

# Laboratory Hazard Assessment Tool (LHAT) and RSS Group Management Manual

## Table of Contents

Glossary .....	2
Section 1: Beginning the LHAT .....	2
<i>Section 1.1: Selecting from a Group already listed</i> .....	2
<i>Section 1.2: Adding a Group to the LHAT that is not already listed</i> .....	2
Section 2: Completing the LHAT .....	3
Section 3: Acknowledging the LHAT (for Lab Members) .....	6
Section 4: Obtaining Personal Protective Equipment (PPE) .....	8
Section 5: Amending the LHAT .....	9
Section 6: Recertifying an Expired LHAT .....	10
Section 7: Managing Group Member Roles .....	11
<i>7.1: Modifying Group Member Roles</i> .....	12
<i>7.2: Deleting a Group Member</i> .....	12
Section 8: Managing Group Locations .....	13
<i>8.1: Modifying Group Location Associations</i> .....	13
<i>8.2: Deleting a Group Location</i> .....	14

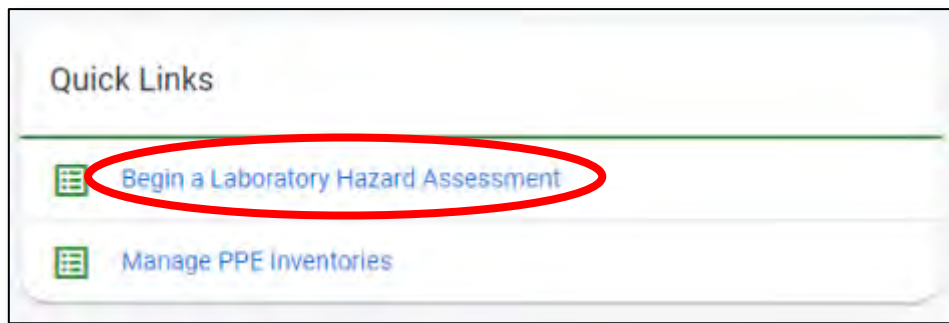
## Glossary

**Group:** Groups are used to manage permissions and access to documents and inventories in the RSS applications.

**LHAT:** Laboratory Hazard Assessment. This is an online tool to document and communicate the hazards present in the work or space. The LHAT can be amended at any time and stays valid for 2 years after certification. There can be multiple LHATs for any given Group if there is a difference between the types of work and hazards for different members or locations.

## Section 1: Beginning the LHAT

To create the LHAT, click 'Begin a Laboratory Hazard Assessment' in the Quick Links menu on the right side of the window.



### *Section 1.1: Selecting from a Group already listed*

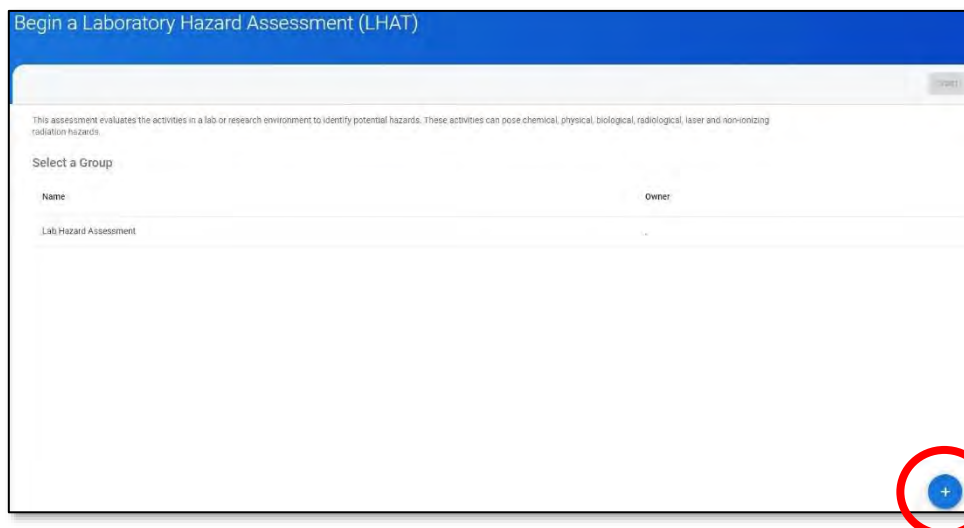
Select the RSS Group for which this LHAT will be assigned. **NOTE: If the intended Group is not already listed, go to Section 1.2.**

## NOW PROCEED TO SECTION 2

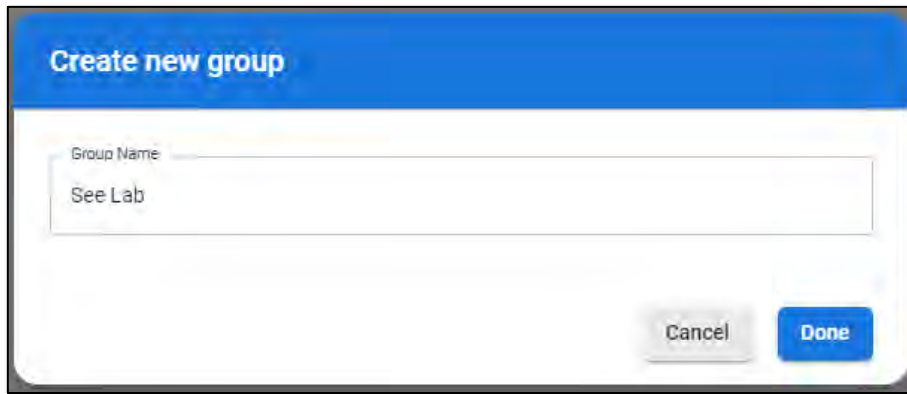
### *Section 1.2: Adding a Group to the LHAT that is not already listed*

Select the RSS Group for which this LHAT will be assigned. **NOTE: If the intended Group is not already listed, go to Section 1.2.**

Click on the blue '+' button in the bottom right corner.



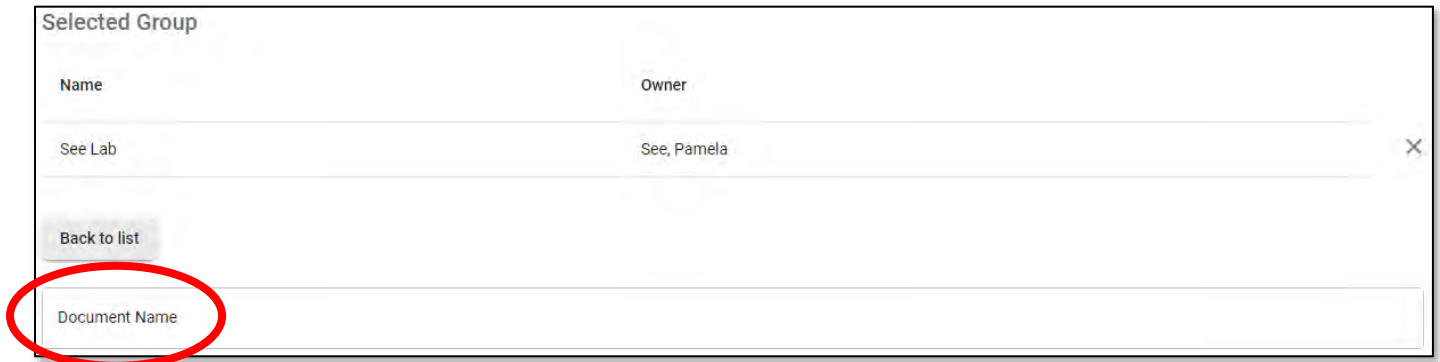
This is where a Group will be created. The Group can be named anything of choice. Click 'Done'.



## **NOW PROCEED TO SECTION 2**

### **Section 2: Completing the LHAT**

The Group will appear in the menu. In the box that says 'Document Name', click in the box and type in whatever name is chosen for the LHAT.

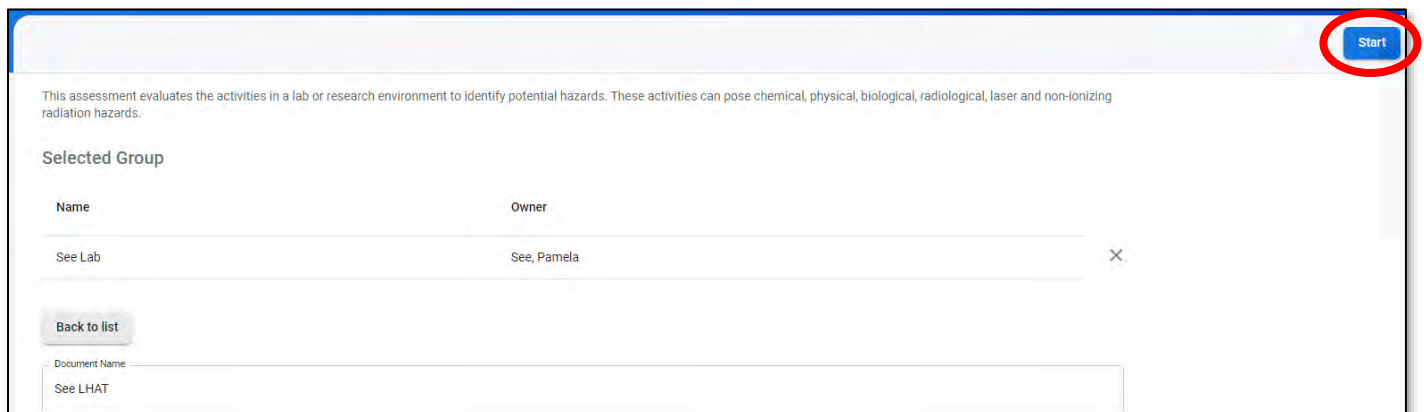


Name	Owner
See Lab	See, Pamela

Back to list

Document Name

Once a name has been chosen for the LHAT, click the 'Start' button in the upper right corner.



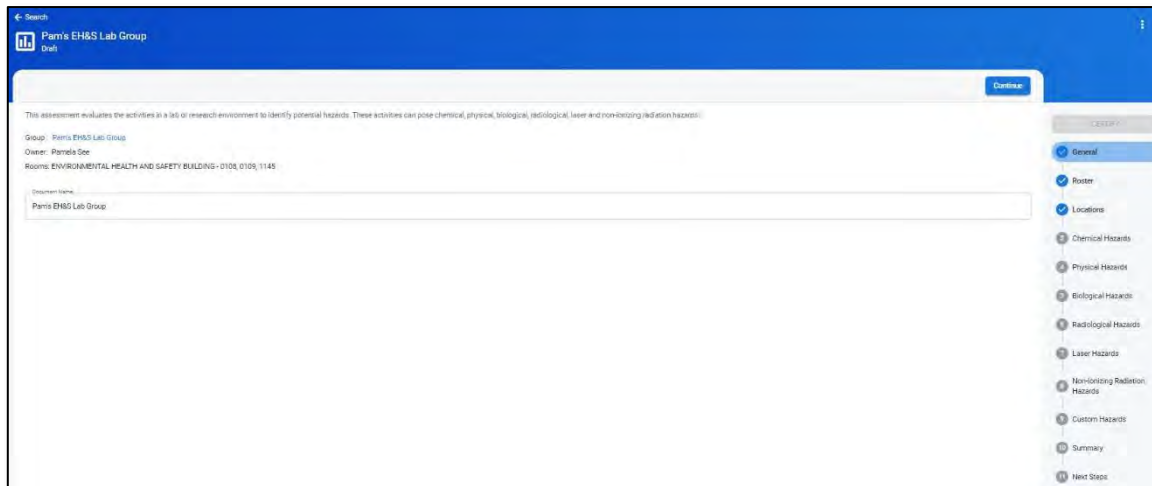
This assessment evaluates the activities in a lab or research environment to identify potential hazards. These activities can pose chemical, physical, biological, radiological, laser and non-ionizing radiation hazards.

Name	Owner
See Lab	See, Pamela

Back to list

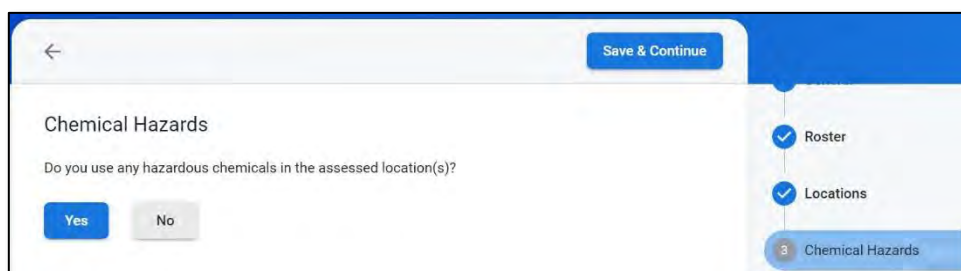
Document Name  
See LHAT

This will be the landing page that loads. On the right-hand side is the LHAT menu where you will be able to view which sections have already been completed (with blue check marks) and which sections still need to be completed (grey numbered sections). You will be able to use this menu to jump back and forth between sections as needed.

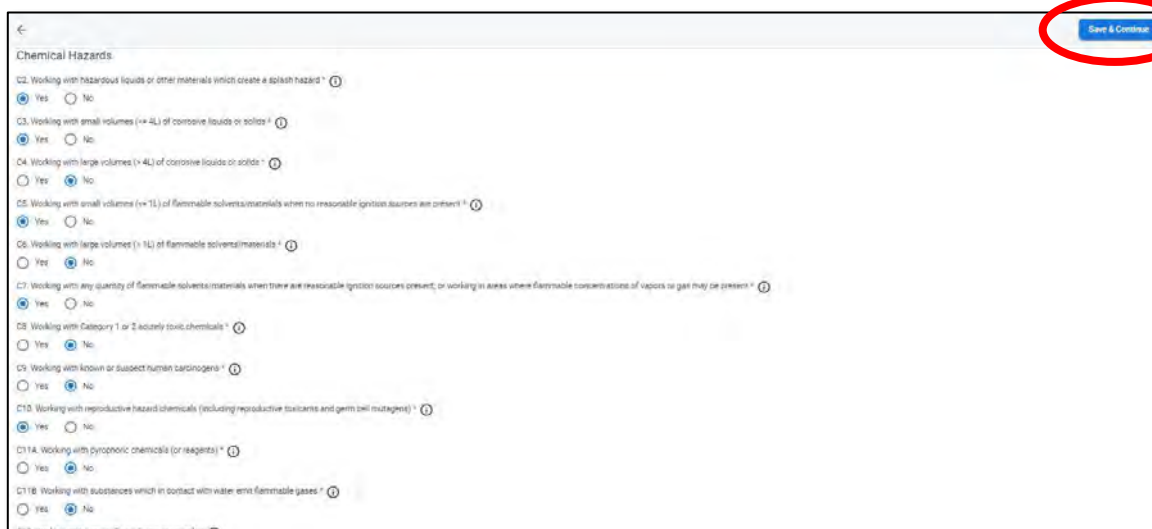


Each section will ask about the presence of each type of hazard. If there are no hazards of that type, you can click 'No'. Unless your lab space is strictly a computational lab, it is likely that one or more of the hazards will be present.

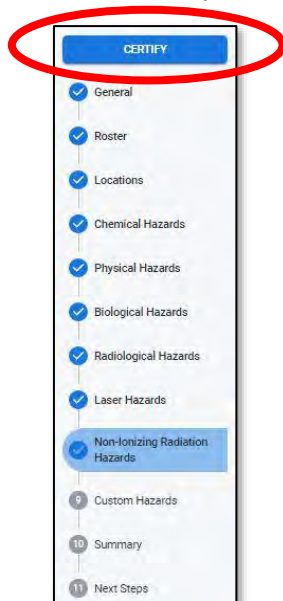
Note: Any lab certified as 'non-hazardous' will need to be verified by a member of EH&S.



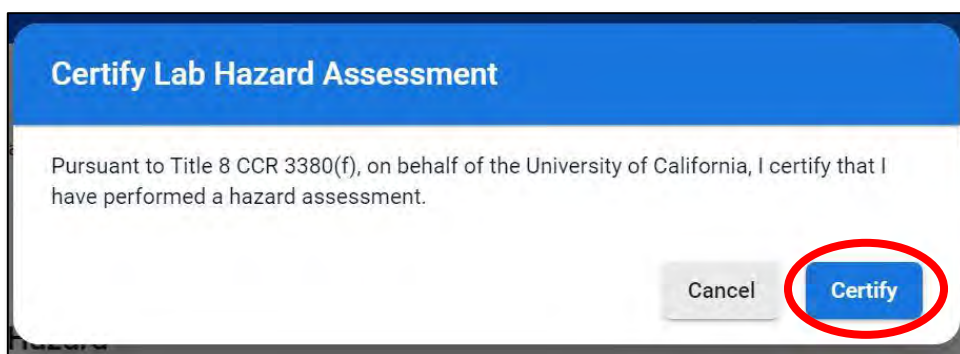
If there are hazards of that type, click 'Yes'. A series of yes/no questions will load so that you can answer them according to the type of work, hazards, and equipment involved in the lab. Once you have answered all the questions, click the 'Save & Continue' button in the top right-hand corner to proceed to the next section.



Once you have gone through all the mandatory sections (the 'Custom Hazards' section is optional), the menu on the right-hand side should look like this. You will not be able to proceed through the next sections until the LHAT is certified. To certify your LHAT as accurate, click the blue 'Certify' button at the top of the menu.



Once you click 'Certify', a clause will pop-up to confirm the certification. If you are ready to fully certify this LHAT, click the blue 'Certify' button in the pop-up.

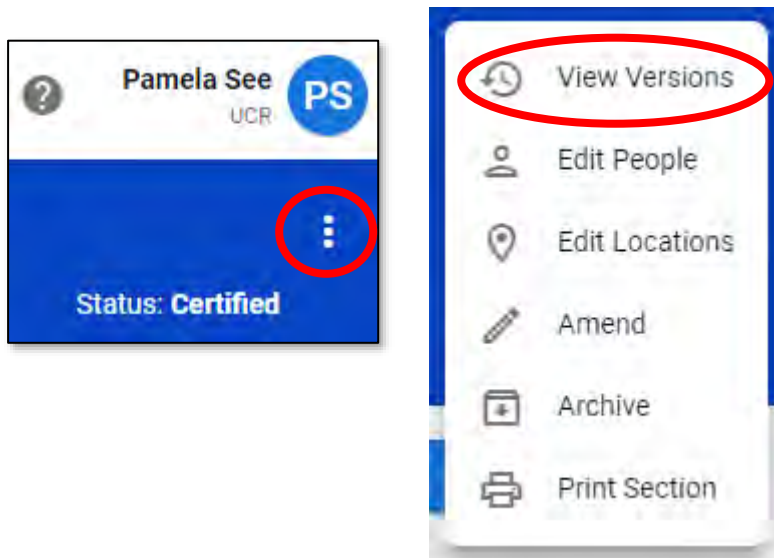


Once the LHAT is certified, an email will be automatically sent to the lab members on the LHAT to review and acknowledge the LHAT.

The LHAT will not expire for 2 years after certification. The status can be found on the right of the blue banner and will read as either 'Certified' or 'Expired'.



To view the date of the most recent certification, click the three dots on the right of the blue banner and select 'View Versions'.



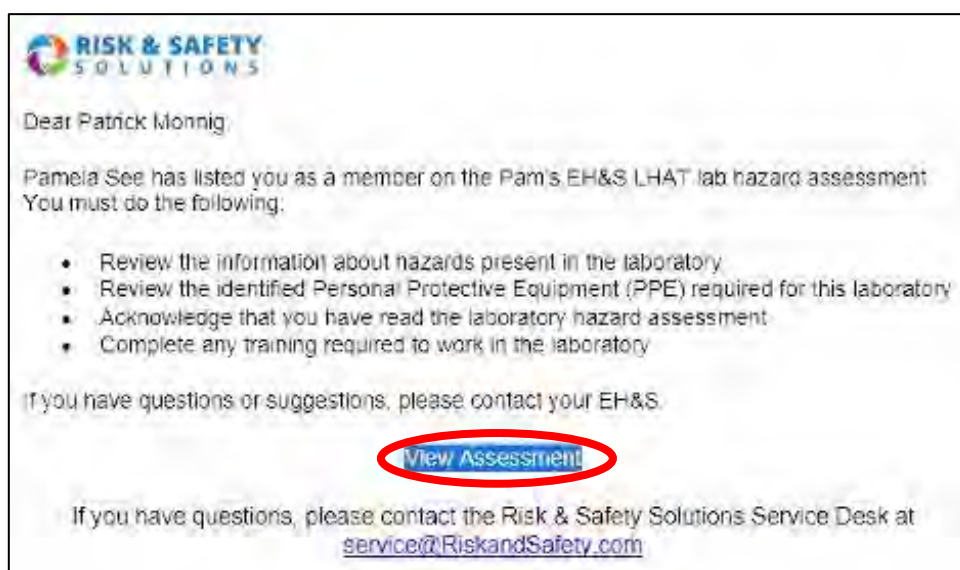
The history of the document will load, which will include the date of the most recent certification.

The screenshot shows a 'Document History' table with the following data:

Action	Performed By	Performed On
<a href="#">See LHAT-Certified</a>	—	11/08/2021
Complete	See, Pamela	11/08/2021
Create	See, Pamela	11/08/2021

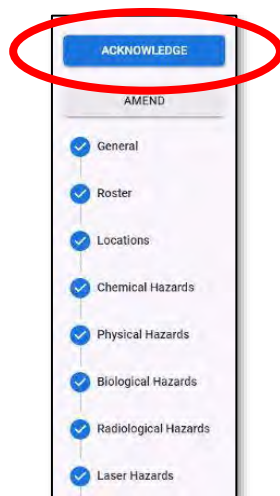
### Section 3: Acknowledging the LHAT (for Lab Members)

The lab members on a certified LHAT will receive an automated email from the system with instructions on the next steps. They will need to click 'View Assessment' at the bottom of the email to then log-in to review and acknowledge the hazard assessment.

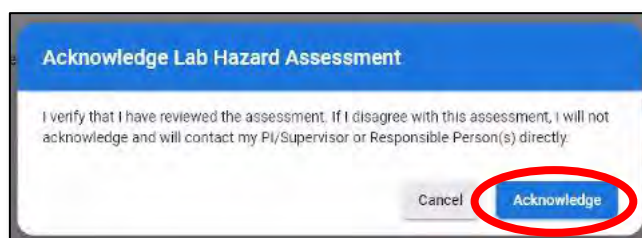


On the right-hand side of the screen, there will be the same menu with all the sections of the LHAT. Once the lab members have reviewed each of the sections, they can acknowledge the LHAT by clicking the blue 'Acknowledge' button at the top of the menu.

Note that the 'Amend' button is only available to any Delegates as they are able to make amendments to the LHAT when needed. Even if a Delegate makes amendments to the LHAT, it will still require the owner of the LHAT (the PI) to certify it as accurate.



A clause will pop-up to confirm that the lab member wants to acknowledge the LHAT. If the lab member is ready to acknowledge the LHAT, click the blue 'Acknowledge' button.

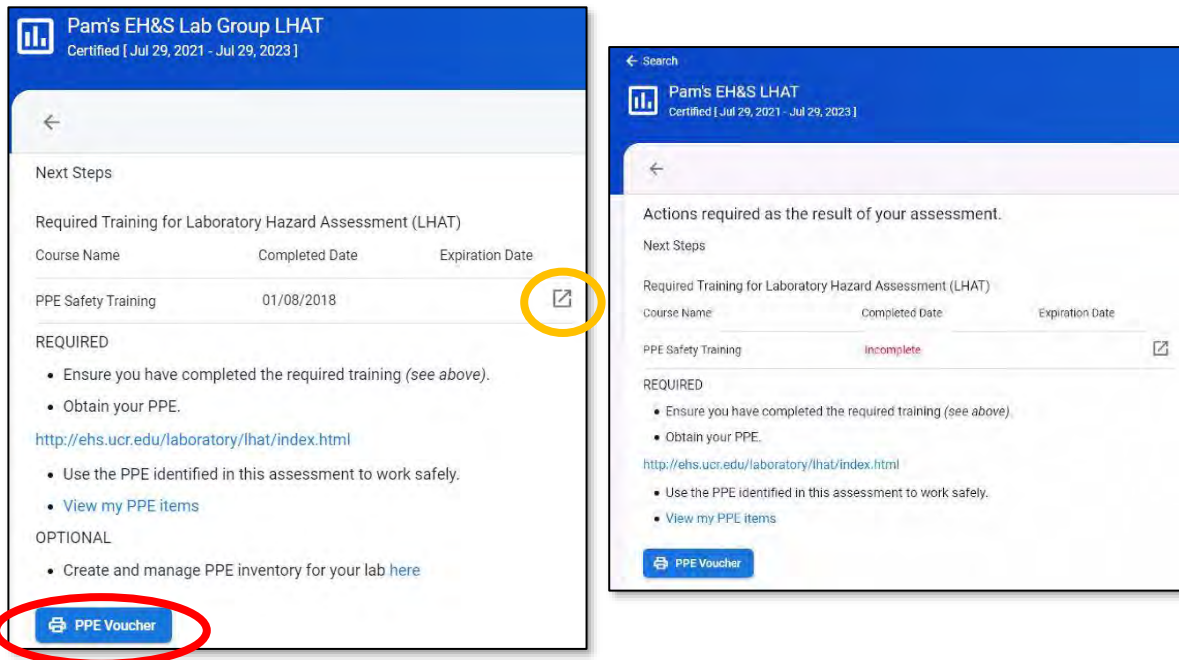




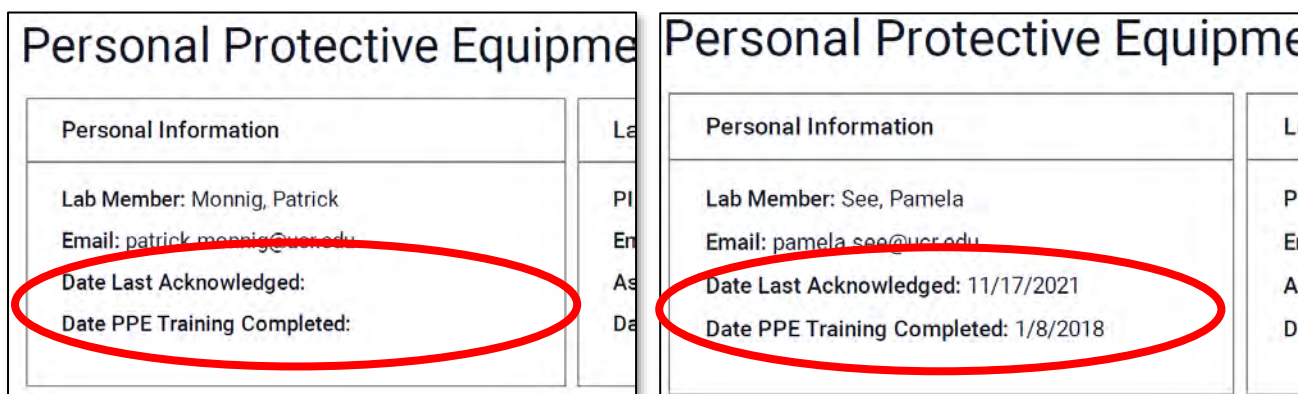
## Section 4: Obtaining Personal Protective Equipment (PPE)

As each lab member reviews and acknowledges the hazards listed in your LHAT, they will be able to take the online PPE training available at the end of the LHAT by clicking on the box with the arrow button (yellow circle). If the PPE training has not yet been completed, it will show that it is 'Incomplete' (image on the right).

Print and bring to their PPE fitting appointment (red circle).

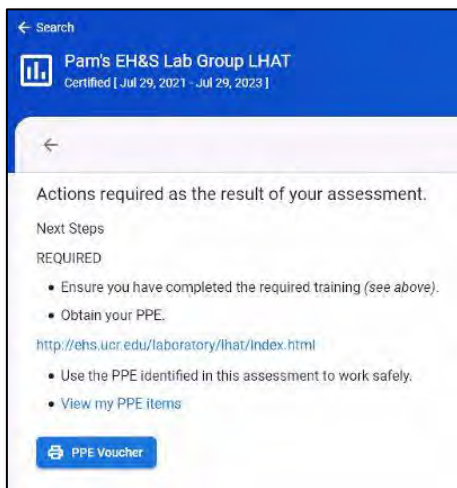


**Note** that the PPE voucher can still be printed even if the training is not completed, but the voucher will not have a training completion date. If a voucher is brought to an appointment without a training completion date, the person will not be fitted for PPE and will be asked to come back when the training is completed. The left image below is what appears when the person has not completed their PPE training versus someone who has (right image).





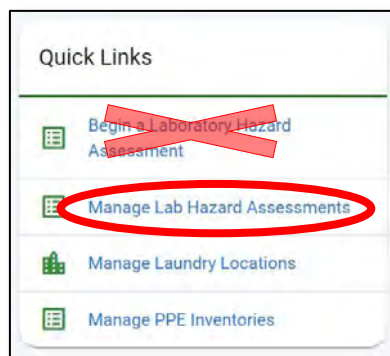
If the lab has been certified as 'free of hazards', there will be no requirement for the PPE training. A PPE voucher button will become available, but there is no need to download or print it, and no need to make an appointment for a PPE fitting.



## Section 5: Amending the LHAT

As research progresses and the types of hazards change, you may need to make changes to your LHAT.

On the home landing page, in the Quick Links menu, select 'Manage Lab Hazard Assessments'. DO NOT select 'Begin a Laboratory Hazard Assessment' as this will start an entirely new assessment from scratch rather than take you to your already completed LHAT.



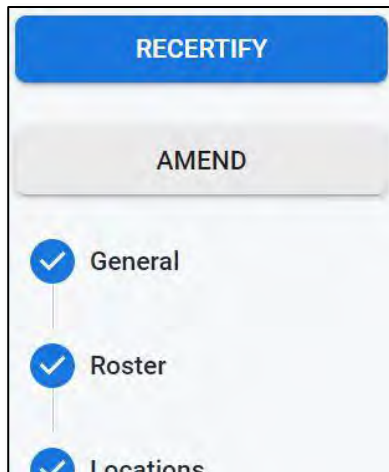
A page with all the LHATs to which you have access will display. Select the LHAT you wish to amend.

A screenshot of a table titled 'Lab Hazard Assessments' with '1 - 5 of 50' items. The table has four columns: 'Name', 'Owner', 'Status', and 'Last Updated'. The rows are as follows:

Name	Owner	Status	Last Updated
[Redacted]	[Redacted]	Certified	07/29/2021
Pam's EH&S Lab Group LHAT	See, Pamela	Certified	07/29/2021
Pam's EH&S LHAT	See, Pamela	Certified	07/29/2021
[Redacted]	[Redacted]	Certified	07/29/2021
[Redacted]	[Redacted]	Certified	07/29/2021

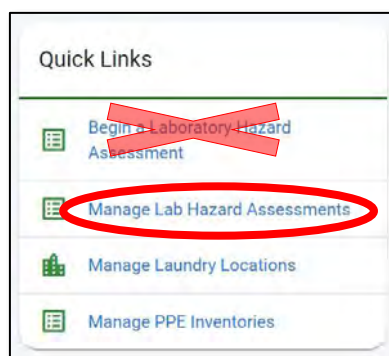
The second and third rows are circled in red. A 'View More' button is located at the bottom right of the table.

Once the LHAT loads, click the 'Amend' button in the menu in the right-hand side. Use the menu to navigate between the different sections to make any changes to the LHAT. Once you are done, you can recertify the LHAT by clicking the 'Recertify' button in the menu in the right-hand side.



## Section 6: Recertifying an Expired LHAT

After two years, an LHAT will expire and will need to be recertified. To do this, go to the Quick Links section on the right-hand side of the home landing page and select 'Manage Lab Hazard Assessments'. DO NOT select 'Begin a Laboratory Hazard Assessment' as this will start an entirely new assessment from scratch rather than take you to your already completed LHAT.



A page with all the LHATs to which you have access will display. Select the LHAT you wish to recertify.

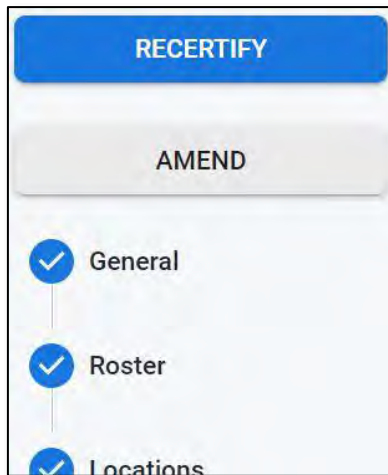
Name	Owner	Status	Last Updated ↓
[REDACTED]	[REDACTED]	Certified	07/29/2021
Pam's EH&S Lab Group LHAT	See, Pamela	Certified	07/29/2021
Pam's EH&S LHAT	See, Pamela	Certified	07/29/2021
[REDACTED]	[REDACTED]	Certified	07/29/2021
[REDACTED]	[REDACTED]	Certified	07/29/2021

1 - 5 of 50

[View More](#)

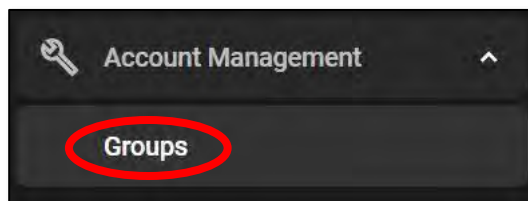
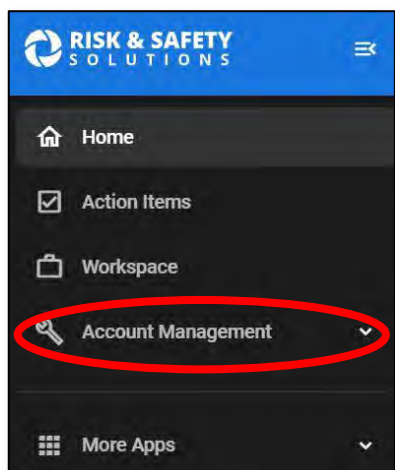
If there are any changes to make to the LHAT since the last time it was certified, you may do so by clicking the 'Amend' button in the menu in the right-hand side. See 'Amending the LHAT'.

If there are no changes to make to the LHAT, click the 'Recertify' button in the right-hand side menu.

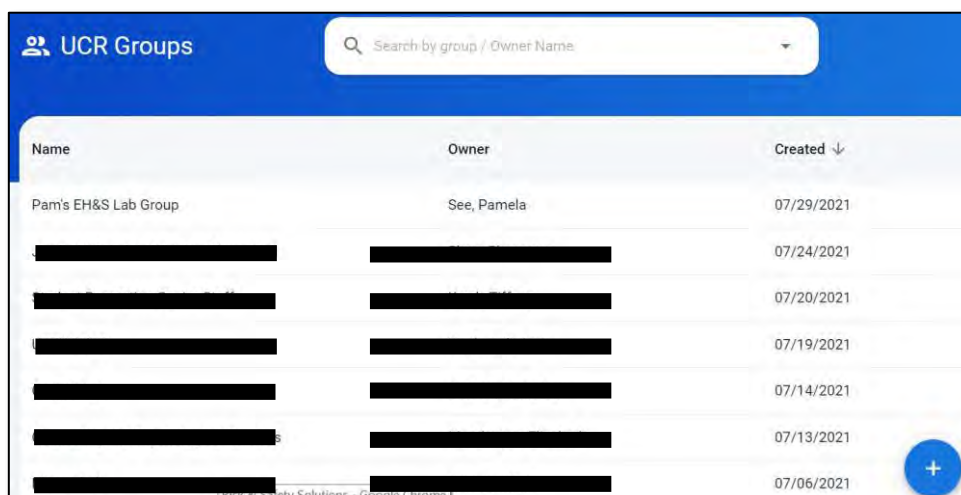


## Section 7: Managing Group Member Roles

To manage the roles and access of your group members, expand the 'Account Management' menu on the left-hand side of the home landing page and select 'Groups'.



A page will load with a list of groups to which you have access. Select the group for which you want to make changes to the group member roles.



You will be taken to your group page where you can see a list of all your group members and their roles in the various documents (LHATs and Chemical Inventories) in your group. Click on the member to which you wish to make role changes.

Name ↑	Email	Group Role	Pam's EH&S Lab Chemi...	Pam's EH&S LHAT	Pam's EH&S Lab Gro
Monnig, Patrick	patrick.monnig@ucr.edu	Delegate	Inventory Manager	Delegate	Delegate
Naffah, Patrick	patrick.naffah@ucr.edu	Member	Member	Member	Member
See, Pamela	pamela.see@ucr.edu	Owner	Owner	Owner	Owner

### 7.1: Modifying Group Member Roles

Check the boxes to manage the roles of the group member and click the blue 'Save' button.

Patrick Monnig patrick.monnig@ucr.edu

Roles (Optional) ⓘ

- Delegate

Document and Inventory Access

- Pam's EH&S Lab Chemical Inventory (Chemical Inventory) ⓘ
  - Inventory Manager
- Pam's EH&S LHAT (Lab Hazard Assessment) ⓘ
- Pam's EH&S Lab Group LHAT (Lab Hazard Assessment) ⓘ

### 7.2: Deleting a Group Member

To delete a group member who is no longer part of any of your lab groups, click the trash in the top right-hand corner. A pop-up will appear asking you to confirm that you wish to remove this group member. If you are sure you want to remove this group member, click the red 'Remove' button.

Patrick Monnig patrick.monnig@ucr.edu

Roles (Optional) ⓘ

- Delegate

Document and Inventory Access

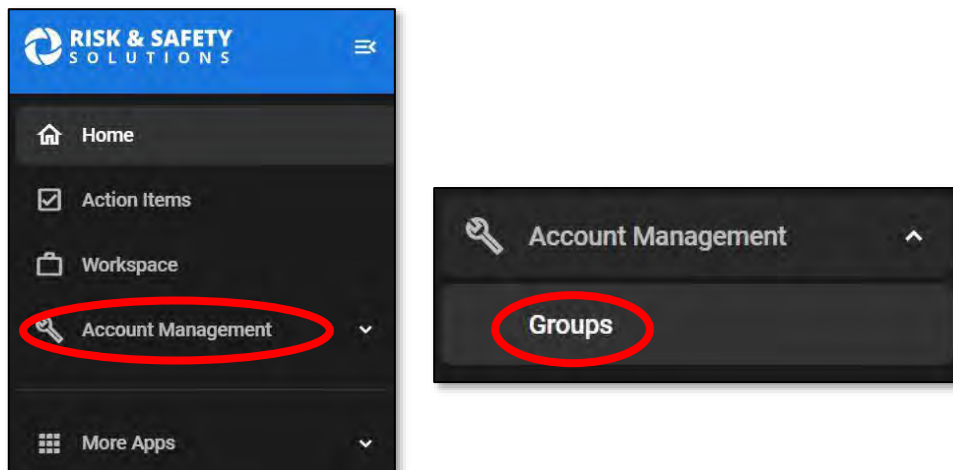
- Pam's EH&S Lab Chemical Inventory (Chemical Inventory) ⓘ
  - Inventory Manager
- Pam's EH&S LHAT (Lab Hazard Assessment) ⓘ
- Pam's EH&S Lab Group LHAT (Lab Hazard Assessment) ⓘ

Monnig, Patrick will be removed from Pam's EH&S Lab Group

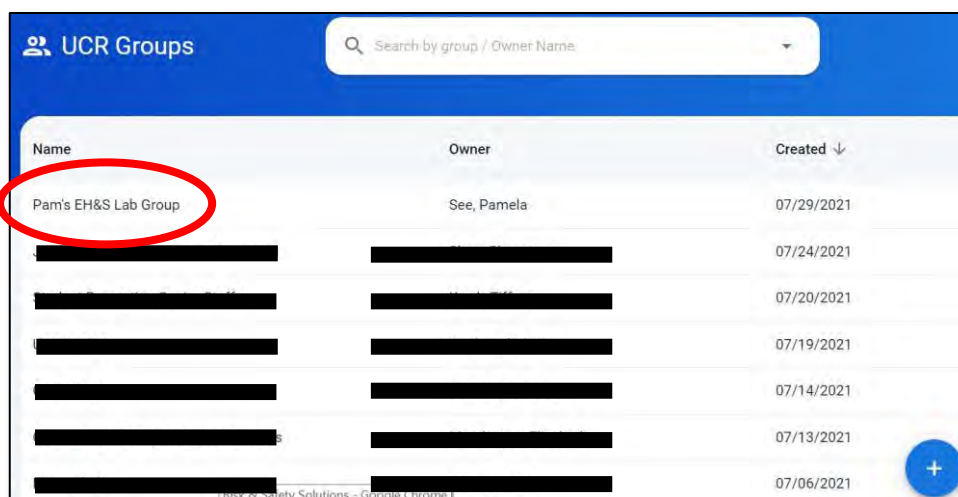
Cancel Remove

## Section 8: Managing Group Locations

If you wish to add or remove locations to your group, expand the 'Account Management' menu and select 'Groups'.



Select the lab group for which you wish to make location changes.

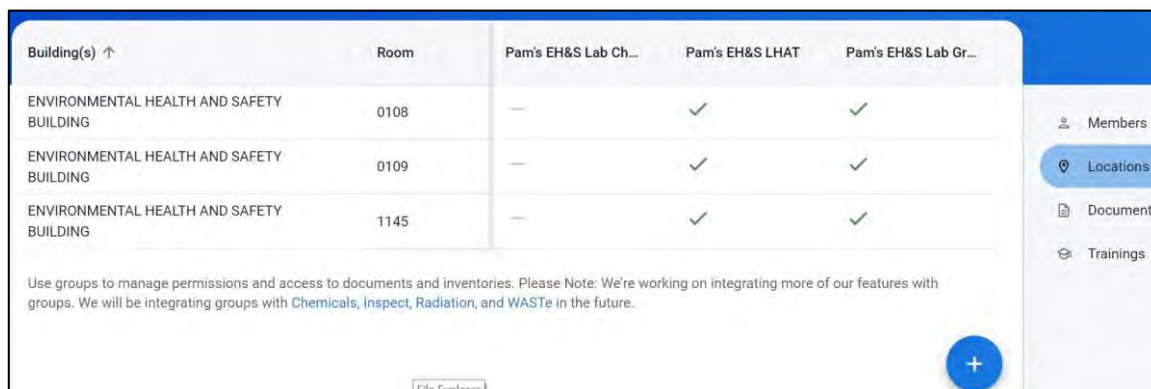


### 8.1: Modifying Group Location Associations

Click on the 'Locations' section of the right-hand side menu. A page will load with a list of each of your group's locations.

To add more locations, click the blue '+' button on the bottom right-hand side.

To make changes to or delete a location, select the location for which you want to make changes.



There will be a list of 'documents' that are associated with the location. Select which 'documents' with which the location will be associated and click 'Save'.



## 8.2: Deleting a Group Location

To delete the location from the group, click the trash button in the top right-hand corner.



A pop-up will confirm that you want to delete the location. If you are sure that you want to delete the location, click the red 'Remove' button.

