

Supervisor Guide

To initiate enrollment in the **Laboratory Animal Occupational Health Program (LAOHP)**, supervisors must first complete a Risk Assessment for each applicable worker in their unit in the **Occupational Health Surveillance System (OHSS)**.

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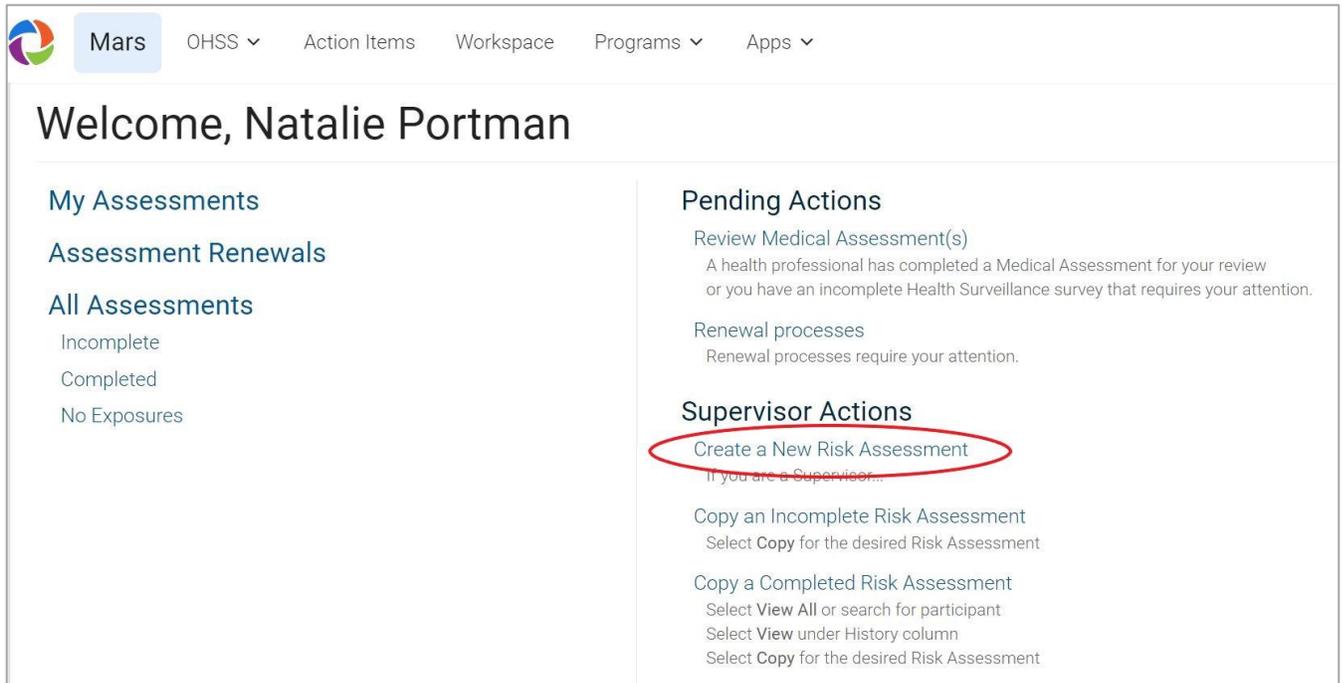
Opting Out of Enrollment

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 that participant.

Creating a Risk Assessment

Creating a New Risk Assessment:

1. Log in to OHSS using your credentials at <https://app.riskandsafety.com/ohss>
2. From the OHSS homepage, select **Create a New Risk Assessment** under “Supervisor Actions”.



Mars OHSS Action Items Workspace Programs Apps

Welcome, Natalie Portman

My Assessments

Assessment Renewals

All Assessments

- Incomplete
- Completed
- No Exposures

Pending Actions

Review Medical Assessment(s)
A health professional has completed a Medical Assessment for your review or you have an incomplete Health Surveillance survey that requires your attention.

Renewal processes
Renewal processes require your attention.

Supervisor Actions

Create a New Risk Assessment
If you are a Supervisor...

Copy an Incomplete Risk Assessment
Select Copy for the desired Risk Assessment

Copy a Completed Risk Assessment
Select View All or search for participant
Select View under History column
Select Copy for the desired Risk Assessment

- Search for a participant by “last name, first name”, then select their name from the results.
 - If a participant cannot be found in the search feature, direct them to log in to OHSS first before searching for their name again.
 - If the same name appears multiple times in the results, use their email to select the correct individual.
- Review the “Session Timeout” message and select **Yes, I understand**.
 - For security purposes, you will only have 30 minutes to complete the Risk Assessment. If you do not complete it within that time, your data will not be saved.
- Complete all sections before submitting the form. The sections may include:
 - Participant Status
 - Animal Contact
 - Biological Agents
 - Exposures
 - Physical Agents
 - Chemical Agents
 - Animal Exposures
 - Blood Borne Pathogens Exposure Control
 - General Safety
- Electronically sign the form by checking the “Supervisor Signature” box. Doing so confirms that the information you provided is accurate.

7. Select **Create Risk Assessment**.

Copying an Existing Risk Assessment

Instead of creating a new risk assessment for each worker, a supervisor with multiple workers performing similar duties can create a single Risk Assessment and then copy it for each worker.

Participant 	Supervisor 	Department 	RA  
Halle Berry	Natalie Portman	--	03/26/2024 - <u>P</u>  Edit  Copy

1. From the OHSS homepage, select **All Assessments**.
2. Locate the name of the participant whose Risk Assessment you want to copy.
3. In the column listed RA (for Risk Assessment) select **Copy**.
4. Search for a participant (“last name, first name”) you want the RA copied to, then select their name from the results.
5. You can edit the form after it has been copied (see *Revising an Assessment*).
6. When finished, check the “Supervisor Signature” box, and select **Create Risk Assessment**.

Revising an Assessment

You can revise a risk assessment only if the status is “Pending Participant Review”. **Note:** After the participant has agreed to the assessment, the assessment can no longer be revised.*

*If updates need to be applied to a risk assessment *after* the participant has agreed to it, the supervisor should **Archive** the outdated risk assessment and either create a new one or copy an existing one (refer to sections *Creating a New Risk Assessment* or *Copying an Existing Risk Assessment*).

1. From the OHSS homepage, select **All Assessments**.
2. Under the RA (Risk Assessment) column, select the **Edit** button next to the name of an individual with a “P” (“pending”) next to the date.
3. Select **Yes - I understand**.
4. Make changes to the form.
5. Select **Save Risk Assessment**.

Checking the Status of an Assessment

1. From the OHSS homepage, select **All Assessments**.
2. Find the participant’s name, then hover over the underlined letters next to the dates on the right to see the status of each step.

- If you are the participant's supervisor and the participant has not yet agreed to the RA, then you can send a reminder email by clicking the **Email** button on the far right.

RA ↕ ⓘ	HQ ↕ ⓘ	MA ↕ ⓘ	Send Email
10/05/2015 - A <small>sm</small>	10/05/2015 - C <small>sm</small>	10/05/2015 - CR <small>sm</small>	 Email
05/22/2015 - A <small>sm</small>  Copy	05/22/2015 - C <small>sm</small>	05/22/2015 - CA <small>sm</small>	05/22/2015
05/22/2015 - P <small>sm</small>	05/22/2015 - C <small>sm</small>	--	 Email

Renewing a Risk Assessment

The risk assessment should be reviewed and submitted annually, or sooner if the risks have changed. When it is time to renew a participant's risk assessment, the supervisor will receive an email from RSS.

- From the OHSS homepage, select **Assessment Renewals**.
- Select the **Renew** button to the far right of a participant's name.
- Review the existing assessment and choose one of the following:
 - Yes - Modify:** Allows you to edit a copy of the current assessment
 - Make changes to the form.
 - When finished, check the "Supervisor Signature" box, and select **Create Risk Assessment**.
 - No Changes - Use Existing:** Allows you to use a copy of the current assessment as-is
- At the end of either choice in Step 3, you **MUST** select **Email Participant Risk Assessment for Review** on the following page to notify the participant.