UC RIVERSIDE
Occupational Health

Introduction and Overview

The Occupational Health Surveillance System (OHSS) provides an automated mechanism for conducting a risk assessment and corresponding medical evaluation for employees and researchers exposed to animal biohazards and other workplace or laboratory exposures. As of October 1, 2024, this system replaces the Medical History Questionnaire (MHQ) process.

Accessing the system:

The system can be accessed at https://ehs.ucop.edu/ohss

Browser Recommendations:

The system is available on all browsers; however, it is recommended that Chrome be used whenever possible. If using IE or Firefox, you must have the newest version installed on your computer for optimal results.

UCR Net ID:

To access OHSS, all personnel must have a valid UCR NetID, which serves as an online identity for accessing various UC Riverside services.

- **Faculty and Staff**: The UCR NetID creation process begins upon hiring. Information entered into the UCPath Payroll System will trigger the creation of a UCR NetID. For assistance, please contact BearHelp at 951-827-4848 or visit https://its.ucr.edu/support#gethelp.
- **Students**: Once students submit their Statement of Intent to Register (SIR), a UCR NetID is generated and provided in their acceptance letter. For help with the UCR NetID, students can reach out to helpdesk@student.ucr.edu or call 951-827-6495.
- **Non-employees (e.g., visiting summer students or volunteers)**: A UCR NetID can be obtained through your sponsoring department. For guidance, contact BearHelp at 951-827-4848 or visit https://its.ucr.edu/support#gethelp.

Workflow

1. **Risk Assessment**

   Supervisor creates risk assessment for participant review

2. **Health Questionnaire**

   Participant completes confidential health questionnaire

3. **Medical Assessment**

   Physician reviews risk assessment and health questionnaire and sends medical assessment to participant

4. **Review and Acknowledge**

   Participant reviews and acknowledges medical assessment

Roles:

Supervisor (PI)

- Creates the Risk Assessment for the participant
- Can check status but cannot view any personal health information

Participant (Other Personnel):

- Reviews Risk Assessment and agrees or disagrees
- Completes Health Questionnaire
- Acknowledges Medical Assessment

Medical/Admin (EH&S Occupational Health and UCI COEH Physicians):

- Creates medical assessments, performs medical consultations, and either approves or disapproves the participant's ability to work. Provides Telemedicine consults.
- Assign roles to appropriate individuals
- Has access to all records on the campus
- Medical professionals, admins in charge of role assignment

Reviewer (EH&S Occupational Health Coordinator):

- Sees the status of each process and is responsible for following up with participants
- Does not see Health Questionnaire and Medical Assessment
- Provide Medical Referrals for vaccinations or medical clearances
- IACUC/Biosafety Officers, individuals who need to know the status of a group of people only if someone is cleared or not cleared.

General Tips

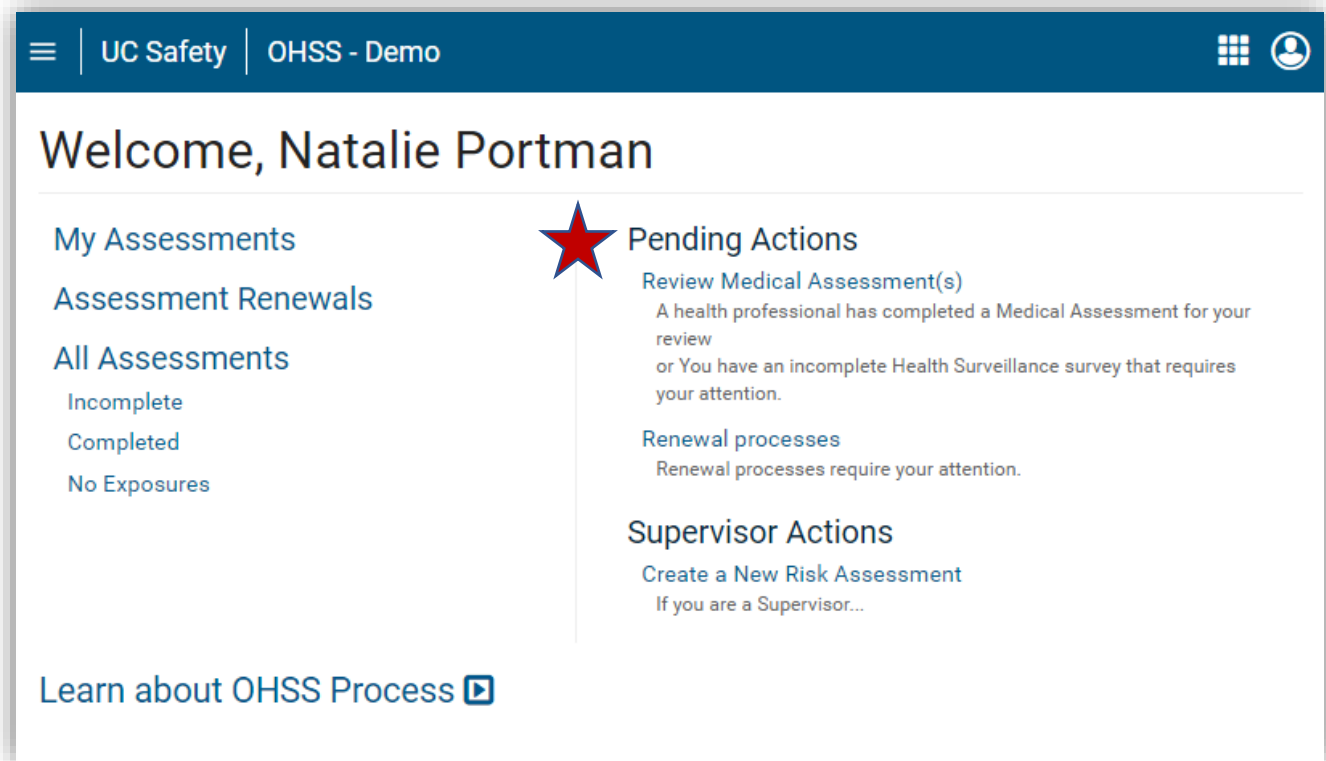- To get back to the home page, select **OHSS** from the header bar.

- All columns on the assessment pages are sortable
  - To sort, double-click on the column header you wish to sort on
- Hover over the ⓘ to view informational/help text
- You can determine the status of an assessment by hovering over the letter next to the date
- Items marked with a red flag require your attention

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UC RIVERSIDE
Occupational Health

Occupational Health Surveillance System

Supervisor's Home Page

☰ | UC Safety | OHSS - Demo

Welcome, Natalie Portman

My Assessments

Assessment Renewals

All Assessments
   Incomplete
   Completed
   No Exposures

⭐ Pending Actions
Review Medical Assessment(s)
   A health professional has completed a Medical Assessment for your review
   or You have an incomplete Health Surveillance survey that requires your attention.

Renewal processes
   Renewal processes require your attention.

Supervisor Actions
Create a New Risk Assessment
   If you are a Supervisor...

Learn about OHSS Process ▶

Everything a supervisor has access to do and view can be accessed from their homepage.

Sections

On the Supervisor's Home Page, there are six main sections:

- **My Assessments** displays the Risk Assessments (RA), Health Questionnaires (HQ), and Medical Assessments (MA) that the person logged in was the participant on
- **Assessment Renewals** displays the participants who are due for renewal and need their Risk Assessments reviewed or updated.
- **All Assessments** are a view of all the assessments and their statuses that the person logged in has created for others, as well as any that have been created for them.
- **Pending Actions** displays any items requiring your immediate action
- **Supervisor Actions** allows you to create a Risk Assessment from scratch
- **Learn about the OHSS Process** is an expandable graphic that explains the process in 5 steps

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Occupational Health

OHSS Quick Tips for Supervisors

Access the system at https://ehs.ucop.edu/ohss

Searching for a Person

The people search feature pulls names from the PPS feed, which can include many individuals with the same or similar names. To maintain optimal system performance, only the top matches to your search query are shown. For the most accurate results, please adhere to the following guidelines:

- Search by **Last Name, First Name**
  - The system will not recognize any other combination of a person's name
- For optimal results, enter the person's full name or as many characters as you know
- About 2-5% of the users will not show up when searched for in OHSS. If you have someone who you cannot find, please ask them to log into https://ehs.ucop.edu/ucsafety. Completing this step will allow the system to capture the necessary information about the participant, and in turn, the supervisor will be able to search for and select the employee for the risk assessment.
- If you continue to experience problems searching for an individual, you can contact the Service Desk at service@riskandsafetysolutions.com for additional troubleshooting.

Copying a Risk Assessment

Supervisors with multiple employees performing similar duties can create a single Risk Assessment and then copy it for each of their employees.

Participant ⬍	Supervisor ⬍	Department ⬍	RA ⬍ ⓘ
☐ Marion Cotillard	Natalie Portman	MEDICINE	09/21/2016 - A ▾

- From the home screen, go to **All Assessments**
- Find the name of the participant's Risk Assessment that you wish to copy
- In the column listed RA (for Risk Assessment), select the drop-down arrow
- Select **Copy**
- Search for the person you wish to copy the assessment to
- You can edit the Risk Assessment once it has been copied

OHSS Quick Tips for Supervisors

Checking the status of an Assessment

- From the home screen, go to **All Assessments**
- Select the column header you wish to sort by
- Find the person in question then hover over the last date in the row to see what the status code means
- If you are the supervisor for an individual, you can resend reminder emails by selecting the **Email** button [✉ Email] on the far right
- You can also archive any employees/assessments that are no longer active. *The system will remove them from the list; however, the data will not be erased from the system!*

Supervisor- Creating a Risk Assessment
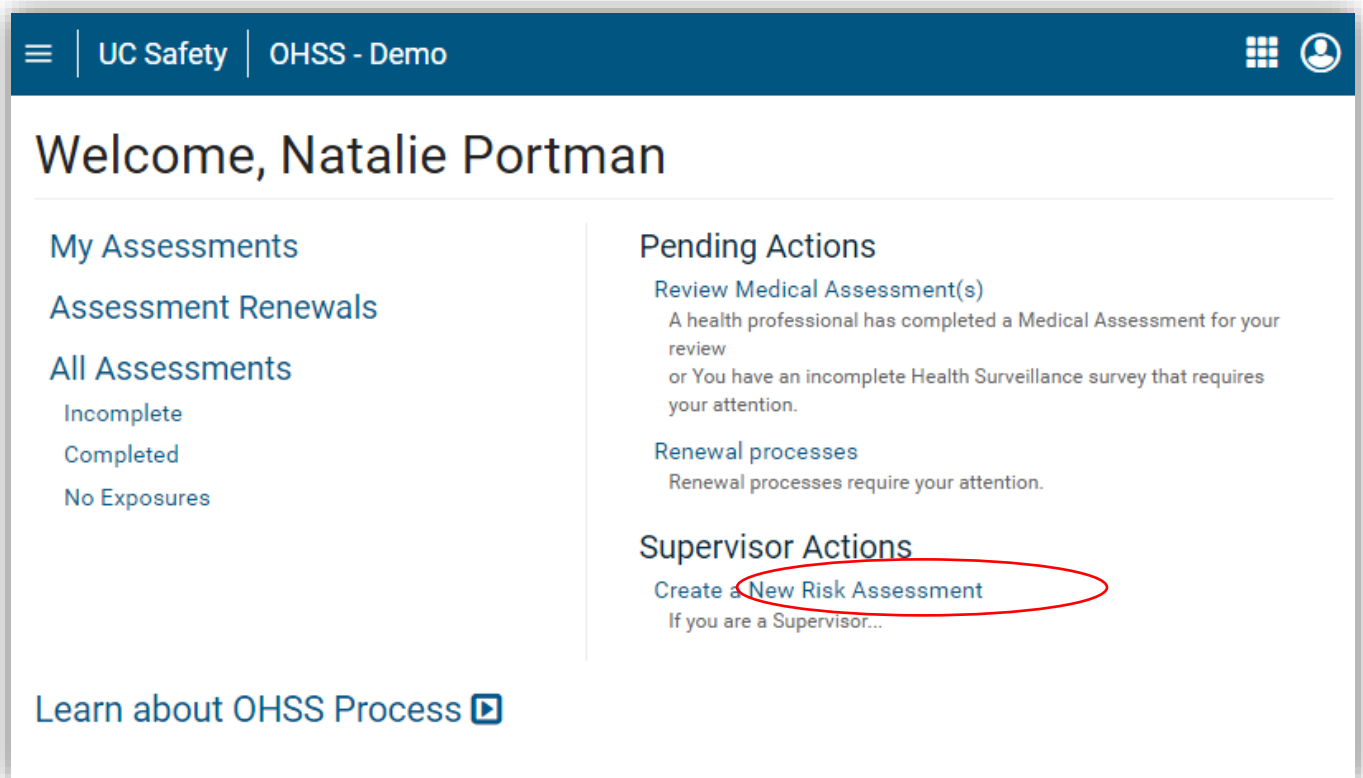
Creating and submitting a Risk Assessment

Supervisors initiate Risk Assessments for new employees or researchers. There are two ways to create a Risk Assessment form:

1) From scratch
2) Copy an existing one
   a. If a supervisor has multiple lab workers performing the same research, they can use the **Copy Assessment** feature to quickly reproduce multiple risk assessments.

To create a Risk Assessment from scratch:

- From your homepage, under **Supervisor Action,** select **Create a New Risk Assessment**

- Enter the participant's last name first. You must enter the entire last name.
- As you type, a list of names will appear for you to select. For optimal results, enter the person's full name as last name, first name.
- Select the participant you wish to create a Risk Assessment for
  - ***If the participant cannot be found in the search feature, please direct the participant to log in to OHSS.*** *The system will capture their identity information and add them to the system. Only after they have logged in using their campus credentials will they be able to access the system.*
- Once the person has been selected, the personwill be instructed to complete the Risk Assessment form.
  - For security purposes, you will only have 30 minutes to complete the Risk Assessment. ***If you do not complete it in the given timeframe your data will not be saved.***
- There are nine sections to the Risk Assessment form. All nine sections should be completed before submitting the form.
- The nine sections are:

Participant Status

Risk Assessment Form

Supervisor:

Participant:

Please enter the PI's Name:
(optional) If you are not a PI

Search by Last Name, First Name

Participant Status (check all that apply):

☐ Faculty	☐ Staff
☐ Visiting Scientist	☐ Affiliate
☐ Senate Academic Staff	☐ Non-Senate Academic Staff
☐ Registered Volunteer	☐ Non-Registered Volunteer
☐ Paid Undergraduate Student	☐ Non-Paid Undergraduate Student
☐ Paid Graduate Student	☐ Non-Paid Graduate Student
☐ Other-Paid Assignment	☐ Other-Non Paid Assignment
☐ Post-doc	

Animal Contact

Exposure

No Contact	⌄

No direct contact, but enters animal facility or has indirect contact	⌄

Does not conduct procedures on live animals but handles "unfixed" animal tissues and fluids	⌄

Handles, restrains, collection of specimens or administers substances to live animals or "unfixed" tissue	⌄

Performs invasive procedures such as surgery, necropsy	⌄

Animal Contact, Entry into Animal Facilities, or work with Unfixed Animal Blood, Body Fluids, Tissues, or Cell Lines: ● Yes ○ No

Identify the level of exposure for each species for the participant named above and check the appropriate column.

Does this project involve any field research?   ○ Yes ○ No

Species		Exposure		Field Caught
Amphibian	[ ]	No Contact	⌄	☐
Bats		No Contact	⌄	☐
Bird	[ ]	No Contact	⌄	☐
Cat		No Contact	⌄	☐
Cattle		No Contact	⌄	☐
Fish	[ ]	No Contact	⌄	☐
Guinea Pig		No Contact	⌄	☐
Hamster		No Contact	⌄	☐
Mice	[ ]	No Contact	⌄	☐
Poultry		No Contact	⌄	☐
Rabbit		No Contact	⌄	☐
Rat	[ ]	No Contact	⌄	☐
Reptile	[ ]	No Contact	⌄	☐
Other	[ ]	No Contact	⌄	☐
Multiple or unknown exposures	[ ]	No Contact	⌄	☐

Exposure Description ⓘ :

Please describe exposure

Biological Agents

Biological Agents:	● Yes ○ No

Enter your Biological Use Authorization (BUA) number/IBC Number here, if not applicable, put N/A: [   ]

☐ I have not yet applied for a BUA, but I plan to apply during the month/year: [   ]

(choose the 1st of the applicable month)

Is the person named in this risk assessment also an authorized user on your BUA?   ○ Yes ○ No ○ N/A   (answer N/A if you do not yet have a BUA #)

Question		Specify
Human blood, tissues, body fluid, cells or cell lines?	○ Yes ○ No	If Yes, please specify material
Viral vectors?	○ Yes ○ No	If Yes, please specify (lentivirus, adenovirus, etc.)
Oncogenes?	○ Yes ○ No	If Yes, please specify
Toxin genesis?	○ Yes ○ No	If Yes, please specify
Recombinant DNA/RNA, transgenic animals?	○ Yes ○ No	If Yes, please specify
Large scale (>10 liter) Recombinant DNA production?	○ Yes ○ No	If Yes, please specify gene in agent culture volumes
Biological Safety Level 1 containment with agents?	○ Yes ○ No	If Yes, please specify
Biological Safety Level 2 containment with agents?	○ Yes ○ No	If Yes, please specify
Biological Safety Level 3 containment with agents?	○ Yes ○ No	If Yes, please specify
Plant or non-zoonotic animal infectious agents?	○ Yes ○ No	If Yes, please specify

Exposures

Exposures:	● Yes ○ No
Respirator needed?	○ Yes ○ No
Case in which respirator is needed:	
Respirator types:	☐ Dust Mask ☐ N-95 ☐ Surgical Mask ☐ 1/2 Face ☐ Full Face ☐ PAPR
Personal Protective Equipment:	☐ Gloves Nitrile ☐ Latex ☐ Lab Coats ☐ Overalls ☐ Goggles ☐ Face Shields ☐ Hearing Protection ☐ Other:
Extreme environmental conditions (e.g. high/low temperatures)?	○ Yes ○ No
Training on how to stay safe in extreme environmental conditions (e.g., high/low temperatures)?	○ Yes ○ No ○ N/A

Physical Agents

Physical Agents:	● Yes ○ No	
Caustic, flammables, or cryoagents?	○ Yes ○ No	If Yes, please specify
Radiation producing machines?	○ Yes ○ No	If Yes, please specify
Radioisotopes?	○ Yes ○ No	If Yes, please specify
Lasers?	○ Yes ○ No	If Yes, please specify
Noise > 85 dBA over an 8 hour period?	○ Yes ○ No	
Hearing Conservation program?	○ Yes ○ No	
Alfalfa/Hay?	○ Yes ○ No	
Extreme dust?	○ Yes ○ No	

Chemical Agents

Chemical Agents:	● Yes ○ No	
Anesthetic gases?	○ Yes ○ No	If Yes, please specify
Drugs / Chemotherapeutic agents?	○ Yes ○ No	If Yes, please specify
Heavy Metals?	○ Yes ○ No	If Yes, please specify
Carcinogen (IARC)?	○ Yes ○ No	If Yes, please specify
Mutagen?	○ Yes ○ No	If Yes, please specify
MRI Equipment?	○ Yes ○ No	

Animal Exposures

Animal Exposure:	● Yes ○ No
Were animal-related illness/injury discussed?	○ Yes ○ No
Were zoonotic diseases discussed?	○ Yes ○ No
Were animal allergies discussed?	○ Yes ○ No

Blood Borne Pathogens Exposure Control

Blood Borne Pathogens Exposure Control:	● Yes ○ N/A
Was blood borne pathogen safety discussed?	○ Yes ○ No
Was Hepatitis B vaccine offered?	○ Yes ○ No
Is there a Declination form on file if the employee doesn't want to participate in the program?	○ Yes ○ No ○ N/A
Do you know that an employee can receive the Hepatitis B vaccine through Occupational Health Services if they have work exposure to human blood, blood products, body fluids, excreta, cell, cell lines, or tissues?	○ Yes ○ No
Is post exposure prophylaxis (PEP) maintained onsite?	○ Yes ○ No

General Safety

General Safety	
Were safe work practices discussed?	○ Yes ○ No
Has the employee been trained how to report an animal bite or needle stick?	○ Yes ○ No ○ N/A
Has the employee been informed of their right and obligation to file a report of injury through Workers Compensation and be seen in Occupational Health free of charge?	○ Yes ○ No
This position requires routine lifting of:	○ under 20 lbs ○ 20 - 50 lbs ○ over 50 lbs ○ N/A
This position requires the operation of moving machinery:	○ Yes ○ No

- Once all sections of the form are completed, as the supervisor, you will need to electronically sign the form by checking the **Supervisor's Signature** box. Doing so confirms that the information provided is accurate.

Supervisor Certification

The Supervisor is responsible for providing training.
Should the risk to the participant change (addition of new species, biological agents, etc.) a new Risk Assessment form must be submitted.

By signature, I certify that the information provided is accurate.

Supervisor Name: ███████   Supervisor Signature: ☑   Date: 09/19/2024

[Create Risk Assessment] [Cancel]

- Select the **Create Risk Assessment** button
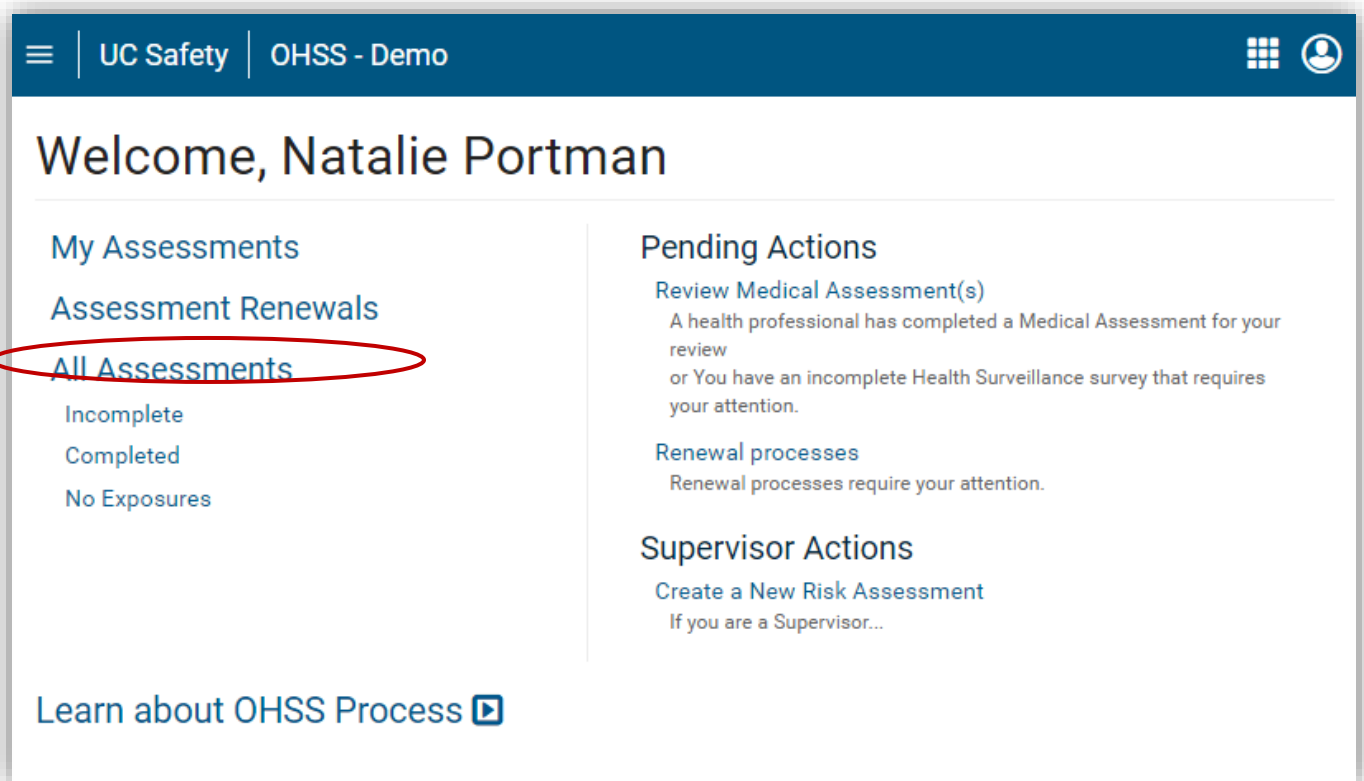
[Create Risk Assessment]

Supervisor- Copying a Risk Assessment

Copying a Risk Assessment from an Existing One

A completed Risk Assessment can be copied to expedite the creation of multiple Risk Assessments with similar hazards and risks. To create a Risk Assessment from a copy:

- Go to **All Assessments**

- In **the RA column**, find the name of the person whose Risk Assessment you would like to copy

- Select the drop-down arrow

- Select the **Copy Risk Assessment** option

- Search for the person (last name, first name) you wish to apply this Risk Assessment to and select them from the list

- Review the Risk Assessment and make any edits
- When the assessment is completed, select the **Create Risk Assessment** button.

Once the Risk Assessment has been created, it is ready for participant review. The system permits the Supervisor to send a pre-drafted email to the participant detailing what steps they need to take next. There is an open text box in the email as well, which allows the Supervisor to add custom information to the email.

Supervisor- Checking a Participant's Status

Supervisors have access to view a Participant's status at any point in the Health Surveillance process. They are not permitted to see any Protected Health Information, therefore they can only see the status of the Health Questionnaire or Medical Assessment.

Review a Participant's status

- Go to **All Assessments**

- You will automatically be taken to the **Incomplete** tab
  - If the person has not completed the process, they will show up here
  - If they have completed it, you will need to search for them in the **Completed** tab

- Find the person and assessments you wish to check the status of
  - You can sort by selecting the heading of the column you wish to sort on
- Hover over the letter next to the date to view the status of the Risk Assessment (RA), Health Questionnaire (HQ) or the Medical Assessment (MA)
- If there is action to be taken by the Participant, as the Supervisor, you can resend the last email by selecting the Email button on the far right
  - Once you select the email button, another tab will open where you can view and add additional text to the email before sending
  - The Participant will be notified via email to take action
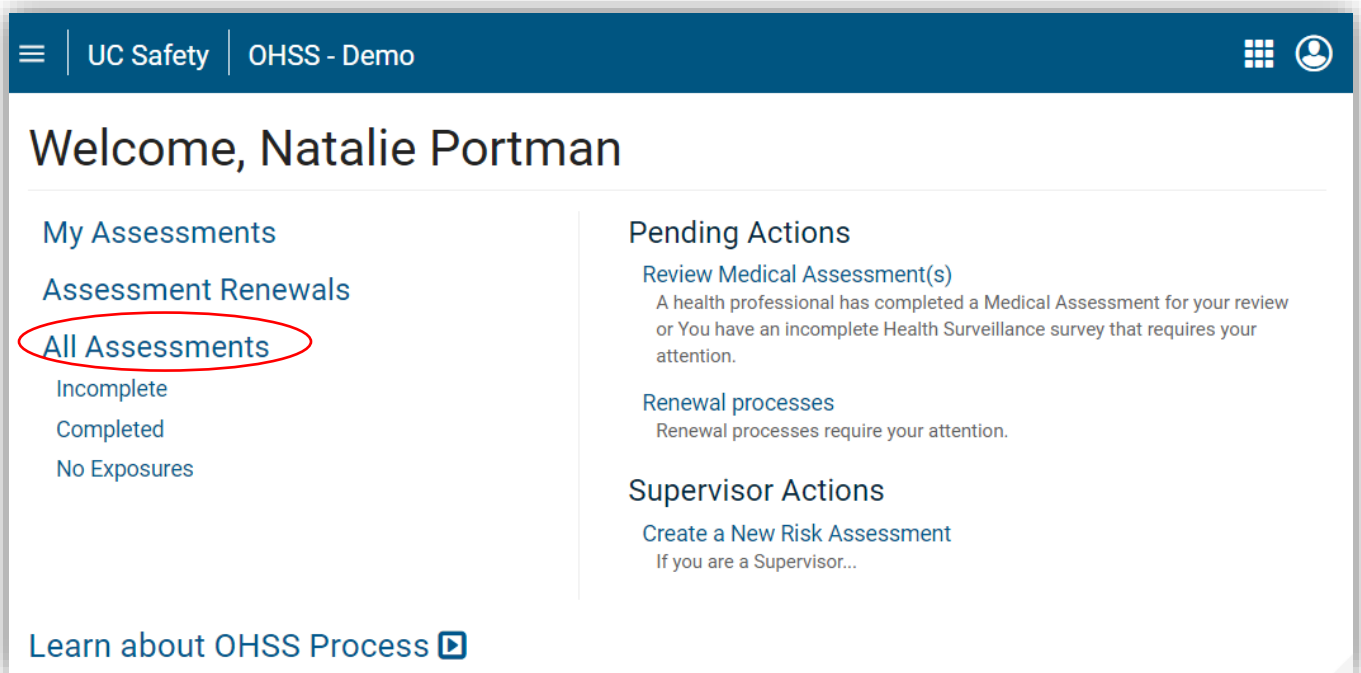
Supervisor- Archiving/Deactivating Assessments

If an employee is no longer part of the Occupational Health Surveillance program, or has switched supervisors, you can archive or deactivate their assessments.

- Archiving is done on incomplete assessments
- Deactivating will deactivate the renewal process on a previously completed assessment. Deactivating will turn off the email reminders to the current supervisor for the corresponding deactivated assessments.
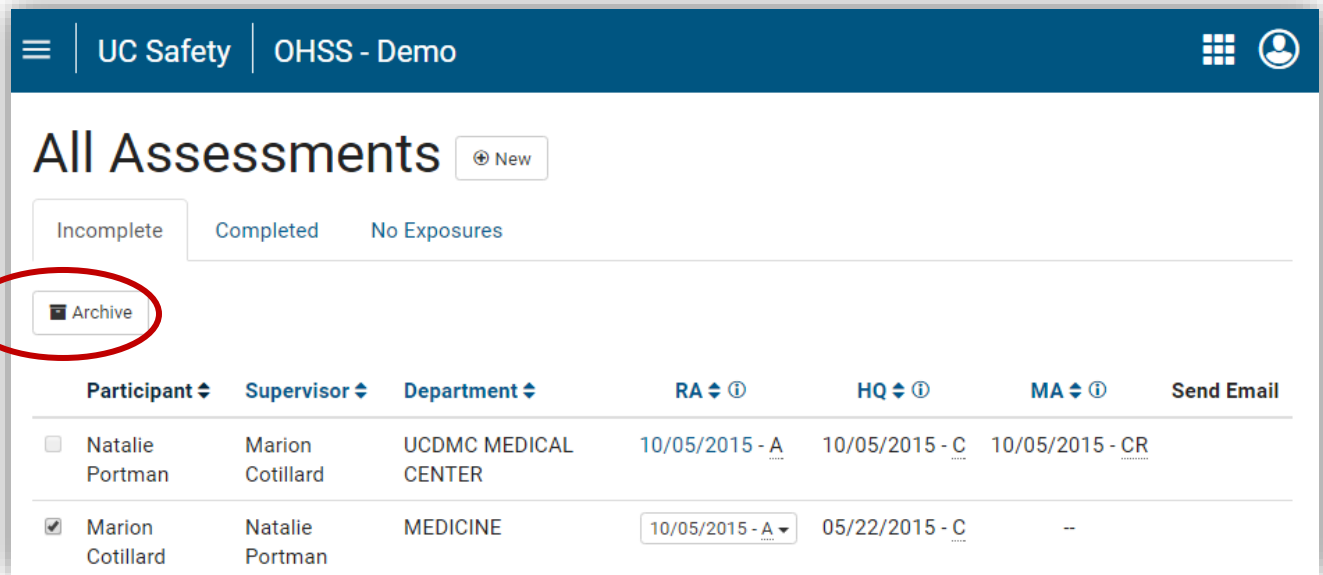
Archiving Incomplete Assessments

- Select the All Assessments from your homepage

- You will automatically be taken to the **Incomplete** tab
- Check the box next to the name of the participant you wish to Archive
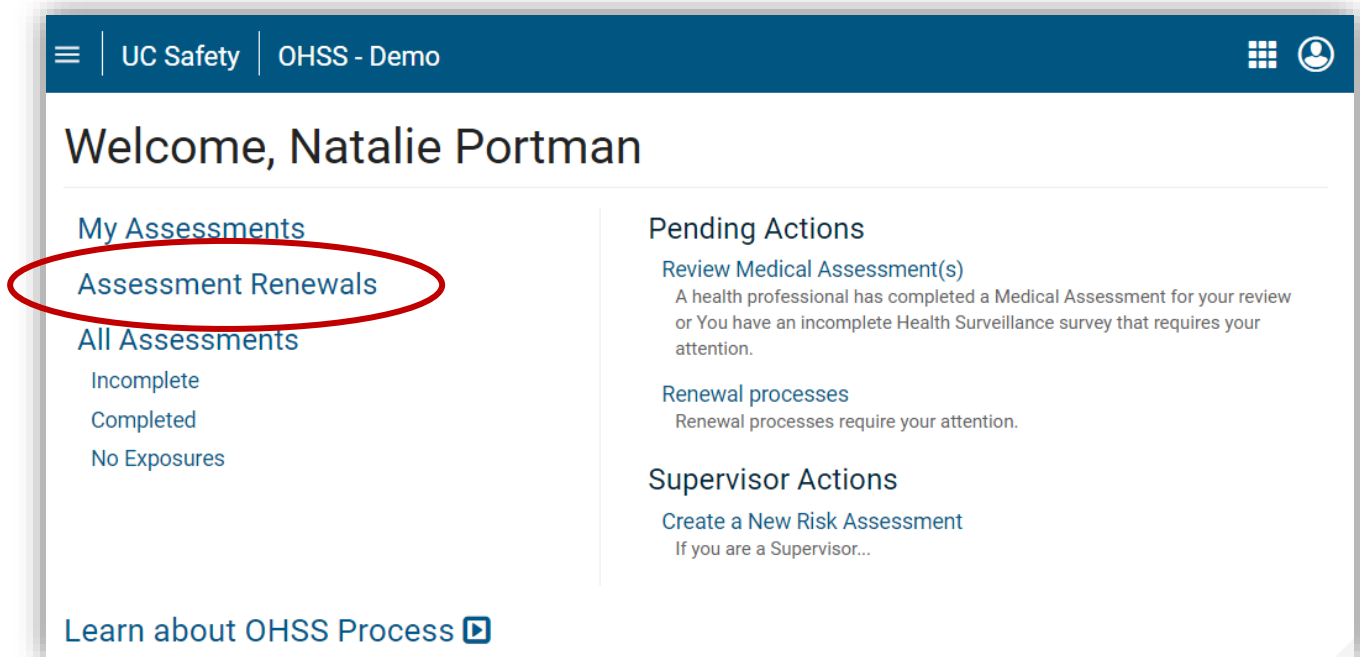
- Select the **Archive** button
- You will then be prompted to provide a reason for archiving the selected assessments

You can also deactivate the renewals process when it comes up for renewal. Deactivating is similar to archiving.

Deactivating Assessments up for Renewal

- Go to the **Assessment Renewals** page

- From the **Assessment Renewals** page, select **Deactivate**

- Select the **Yes- I'm sure** button

OHSS – Quick Tips for Participants

Pending Actions

- On you home page, the Pending actions section to the right will tell you what is required of you to further the process.

> ## Pending Actions
> Review Risk Assessment(s)
> Your supervisor has completed a Risk Assessment form for your review.

Checking the status of your Assessment
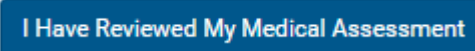
- From the home screen, go to My Assessments
- Anything with a red flag requires your attention 🚩 09/21/2016 - P
- You can also sort by the column headers
- You can hover over the date of the risk assessment, health questionnaire or Medical Assessment in order to see what the status code means
- If you are the supervisor for an individual, you can resend reminder emails by selecting the ☑ Email button on the far right
- You can also archive any employees/assessments that are no longer active. *The system will remove them from the list; however the data will not be erased from the syste*m!

Acknowledgement of the Medical Assessment

Participants must acknowledge the Medical Assessment even if no services are required in order to complete the process. To acknowledge your Medical Assessment:
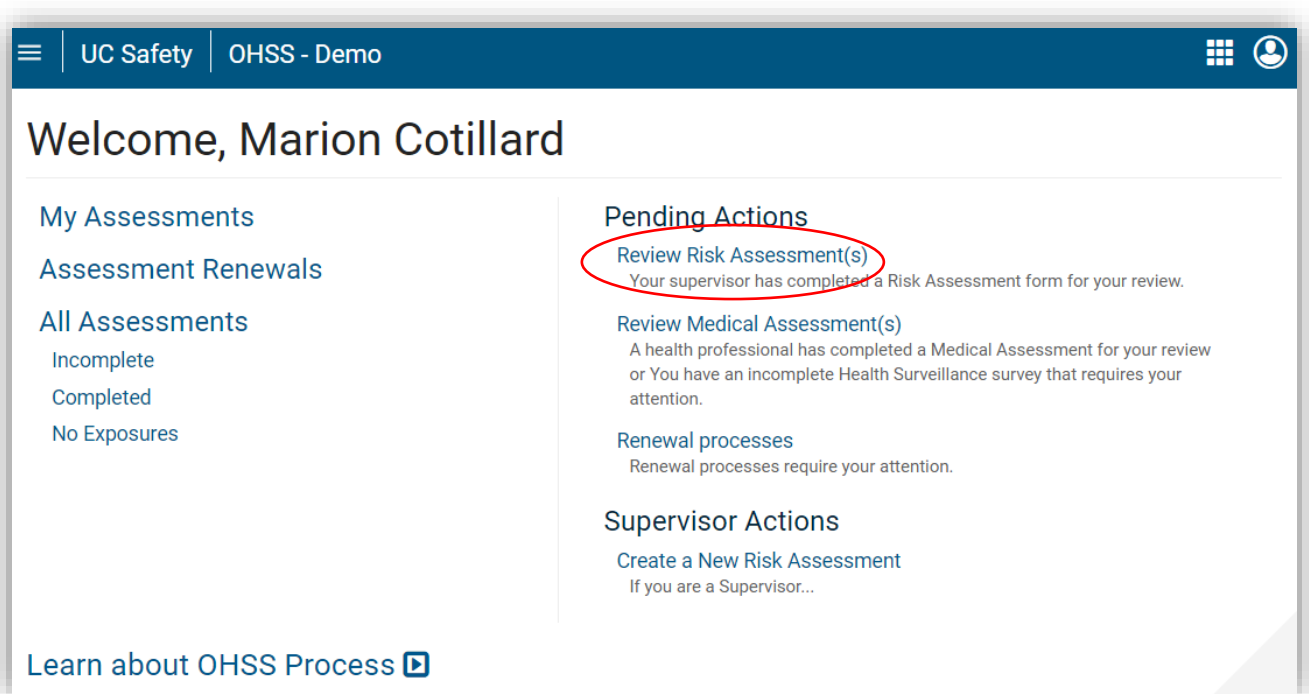
- Log into ehs.ucop.edu/ohss
- Select Review Medical Assessment under pending actions
  - This option will only display if your assessment is ready for you to acknowledge
- You will be taken to the My Assessments page
  - In the MA column, any Medical Assessment requiring acknowledgment will have the red flag
- Select the date to view the Medical Assessment
- Review the Medical Assessment and select the **I Have Reviewed My Medical Assessment** button
  - You will see a confirmation screen when the process is complete
  - You can double check that is was completed by checking the My Assessments page in the Process Completed column

Participant – Review a Risk Assessment

When a Supervisor completes a Risk Assessment for a participant, they will receive an email notifying them that there is a Risk Assessment for their review. If they do not receive the email, they can log in to https://ehs.ucop.edu/ohss to review the assessment.

To Review an Assessment

- From your homepage under pending action, select **Review Risk Assessment(s)**

- You will be taken to the My Assessment Page. The **My Assessments** displays the Risk Assessments (RA), Health Questionnaires (HQ), and Medical Assessments (MA) that you are the participant on.

- Items marked   with a red flag require your attention
- You can select the date to review the assessment
  - To determine the status, hover over the letter next to the date
- Once you have reviewed the Risk Assessment you will be asked to accept or disagree with it

| I Agree (Proceed to Health Questionnaire) | I Disagree | Cancel |
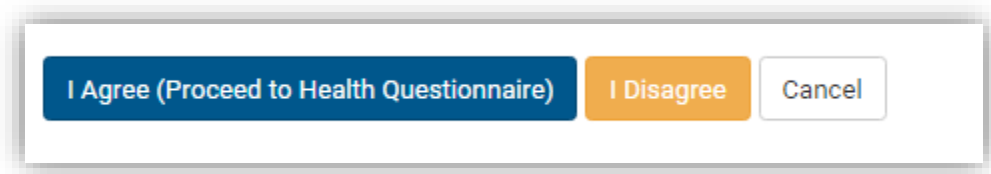
- If you disagree with the assessment, select the **I Disagree** button
  - The Risk Assessment is sent back to the PI/Supervisor for editing
  - You are presented with the option to send an email indicating why you disagree with the assessment
- If you agree with the Risk Assessment, you will be taken to the Health Questionnaire

Participant – Review a Risk Assessment

Submitting a Health Questionnaire Form

Once a Risk Assessment has been completed, the Participant will be taken to the Health Questionnaire. The Health Questionnaire is filled out by the Participant and routed to a Medical Professional for review. The participant will be notified once their Health Questionnaire is approved or not approved by the Medical Professional.

- The Supervisor never sees the Health Questionnaire
- The participant only needs to complete the Health Questionnaire form one time and it will be reused if they have multiple Risk Assessments
- The Participant only has 30 minutes to complete the form, so it is very important to have access to your medical information while completing the HQ

NOTE: When filling out your confidential Health Questionnaire (HQ), make sure to have your vaccination history available. Vaccine history, including date, is requested on the HQ and does not automatically pre-populate from previous forms or previous vaccination and/or testing services performed by Occupational Health. If you have had a vaccination, but it is not entered on the questionnaire, the Occupational Health Provided may recommend this service before providing clearance. This may create an unnecessary appointment or clearance delay.

The Health Questionnaire:

Provides the Medical Professional with Participant's medical history, including:

- Vaccines
- Tuberculosis Screening
- General History
- Exposures
- Biological Hazards
- Allergies
- Prescription Medications
- Health Status Changes

Completing the Health Questionnaire

Participants should compete the Health Questionnaire to the best of their ability. Any unknowns or unclear answers may slow the process down.

- Participants will be automatically taken to the Health Questionnaire upon agreeing to the Risk Assessment If you choose to come back and complete the Health Questionnaire later, you can access it from your home page under **Pending Actions**

Health Questionnaire Form

Participant: Marion Cotillard

Vaccines

Have you previously received the full dose of Hepatitis B immunization series?	◉ Yes ○ No ○ I don't know	If yes, the estimated completed date: [05/2015] (MM/YYYY)
Can you produce documentation of a blood test (Hepatitis B titer) to confirm the immunization was successful?	○ Yes ◉ No	
Have you had the Hepatitis A series?	○ Yes ○ No ◉ I don't know	If yes, the estimated completed date: [ ] (MM/YYYY)

- If a Health Questionnaire is already on file, you can review the form and approve it with no changes, or if there have been changes to your health, you can modify it by selecting the **Modify** button at the bottom of the page
- Once you have completed the Health Questionnaire, select the Save Health Questionnaire button

The next step will be for the Medical Reviewer to review the Risk Assessments and your Health Questionnaire and perform a Medical Assessment.
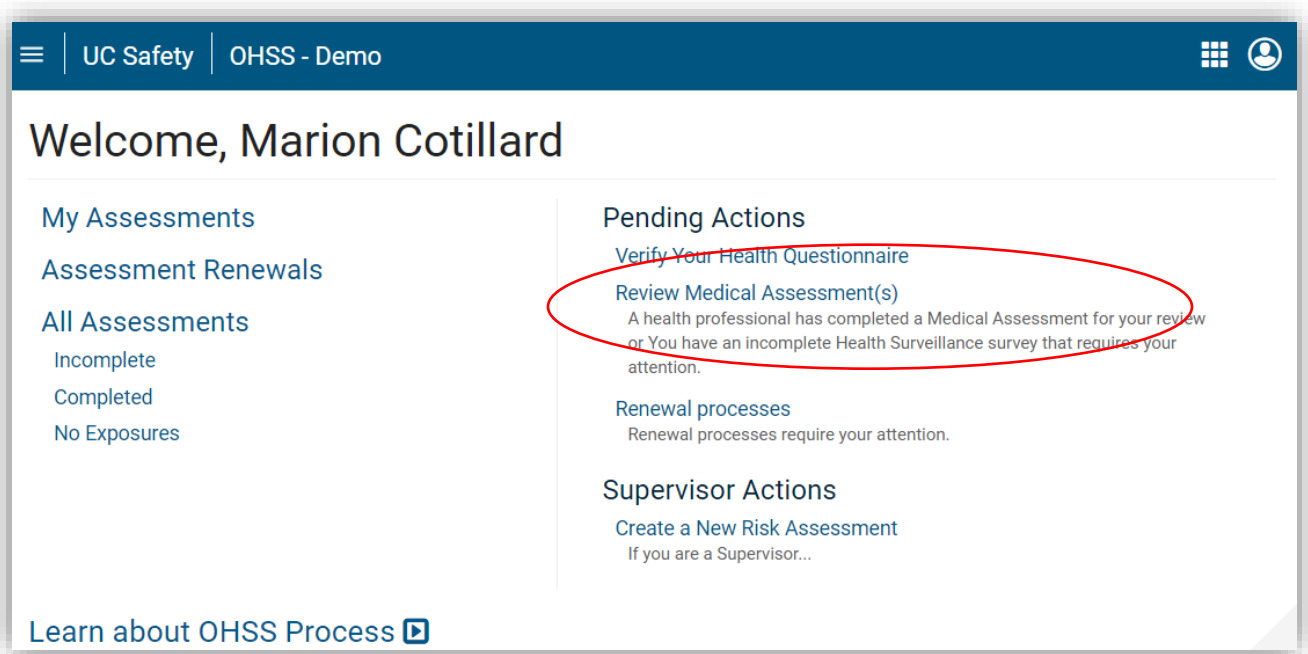
Participant- Acknowledging a Medical Assessments

Once the Medical Reviewer has reviewed your Risk Assessment and your Heath Questionnaire, they will complete a Medical Assessment determining what, if any, medical services or consultations are needed before you are able to work on a protocol. Participants must acknowledge the Medical Assessment in the system whether are services recommended or not to advance in the process.

Acknowledge the Medical Assessment

- Go to **Review Medical Assessments** under the **Pending Actions** heading

- Selecting that action will take you directly to the **My Assessments** page
- The red flag will indicate which assessment(s) require your attention
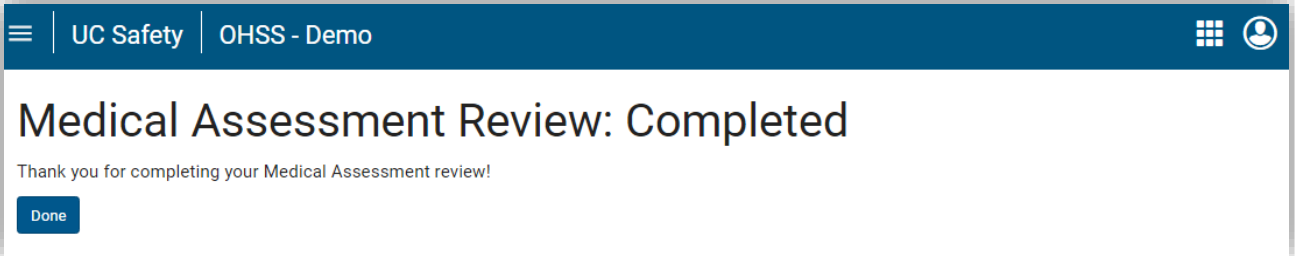
  🚩 = Action Required

- Select the assessment you wish to acknowledge by selecting the date
- Carefully read the Medical Assessment

- Once you have read and understood the Medical Assessment, select the **I Have Reviewed my Medical Assessment** button at the bottom

> If a phone consultation or other medical services are recommended, you must get authorization and a recharge number from your department before making an appointment at Occupational Health Services (555) 555-555.
>
> [I Have Reviewed My Medical Assessment]

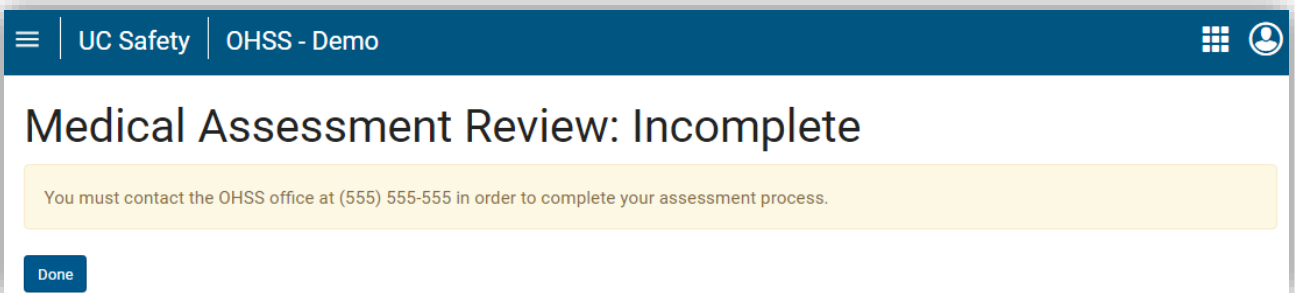- If no services are required, or the services are only recommendations, you will be cleared in the system

> ≡ | UC Safety | OHSS - Demo
>
> ## Medical Assessment Review: Completed
>
> Thank you for completing your Medical Assessment review!
>
> [Done]

- If services are required, you will receive a message to contact the Occupational Health Clinic to complete the process

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>
> ## Medical Assessment Review: Incomplete
>
> You must contact the OHSS office at (555) 555-555 in order to complete your assessment process.
>
> [Done]

- You can check the date of completion in the My Assessments page, under the Process Completed column

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>
> ## My Assessments
>
> ⚑ = Action Required

Supervisor ⇕	RA ⇕ ⓘ	HQ ⇕ ⓘ	MA ⇕ ⓘ	Process Completed ▾
Natalie Portman	10/10/2016 - A	05/22/2015 - C ▾	10/11/2016 - C	10/11/2016