RISK & SAFETY SOLUTIONS

Assessment - Getting Started

About Assessment

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.

Roles in Assessment

- **Owner** -- This is the Principal Investigator (PI) for a group. Can create group(s). Can create and certify the Assessment for their group(s).
- **Delegate** -- Lab Manager, etc.; can create an Assessment for each group (but cannot certify). Can edit lab staff and locations.
- **Authorized User** -- All other lab staff. Can acknowledge Assessments for their lab(s) that have been certified by the PI.

Creating an Assessment

- Log in to Assessment on your desktop computer at https://hawaii.risksafety.solutions/assessment/assessment
- Choose **Get Started!** to begin.
- Create a new group with the **Create Group** button.
  - Create a separate group for each Building where work is done and name the group as follows:
    <Building Name> <PI Last Name> Lab
  - For example, if you have research in two spaces you would create the following two groups:
    “Marine Sciences Building Smith Lab”
    "Bilger Hall Smith Lab"
- Or choose **Select** to create a hazard assessment for an existing group.

Completing an Assessment

- You must complete an Assessment for each group.
- Assessments have separate categories that address specific hazards in research environments.
- Mark **Yes** to begin answering questions for a specific hazard category.
- Each question is shown with a simple Yes or No answer. Questions are defaulted to No.
- Choosing the information icon beside a question brings up relevant definitions.
- Mark **Yes** or **No** for each question as it relates to your workspace.
- At the end of each section you can **Save** or **Save and Continue** to move on to the next section.

Certifying an Assessment

- As the Principal Investigator, when all sections are complete, you will be asked to certify that the assessment is accurate.
- Certifying an assessment assigns it to all lab members to be acknowledged.

Results

- Once certified, you will be directed to the Laboratory Hazard Assessment Results page.
- Expanding the hazard shows the correlating question mapped to it.
- Personal Protective Equipment (PPE) for researchers actively engaged with hazardous activities are displayed and are linked with the corresponding survey response.
- Recommended PPE for individuals adjacent to active researchers or in the room is also listed.

Manage Groups

- To make edits to existing labs, select the lab and make changes to people and locations as needed.
- New groups can also be created here by selecting the blue **Add Group** button.

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