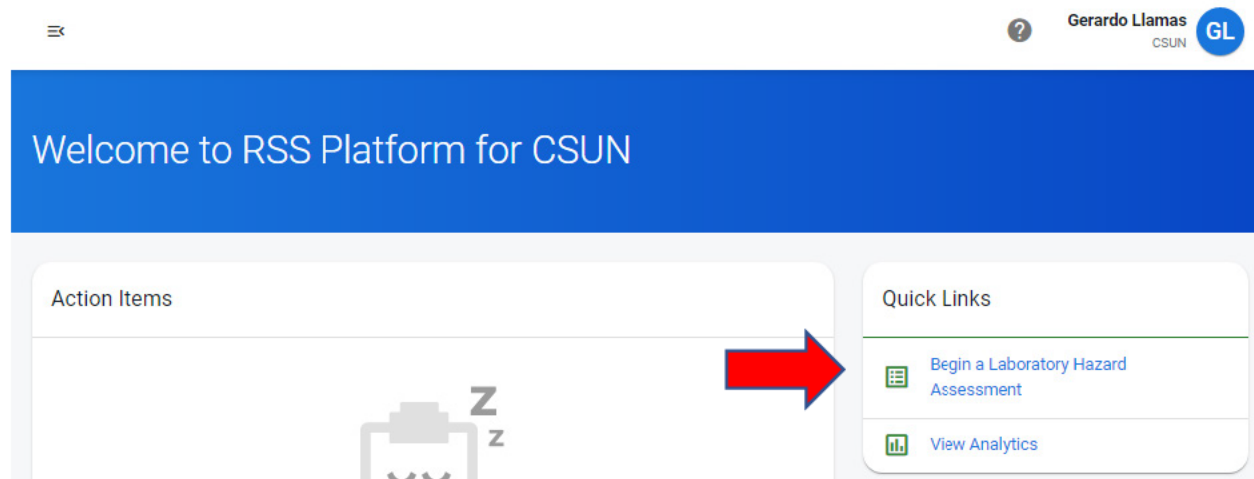**CSUN** | ENVIRONMENTAL HEALTH AND SAFETY

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, Select "Begin a Laboratory Hazard Assessment" on the righthand side.

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

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HEALTH AND SAFETY
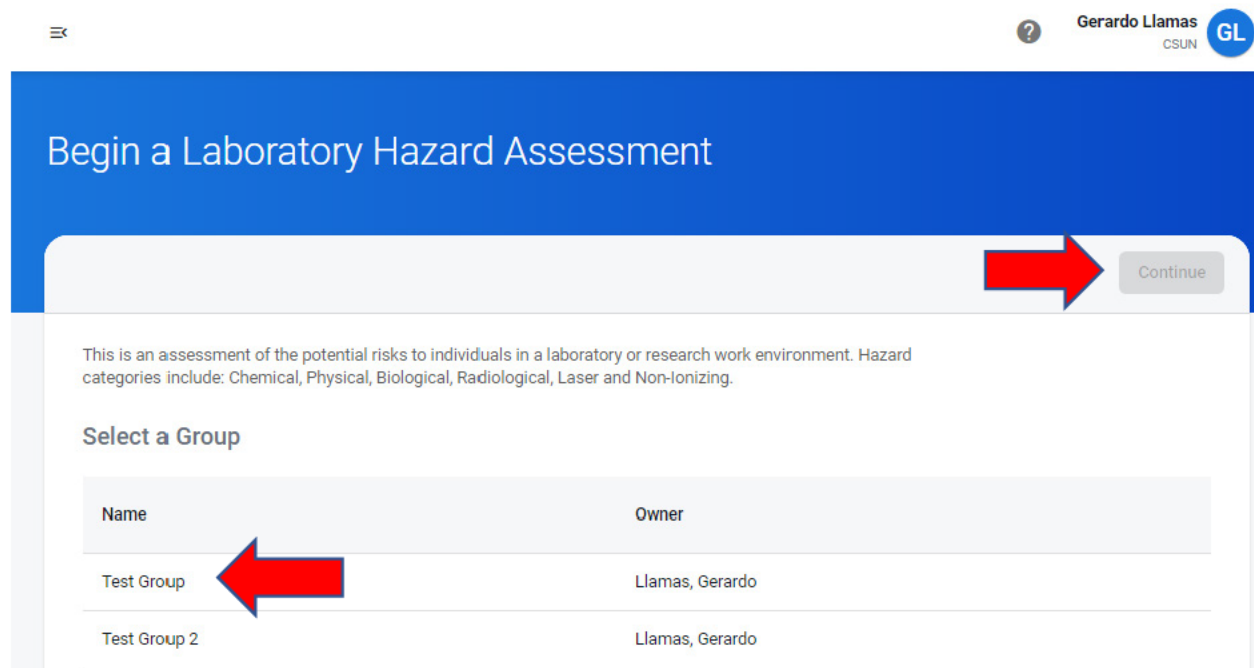
Step 5: At this point, you can verify your group's roster, or add and delete people as appropriate. To delete a person or change their role, click on their name. To add people, select the "+" button at the bottom. Click "Continue" once everything is accurate.

← My Workspace

Test Group 2 ⚠ Draft
Llamas, Gerardo

Certified: **N/A**
Expiration: **N/A**

←   **Continue**

The people in this lab who need to read and acknowledge the assessment, take training, and obtain personal protective equipment.

👤 **Roster**

Name ↑	Email	Role	Last Acknowledged...
Felix, Marc	marc.felix@csun.edu	● Member	—
Llamas, Gerardo	[redacted]@my.csun.edu	● Owner	—

CERTIFY

✓ LHA Setup
✓ Roster
✓ Locations
④ Chemical Hazards
⑤ Physical Hazards
⑥ Biological Hazards
⑦ Radiological Hazards
⑧ Laser Hazards
⑨ Non-Ionizing Radiation Hazards
⑩ Review
⑪ Outcomes

+

2

Step 6: Verify that your locations are up-to-date. To delete a location, select the trash can button. To add a location, click on the "+" button. Click "Continue" once everything is accurate.
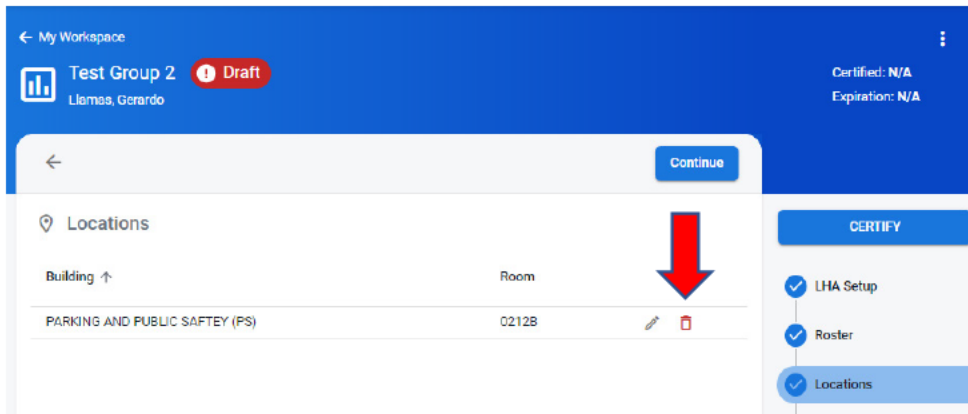
Step 7: Begin the hazard assessment by answering the questions. Save and Continue after each category.

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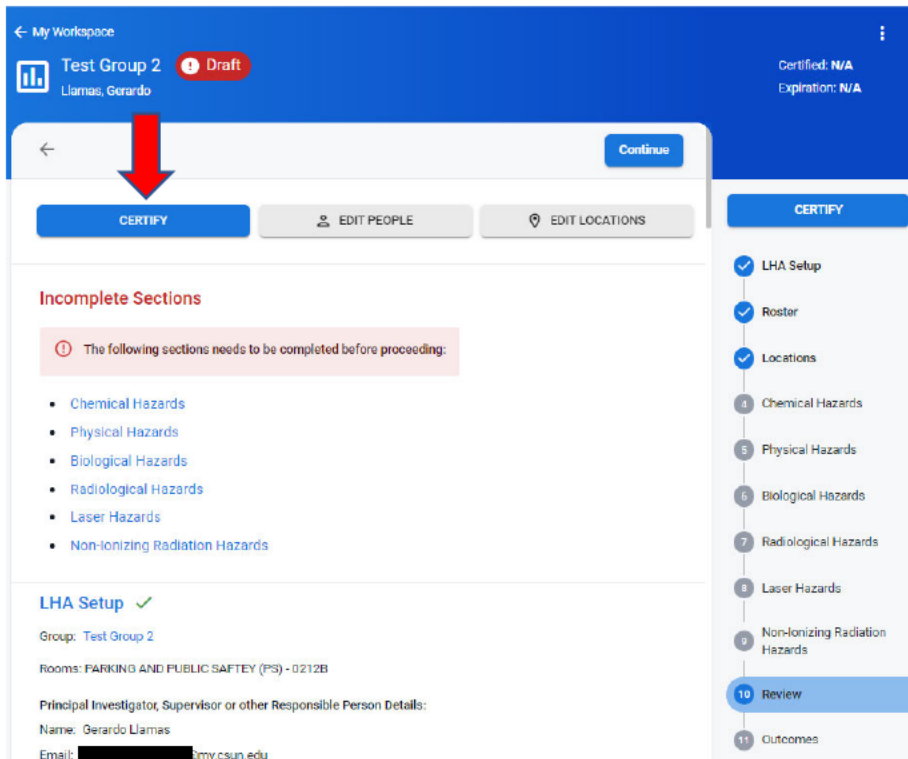
*** Note: If a Delegate completes an assessment on behalf of a Group Owner, the Group Owner must log into RSS, find the assessment and certify the Assessment.

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.

***The assessment is only complete when all members of the roster have acknowledged it.