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:

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.
- Select the participant you wish to create a Risk Assessment for
  - If participant cannot be found in the search feature, please direct the participant to log in to OHSS.
- Once the person has been selected, you will 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
  - Animal Contact
  - Biological Agents
Occupational Health Surveillance System

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Supervisor-Creating a Risk Assessment

- Exposures
- Physical Agents
- Chemical Agents
- Animal Exposures
- Blood Borne Pathogens Exposure Control
- General Safety

- 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.
- Select the Create Risk Assessment button

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.

<table>
<thead>
<tr>
<th>Participant</th>
<th>Supervisor</th>
<th>Department</th>
<th>RA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marion Cotillard</td>
<td>Natalie Portman</td>
<td>MEDICINE</td>
<td>09/21/2016</td>
</tr>
</tbody>
</table>

- 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

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 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!