

Participant Guide

To initiate enrollment in the **Laboratory Animal Occupational Health Program (LAOHP)**, your supervisor must first complete a Risk Assessment for you in the **Occupational Health Surveillance System (OHSS)**. After you agree to the Risk Assessment, you will be prompted to complete a confidential Health Questionnaire. Finally, you will need to acknowledge the Medical Assessment after both forms have been reviewed.

Contents

Opting Out of Enrollment	1
Reviewing the Risk Assessment.....	1
The Health Questionnaire.....	2
Purpose of the Health Questionnaire	2
Completing the Health Questionnaire	2
The Medical Assessment.....	3
Checking the Status of Your Medical Assessment	3
Acknowledging the Medical Assessment	3
Renewing the Risk Assessment & Health Questionnaire	4

Opting Out of Enrollment

At this time, the OHSS does not have an opt out option. To decline participation in the LAOHP program, the Principal Investigator or Supervisor will need to select “No” to the use of animals on the risk assessment form for the participant.

Reviewing the Risk Assessment

As a participant, your first action is to review the Risk Assessment that your supervisor/PI completed. You should receive an email notification when the Risk Assessment is ready for your review. You can also check the status by following these steps:

1. Log in to OHSS using your UCI credentials by going to <https://app.riskandsafety.com/ohss>
2. From the OHSS homepage, look under “Pending Actions” for **Review Risk Assessment(s)**. *If you do not see this, the assessment has not yet been sent to you.*

3. Select the link and review the assessment. Select one of these options to proceed:
 - a. **I Agree** – Proceed to the Health Questionnaire. After you agree to the assessment, your supervisor will not be able to revise it.
If you realize that revisions to the assessment are needed after you selected Agree, let your supervisor know to archive this assessment, then either create a new or copy an existing one for you.
 - b. **I Disagree** – Select this option if you disagree with the risk assessment (e.g., the supervisor selected the incorrect species or hazards) and would like your supervisor to edit and resend it. You have the option within the form to add comments/additional information for your supervisor to review. Your supervisor will see this action item under “Pending Actions” when they log in to OHSS.
 - c. **Cancel** – Select this option if you would like to review the assessment later.

The Health Questionnaire

Submitting the Health Questionnaire is the next step after you agree to the Risk Assessment. Please note the following:

- **Privacy** – Your supervisor never sees your Health Questionnaire.
- **One Questionnaire** – You only need to complete the Health Questionnaire once. It will be reused if you have multiple Risk Assessments.
- **Time Limit** – You have 30 minutes to complete the form, so it is very important to have access to your medical information before starting.
- **OHSS Login** – To access OHSS, log in with your campus credentials at <https://app.riskandsafety.com/ohss>

Purpose of the Health Questionnaire

Provides the Medical Professional with the Participant’s medical history, including:

- Vaccines
- General History
- Exposures
- Biological Hazards
- Allergies
- Reproductive Health

Completing the Health Questionnaire

Note: Once you submit your Health Questionnaire (Step 3), you cannot edit or recall it. Participants should complete the Health Questionnaire to the best of their ability.

1. After you agree to the Risk Assessment, you will be taken to the Health Questionnaire.

- The session times out after 30 minutes, so it is important to have access to your medical information before starting.
 - If you would like to complete the Health Questionnaire later, you can access it from the OHSS homepage under “Pending Actions”.
2. If you already have a Health Questionnaire on file, you can approve it with no changes, or if there have been changes to your health, you can modify it by selecting the **Modify** button at the bottom of the page.
 3. After you have completed the Health Questionnaire, select **Save Health Questionnaire**.

The Medical Assessment

After you submit your Health Questionnaire, both the Risk Assessment and your Health Questionnaire will be reviewed by Occupational Health (OH). The recommendations will be outlined in a Medical Assessment form. You will acknowledge the Medical Assessment when it is sent back to you.

Checking the Status of Your Medical Assessment

1. Log in to OHSS using your UCI credentials by going to <https://app.riskandsafety.com/ohss>
2. From the OHSS homepage, select **My Assessments**:
 - a. Anything with a red flag requires your attention.
 - b. You can sort by the column headers.
 - c. You can hover over the date of the Risk Assessment, Health Questionnaire, or Medical Assessment to see what the status code means.

Acknowledging the Medical Assessment

Participants must acknowledge the Medical Assessment to complete the process even if services are only recommended. To acknowledge the Medical Assessment:

1. Select **Review Medical Assessment** under “Pending Actions”.
 - If this option is not available, then the reviewer has not yet completed the Medical Assessment for you to acknowledge.
2. You will be taken to the “My Assessments” page.
 - In the MA column, any Medical Assessment requiring acknowledgment will have a red flag.
3. Click on the date to view the Medical Assessment.
4. Review the Medical Assessment.
 - If the reviewer has questions about the Health Questionnaire or services are required (not just recommended), you will need to respond (e.g., by booking a consultation) to complete the process.
 - In most cases, simply viewing the Medical Assessment completes the acknowledgement step.

- In some cases, you will need to select **I Have Reviewed My Medical Assessment** to complete your review. If you do not see this, then it is not applicable to you.
- You can check completion by viewing “My Assessments” from the OHSS homepage.

Renewing the Risk Assessment & Health Questionnaire

1. Your supervisor receives an email notification when it is time to renew the Risk Assessment. They will review the Risk Assessment and apply any relevant changes.
2. Once they have completed their review, you will receive an email notification asking you to review the Risk Assessment and your Health Questionnaire.
3. If you agree with the Risk Assessment and there are no changes in your Health Questionnaire, you will simply acknowledge that you have reviewed them. If there are changes, follow the steps outlined in *Reviewing the Risk Assessment and Completing the Health Questionnaire*.