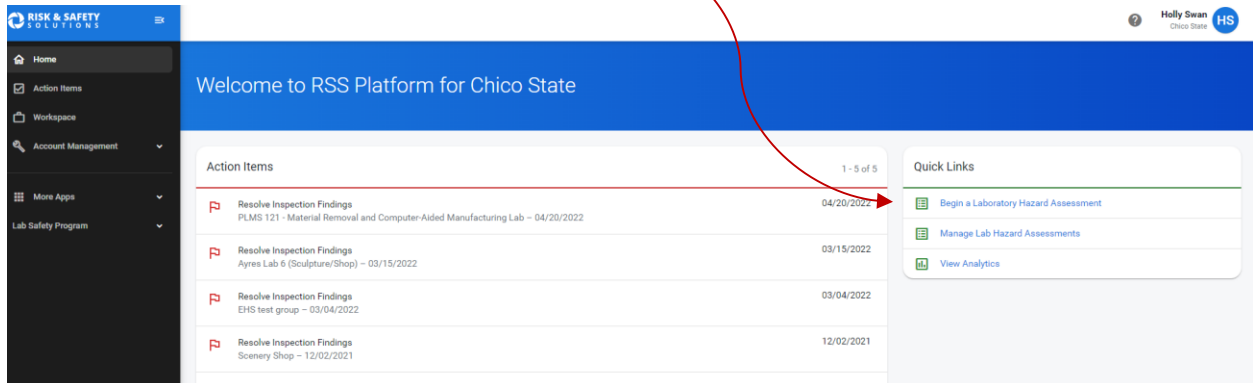


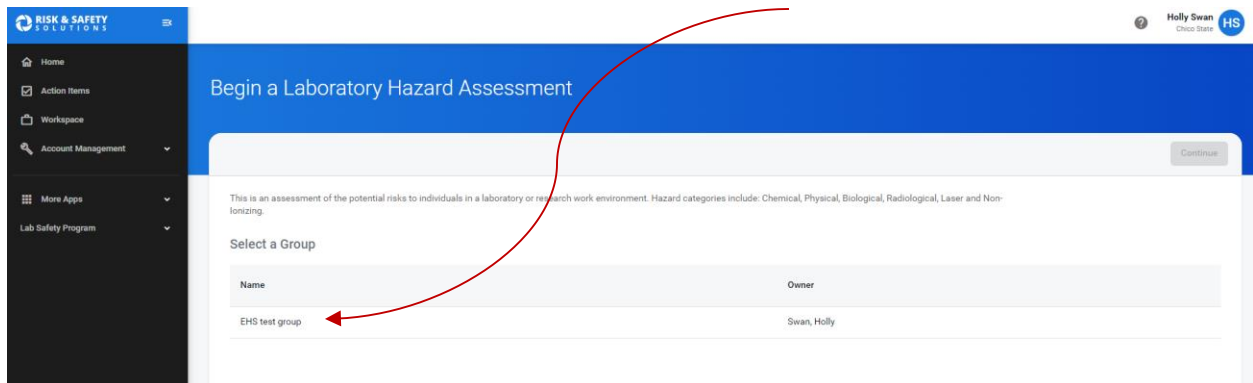
Completing an Assessment – a how-to for Group Owners and Delegates

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

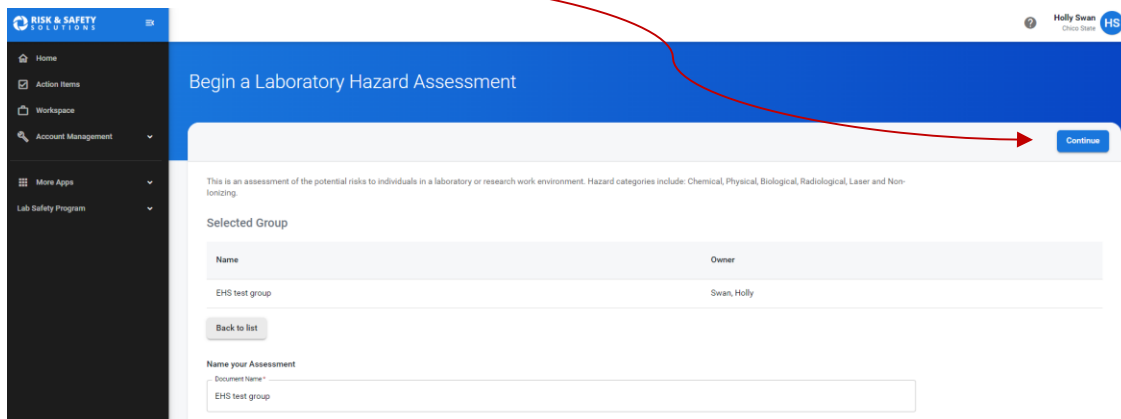
Step 2: Once on the Home page, click **Begin a Laboratory Hazard Assessment** on the right-hand side.



Step 3: Locate the group you want to do a hazard assessment on (Note: only groups that DO NOT yet have a hazard assessment will show). Click on group name.



Step 4: Click Continue.



Step 5: At this point you can verify your groups roster and add and delete people as appropriate. To delete a person or change their role, click on their name. To add people, click the blue circle + at the bottom. Click Continue once everything is accurate.

Name	Email	Role	Last Acknowledged...
Pratt, Marvin	mpratt@csuchico.edu	Delegate	—
Swan, Holly	hswan@csuchico.edu	Owner	—
Wahl, Kenneth	kwahl@csuchico.edu	Member	—

Step 6: Verify that your locations are up-to-date. To delete location, click red trash. To add a location, click on blue circle +. Click continue once everything is accurate.

Step 7: Begin the hazard assessment by answering the questions. Save and Continue after each category.

Step 8: Once all categories and their questions have been answered, you will see a summary screen. Click on the Certify button (for Group Owners) or Submit (for Delegates).

CERTIFY EDIT PEOPLE EDIT LOCATIONS Continue

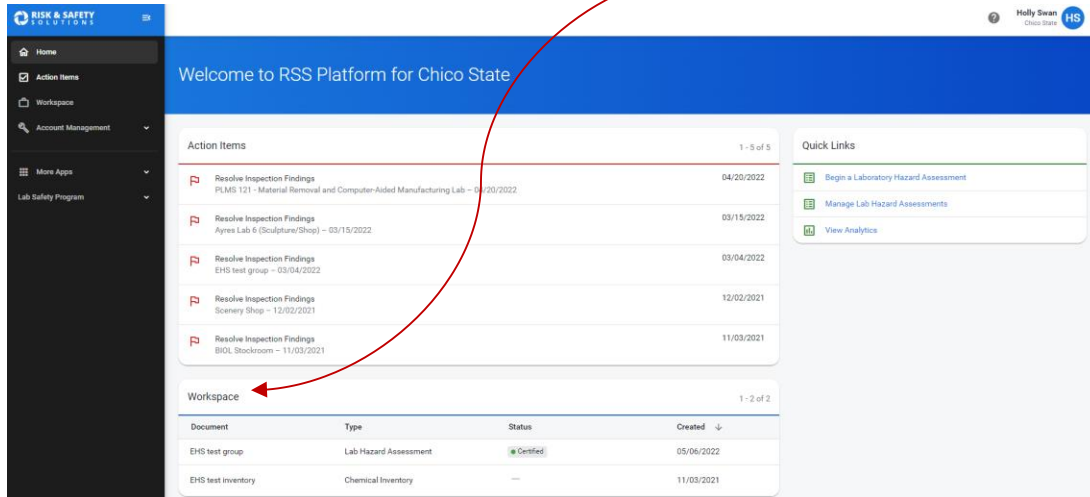
LHA Setup ✓
Group: EHS test group
Rooms: Parking Structure 2 - 125
Principal Investigator, Supervisor or other Responsible Person Details:
Name: Holly Swan
Email: hswan@csuchico.edu
Phone: —

Roster ✓
Holly Swan Principal Investigator, Supervisor or other Responsible Person
Kenneth Wahl Member
Marvin Pratt Delegate

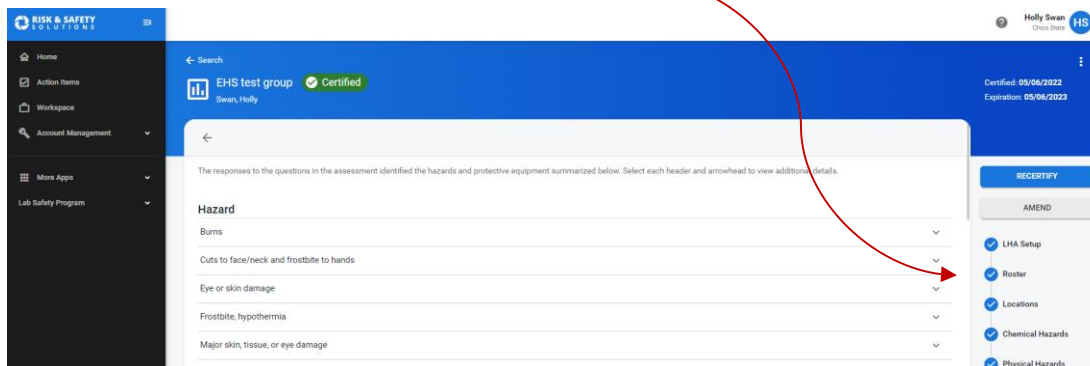
Locations ✓

***** Note: If a Delegate completes an assessment on behalf of a Group Owner, the Group Owner must log into RSS, find the assessment and Certify the Assessment.**

Step 9: Ensure all lab members have acknowledged the assessment. Lab members will receive an email with a link for them to acknowledge the assessment. To check acknowledgment statuses, select the hazard assessment from the Workspace section on the Home page.



This will take you to the assessment. Click on Roster on the right-hand side.



This will show you who has and who has not acknowledged the assessment.

