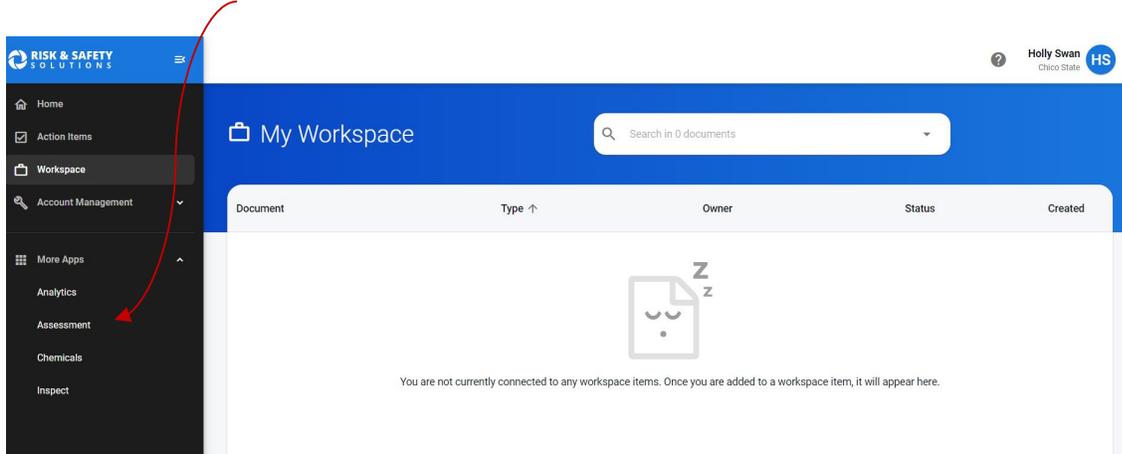


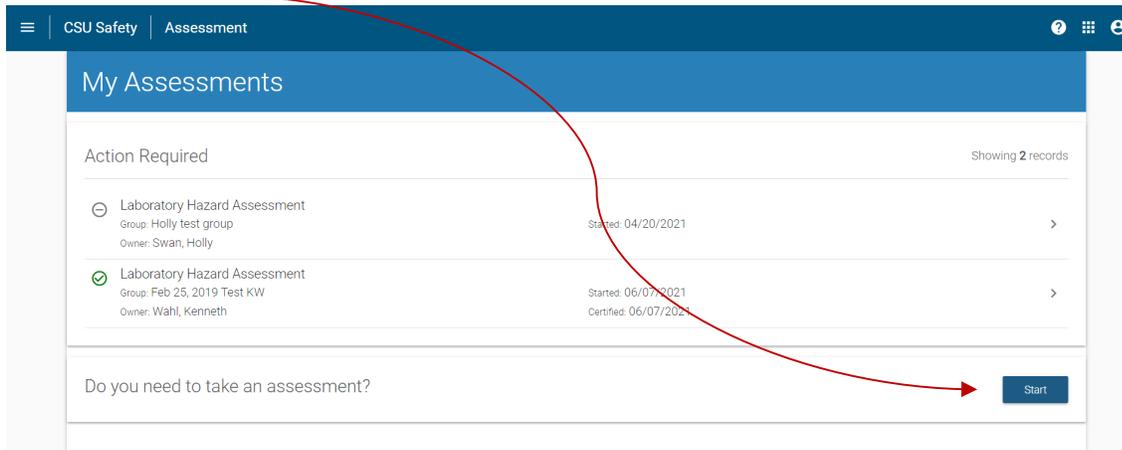
Assessment for Group Owners (responsible person or principle investigator)

Step 1: Open [RSS](#) using your single sign-on.

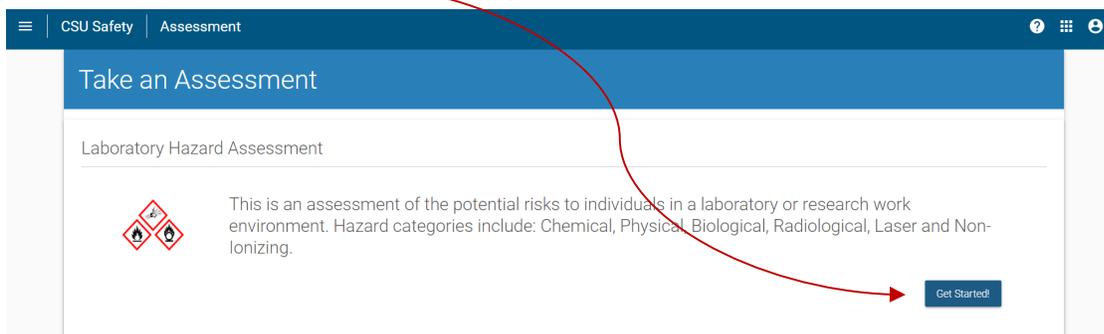
Step 2: Go to Assessment app



Step 3: Click Start at bottom right hand of screen



Step 4: Click Get Started



Step 5: Select Group by clicking **Select** next to group you want to perform assessment on

Select a Group

Groups need to be created by the **Responsible Person (RP)**. As a "Responsible Person" you are accountable for the health and safety of a group of people in their working environment. In a research environment this would be the **Principal Investigator (PI)**. In more general work environments, this would be the **supervisor** of that group or the person who is ultimately responsible. If you are a member of a unit and need to be added to a group, please contact your RP for access.

Go Back Create group

Holly test group Select

People

- Swan, Holly
hswan@csuchico.edu
- Abastillas, Kyrsten Leoni
khabastillas@mail.csuchico.edu

Locations

- Parking Structure 2
• 125

Holly's Group Select

People

Locations

Step 6: Follow instruction on screen. At the top of the screen shows the 6 different categories that will be covered in the hazard assessment.

- If you **DON'T** have any hazards in a specific category, you can click No at the bottom of the screen. You will then be directed to the next category.
- If you **DO** have hazards in a specific category, click Yes. This will take you to a new screen with yes/no questions for you to answer. Once all questions are answered, click Save and Continue as the bottom of the screen. You will then be directed to the next category.

Holly's Group Laboratory Hazard Assessment 14%

Was this assessment created in error? [Delete the assessment.](#)

Select Group Chemical Hazards Physical Hazards Biological Hazards

Radiological Hazards Laser Hazards Non-ionizing Radiation Hazards

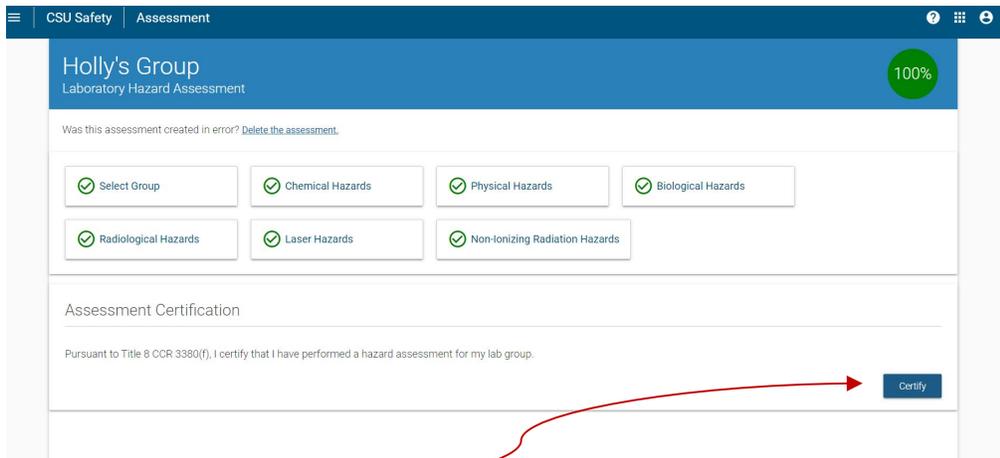
Chemical Hazards

Do you have any chemical hazards in your location?

Yes No

CANCEL

Step 7: Once all categories have been complete, certify assessment (you can only do this if you are the group owner (i.e. responsible person/principle investigator). ***** Note: If a Delegate completes an assessment on your behalf (as the group owner), you will receive an email from RSS which directs you to log into RSS, review for accuracy and certify assessment.**



Once you certify the assessment, a summary will be shown of all hazards presents and PPE required or recommended.

Step 8: Ensure all members of group have reviewed and acknowledged assessment. There are two ways to retrieve/view your assessment to verify who in your group has and who has not acknowledged the assessment:

Option 1: Click on link from email you receive from RSS. This takes you directly to your assessment (after you sign on with your Chico State SSO):

Assessment Confirmation

no-reply@riskandsafety.com
To: Holly M Swan

Reply Reply All Forward Wed 6/16/2021 9:33 AM

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Right-click or tap and hold here to download pictures. To help...

Hello,

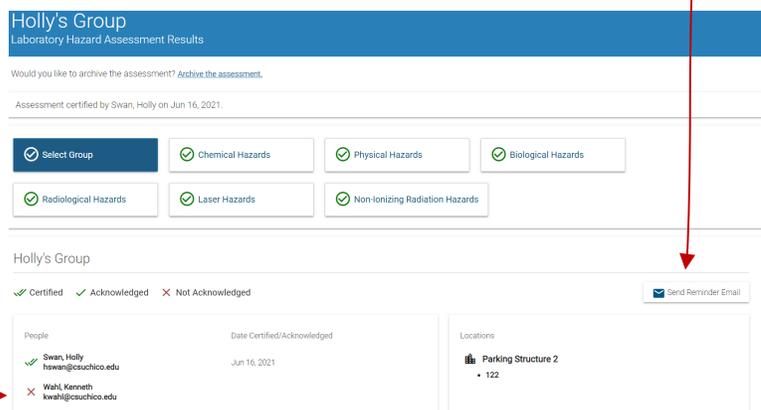
A Laboratory Hazard Assessment has been submitted for Holly's Group

Please select the link below to view assessment.

<https://csu.risksafety.solutions/assessment/assessment/60c92fd9c21901da9fd6a834>

If you have questions, please contact the Risk & Safety Solutions Service Desk at service@RiskandSafety.com

You can send a reminder email to those who have not yet acknowledged the assessment.



You can see here that Kenny has not yet acknowledged this assessment.

Option 2: Log into RSS and go to Assessment module (step 1 and 2 above). Once in Assessment module you will have a screen which shows you your recent assessments (and also those that need an action).

My Assessments

Action Required Showing 1 record

- Laboratory Hazard Assessment
Group: Feb 25, 2019 Test KW
Owner: Wahl, Kenneth
Started: 06/07/2021
Certified: 06/07/2021

Recent Assessments Showing 2 records

- Laboratory Hazard Assessment
Group: Holly's Group
Owner: Swan, Holly
Started: 06/15/2021
Certified: 06/16/2021
- Laboratory Hazard Assessment
Group: Holly test group
Owner: Swan, Holly
Started: 04/20/2021
Certified: 06/16/2021

Do you need to take an assessment? Start

Click on which assessment you want to view. This will take you to the screen that shows you has and who has not acknowledged assessment.

Holly's Group
Laboratory Hazard Assessment Results

Would you like to archive the assessment? [Archive the assessment](#)

Assessment certified by Swan, Holly on Jun 16, 2021.

Select Group

- Chemical Hazards
- Physical Hazards
- Biological Hazards
- Radiological Hazards
- Laser Hazards
- Non-ionizing Radiation Hazards

Holly's Group

✓ Certified ✓ Acknowledged ✗ Not Acknowledged Send Reminder Email

People	Date Certified/Acknowledged	Locations
✓ Swan, Holly hswan@csuchico.edu	Jun 16, 2021	Parking Structure 2 • 122
✗ Wahl, Kenneth kwahl@csuchico.edu		

You can see here that Kenny has not yet acknowledged this assessment.

You can send a reminder email to those who have not yet acknowledged the assessment.

Once every lab member has acknowledged the assessment, the assessment is considered complete.