

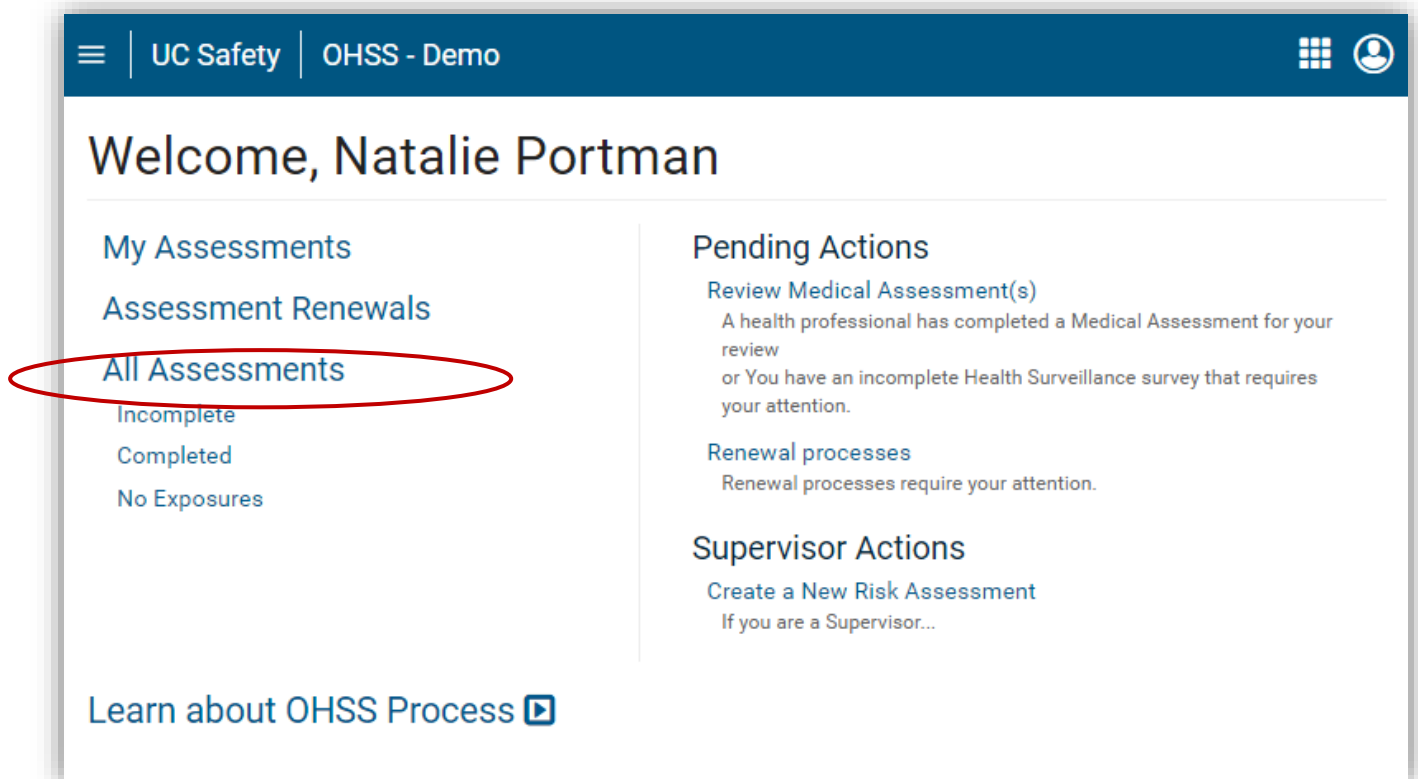
# PI's Copying a Risk Assessment

## Copying a Risk Assessment from an Existing One

Copying an existing Risk Assessment allows PIs to quickly create multiple assessments with similar hazards and risks. Follow these steps to copy a Risk Assessment:

1. **Navigate to All Assessments:**

- From the homepage, go to **All Assessments**.



2. **Locate the Existing Assessment:**

- In the **RA** column, find the name of the participant whose Risk Assessment you want to copy.

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## All Assessments + New

Incomplete Completed No Exposures

Archive

Participant ^	Supervisor ^	Department ^	RA ^ ⓘ	HQ ^ ⓘ	MA ^ ⓘ	Send Email
<input type="checkbox"/> Marion Cotillard	Natalie Portman	MEDICINE	10/05/2015 - A	05/22/2015 - C	--	

### 3. Access the Copy Option:

- Click the drop-down arrow next to the participant's name.
- Select **Copy Risk Assessment** from the options.

## Risk Assessment Form

Supervisor: [REDACTED]

Participant: [REDACTED]

Copy

### 4. Search for the New Participant:

- Enter the name of the person (in the format **Last Name, First Name**) to whom the Risk Assessment will be applied.
- Select the participant from the list.

## Risk Assessment Copy

Create a new Risk Assessment using the same selections chosen from the Risk Assessment form for [REDACTED].

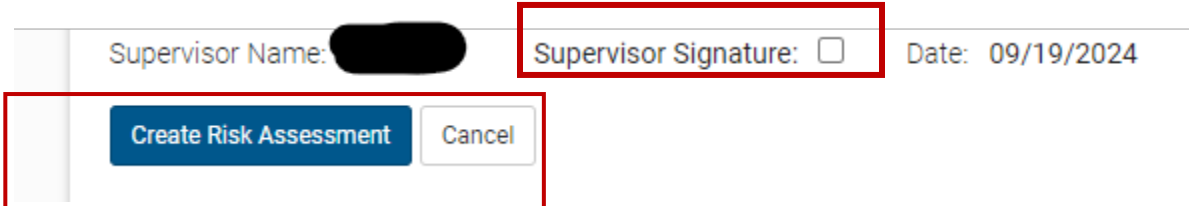
Search for person:

Search by Last Name, First Name

[Can't find the person?](#)

## 5. Edit and Finalize the Assessment:

- Review the copied Risk Assessment and make any necessary edits.
- The PI must electronically sign by selecting the “**Supervisor’s Signature**” checkbox. This action confirms that the information provided is accurate.
- Click the **Create Risk Assessment** button to complete the process.



Supervisor Name: [Redacted] Supervisor Signature: ☐ Date: 09/19/2024

[Create Risk Assessment](#) [Cancel](#)

## Participant Review

Once the Risk Assessment is created, it is ready for the participant's review.

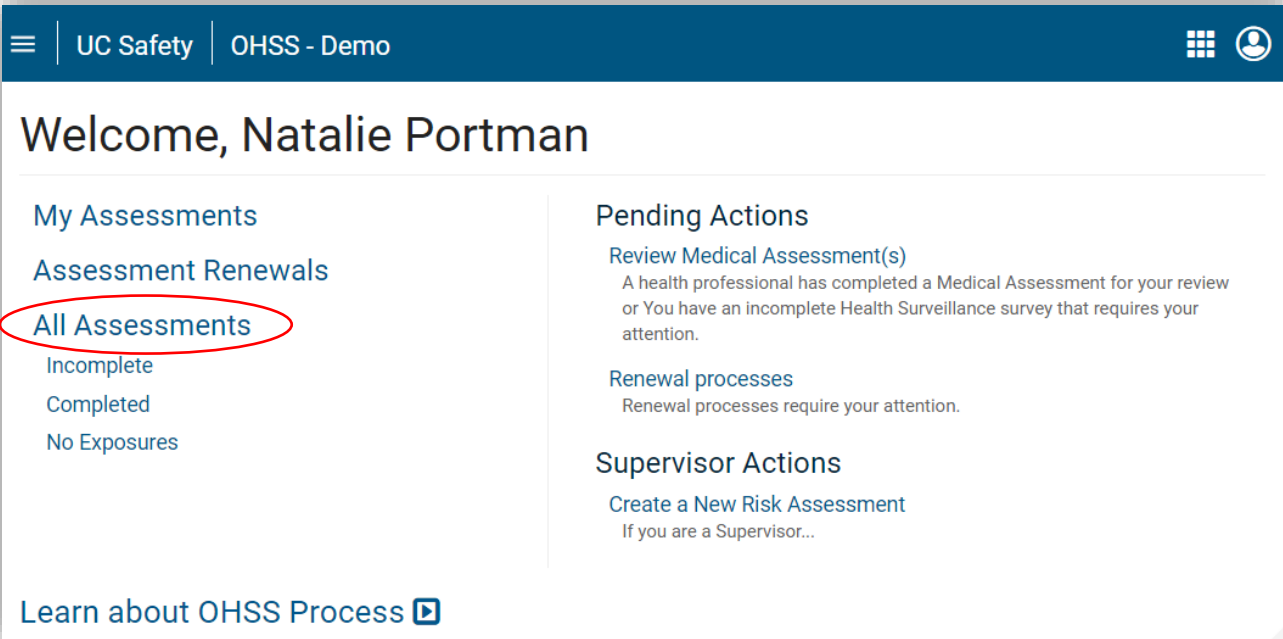
- The system allows the PI to send a pre-drafted email to the participant with instructions.
- A customizable text box in the email allows PIs to add specific details or notes

## Viewing a Participant’s Status

PIs can track a participant's progress in the Health Surveillance process without accessing Protected Health Information. Only the status of the Health Questionnaire (HQ) or Medical Assessment (MA) will be visible.

### 1. Go to All Assessments:

- From the homepage, navigate to **All Assessments**.



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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.

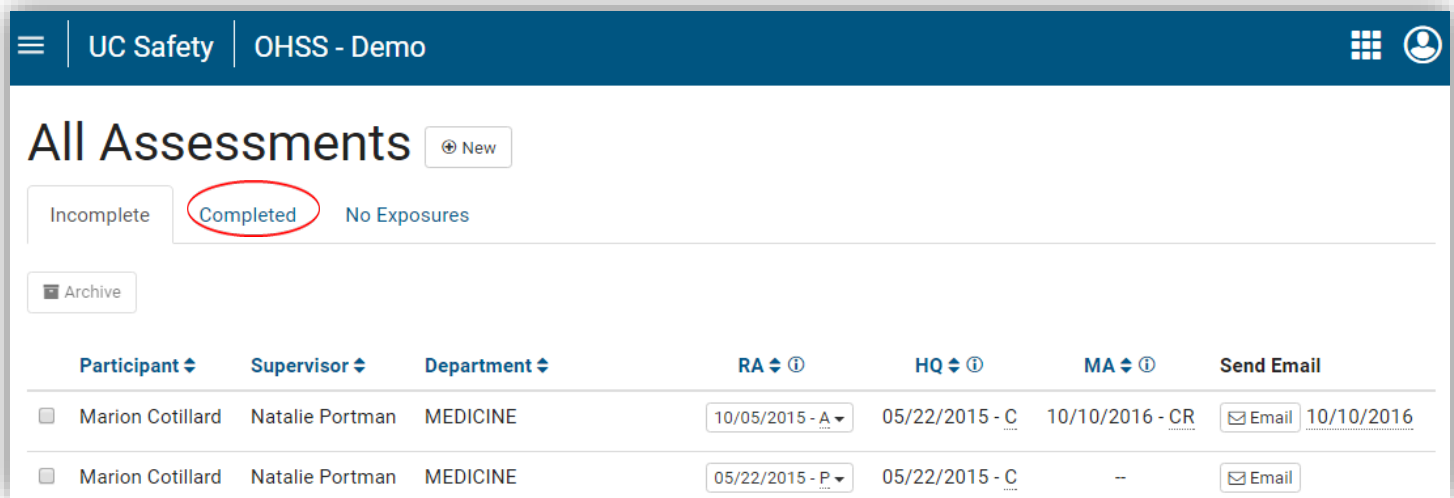
**Supervisor Actions**

- Create a New Risk Assessment**  
If you are a Supervisor...

[Learn about OHSS Process](#)

## 2. View Status:

- By default, you will land on the **Incomplete** tab, showing participants who have not completed the process.
- To view completed assessments, switch to the **Completed** tab.

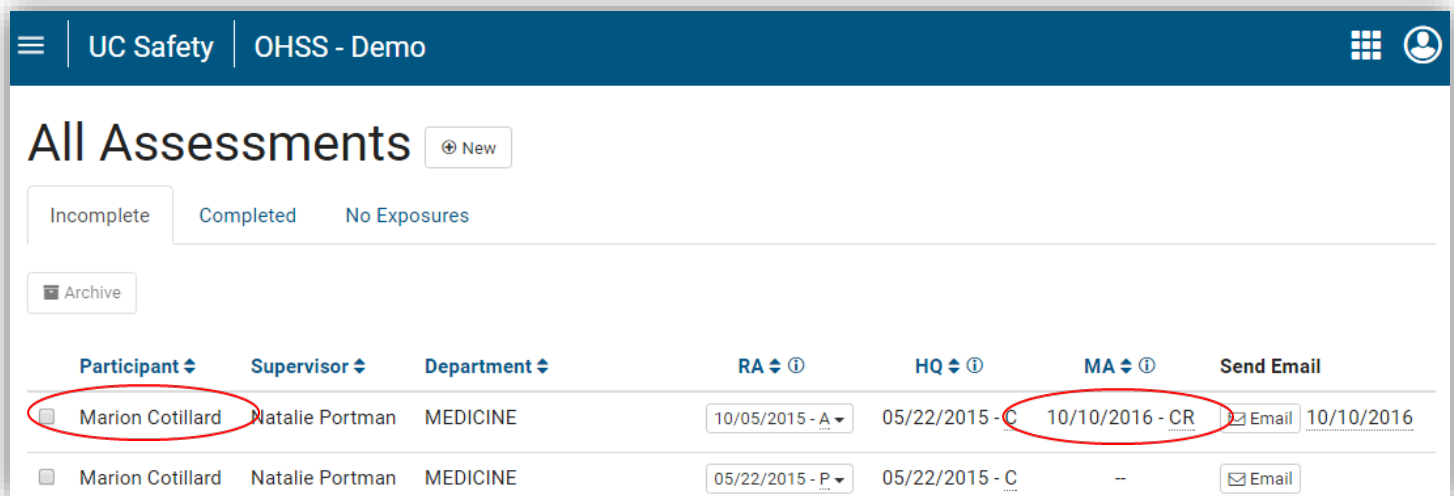


The screenshot shows the 'All Assessments' page in the UC Safety OHSS - Demo system. The 'Completed' tab is selected and circled in red. The table below shows two rows of assessment data for Marion Cotillard.

Participant	Supervisor	Department	RA	HQ	MA	Send Email
<input type="checkbox"/> Marion Cotillard	Natalie Portman	MEDICINE	10/05/2015 - A	05/22/2015 - C	10/10/2016 - CR	<input type="button" value="Email"/> 10/10/2016
<input type="checkbox"/> Marion Cotillard	Natalie Portman	MEDICINE	05/22/2015 - P	05/22/2015 - C	--	<input type="button" value="Email"/>

## 3. Locate the Participant:

- Use column headers to sort the data as needed.
- Hover over the letter next to the date to check the status of the Risk Assessment (RA), Health Questionnaire (HQ), or Medical Assessment (MA).

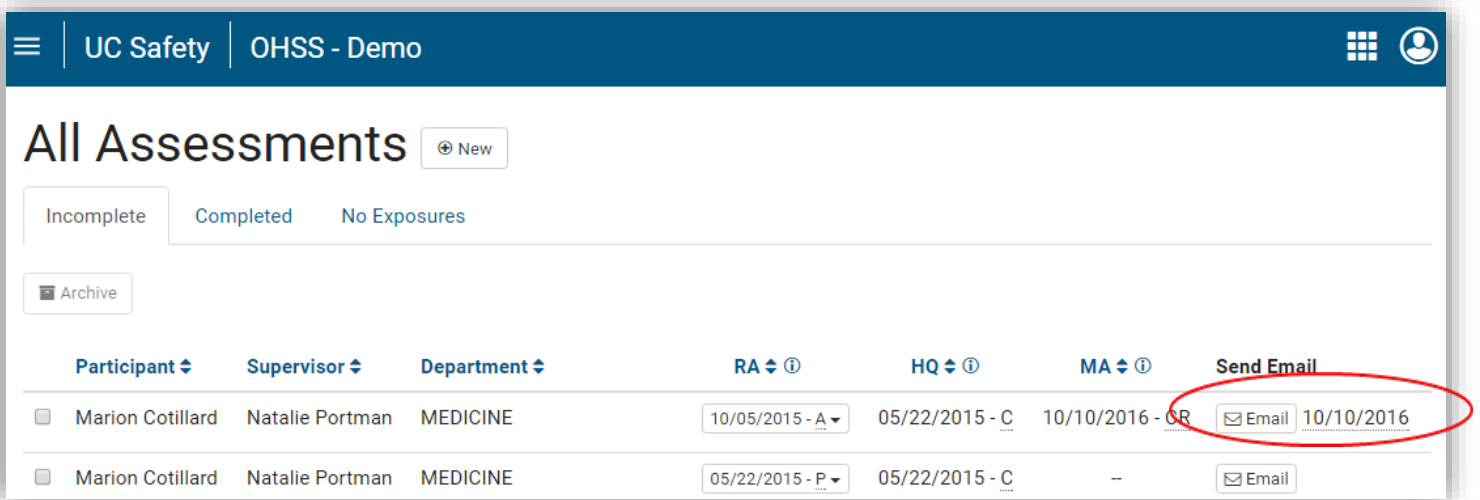


The screenshot shows the 'All Assessments' page in the UC Safety OHSS - Demo system. The 'Completed' tab is selected. The first row of the table is highlighted with a red circle around the participant name and another red circle around the 'MA' date and status.

Participant	Supervisor	Department	RA	HQ	MA	Send Email
<input type="checkbox"/> Marion Cotillard	Natalie Portman	MEDICINE	10/05/2015 - A	05/22/2015 - C	10/10/2016 - CR	<input type="button" value="Email"/> 10/10/2016
<input type="checkbox"/> Marion Cotillard	Natalie Portman	MEDICINE	05/22/2015 - P	05/22/2015 - C	--	<input type="button" value="Email"/>

#### 4. Send Reminders:

- If action is needed, click the **Email** button on the far right to resend the last notification.
- A new tab will open, allowing you to add notes to the email before sending.
- The participant will receive an email prompting them to complete the necessary steps.



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## All Assessments

[New](#)

[Incomplete](#) [Completed](#) [No Exposures](#)

[Archive](#)

Participant	Supervisor	Department	RA	HQ	MA	Send Email
<input type="checkbox"/> Marion Cotillard	Natalie Portman	MEDICINE	10/05/2015 - A	05/22/2015 - C	10/10/2016 - CR	<a href="#">Email</a> 10/10/2016
<input type="checkbox"/> Marion Cotillard	Natalie Portman	MEDICINE	05/22/2015 - P	05/22/2015 - C	--	<a href="#">Email</a>