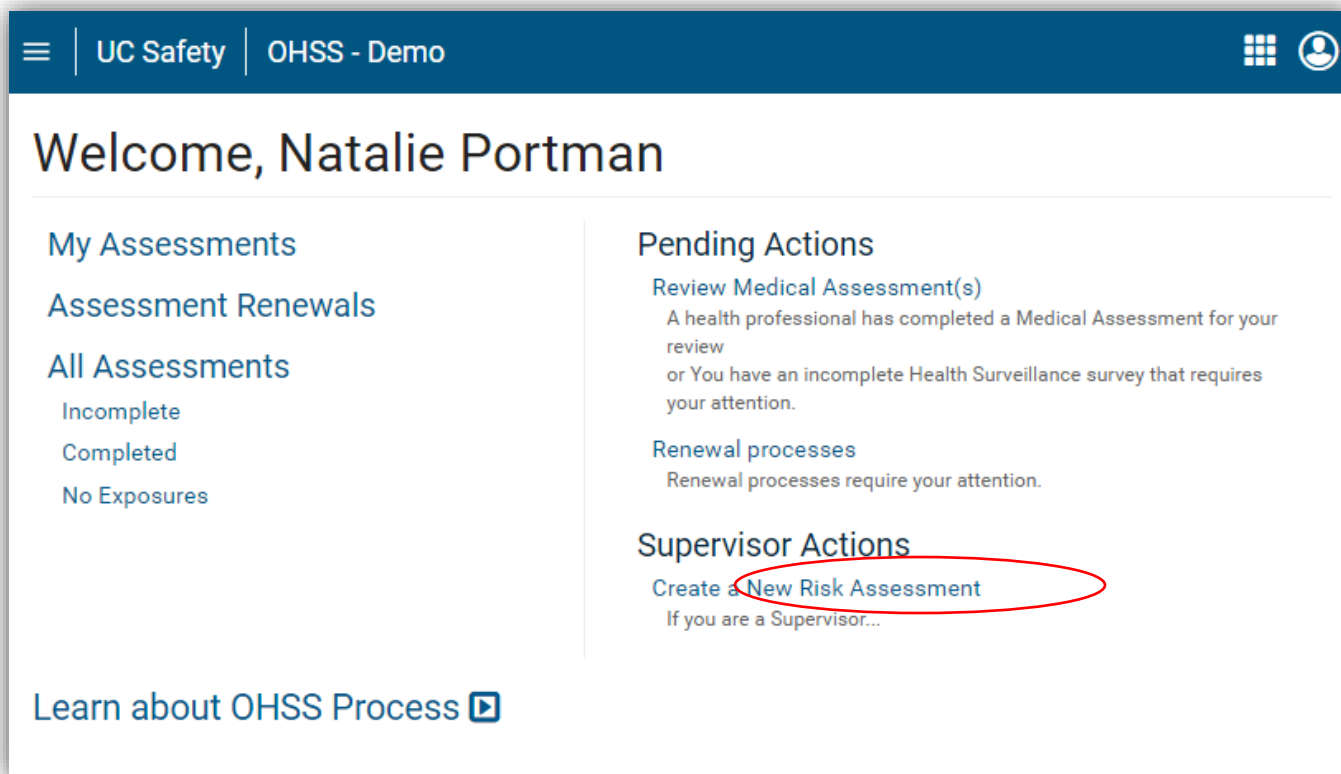# Supervisor-Creating a Risk Assessment

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:

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

Please contact the EH&S for more information.
Email: occhlth@uci.edu Ph: 949 824 6200

1

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Supervisor-Creating a Risk Assessment

- o Exposures
- o Physical Agents
- o Chemical Agents
- o Animal Exposures
- o Blood Borne Pathogens Exposure Control
- o 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.

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

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!*

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2

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