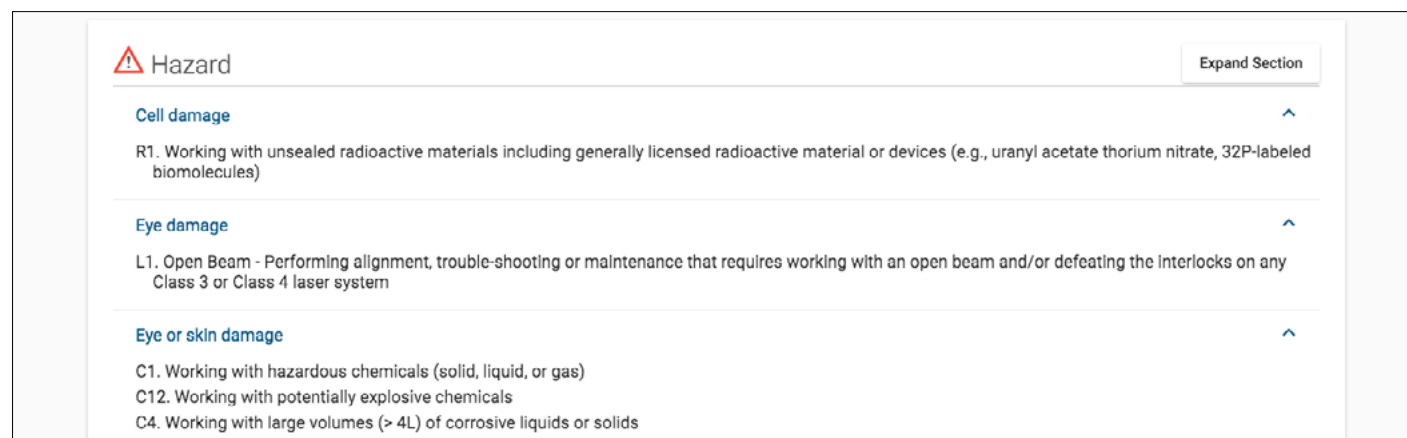


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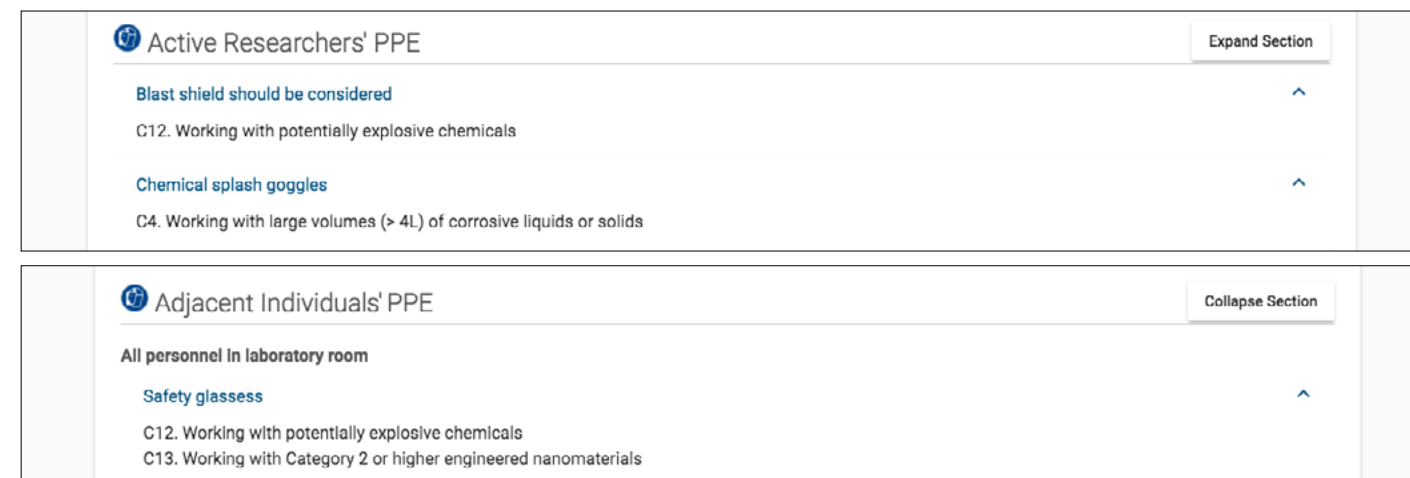
- If you are a delegate completing the assessment on behalf of the PI, the PI will be notified via email that they need to review and certify the assessment.



- 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.

