Table of Contents

1 Setting up a Lab Group to be completed by PI or Supervisor only .......................................................... 1
2 Creating a hazard assessment to be completed by PI or Supervisor only .................................................. 6
3 Laboratory member instructions on how to certify the LHAT ................................................................. 10
4 Obtaining Personal Protective Equipment (PPE) for PIs and all laboratory members .............................. 13
5 Roster Upkeep: How to add/remove members from the “Lab Roster” for PIs/Supervisors and Delegates only ................................................................................................................................. 15
1 Setting up a Lab Group to be completed by PI or Supervisor only

Log onto the Laboratory Hazard Assessment Tool (LHAT) at: https://ehs.ucop.edu/lhat

Note: UCInetID required. For assistance on setting up your UCInetID, please reference: http://www.oit.uci.edu/ucinetid/

You will be asked to select your school (“University of California-Irvine”) from the drop down menu. Click next to proceed.
The following screen will be your profile page, where you can begin to create a lab group:

![Profile Page Example]

Read the instructions on Creating Groups. Review the four step process and click on “Let’s Get Started.”

![Creating Groups Instructions]

In the first step, you’ll have the opportunity to name your group. Enter a name and click next.
You may now add lab members. Add the members by “last name, first name.” As members are recognized by the LHAT system, their name will populate.

Note: If the person you are searching for does not show up in the drop down box, you will have an opportunity to add them later on your Lab Groups profile page. Instructions on this can be found at the end of this tutorial:

For PIs and Delegates: How to Add/Remove Members from your Lab Roster
When adding a location, you will be asked to enter the building name first, followed by the room number. As you type, the name of the building will populate. If you are in a shared work space where you have multiple benches, please include those also. **Example:** Room #: 405-1, 405-2, 405-3, etc.

*Note: If your building location does not show up, please leave the location blank, and email ehs-appe@uci.edu for assistance. You can continue to create your lab group without including a location, which can be added later.*

![Add Locations to Your Group](image)

Review your group members and location(s). If it is all correct, click on “Take me to my group.”

![Review Your Group](image)
Delegate assignment to be completed by PI or Supervisor only

This page allows you to view information on your group regarding training, as well as adding and/or removing members. You can also assign Delegate rights here. A Delegate can: add/remove members and locations, view lab safety training for group members, rename a group, and remove a group.

To assign a Delegate:
- Check the box next to the person you would like to assign as a delegate and click on “Edit”
- The delegate box will appear next to the name of the individual you would like to assign as a delegate.
- Click on the “Delegate” box to complete.

To continue on to creating your Hazard Assessment, click the back button.
This will return you to your profile page. Please click on “Create” to begin your Hazard Assessment.

2. Creating a hazard assessment to be completed by PI or Supervisor only

You will now be asked to answer questions regarding the hazards in your lab. After completion, you will be asked to certify your assessment.

After completing the Hazard Assessment, you will be asked to certify the assessment.

1. Click on “Certify, I’m Done.” and please read the pop up.
2. If you are in agreement, click on the blue certify button. If not, you can return to the draft and review your answers again.
The next page lists your PPE recommendations and allows you to make any modifications to your Lab Coat PPE recommendations by checking or unchecking the boxes next to the PPE items.
After making any changes, or accepting it as is, you can collapse this section by clicking on “Recommended PPE”.

You are now finished!

To return to your profile page, click on “LHAT” on the blue bar at the top of the page.
This is what your profile page will look like:

Welcome, Erica Cheri Banks Edit user info

The PI or Responsible Person (RP) must conduct hazard assessments specific to activities in their laboratories, including when new activities are adopted or there is a modification of activities. More...

My Lab Groups Create New

Erica's Test Group Manage Lab

- Certified for the next 951 days
- Training completed - 5/27/2015

- Last Certified Assessment (3/28/2016)
- Roster (3 members)
- Received PPE
3 Laboratory member instructions on how to certify the LHAT

Ask your PI or Lab Delegate to add you to the LHAT roster. Once added there are two routes:

- If you have enrolled previously in the LHAT (a member of a lab previously at UCI), please log on to the LHAT directly (https://ehs.ucop.edu/lhat), and your new Lab Group will show up on your profile page.

- As a first time enrollee, you will receive an email invitation to your Lab Group.

Members enrolled in LHAT previously

Follow the directions indicated in each step. After you receive your voucher, please print it out and make an appointment to be fitted on ucippe.youcanbook.me/

If none of the days/times listed on You Can Book Me work for your schedule, please email ehs-ppe@uci.edu with your availability and an appointment will be schedule with you.

If you are a PI or Lab Manager/Supervisor and would like to schedule a group fitting for your laboratory, please email ehs-ppe@uci.edu with your group’s availability.

Further questions or comments? Please contact the PPE Coordinator at ehs-ppe@uci.edu, or (949) 824-6200
First time enrollees to LHAT

Dear Raymond Fina,

You have been invited to be a member of the group **Erica's Test Group** in UC Safety, an Environmental Health and Safety technologies suite of online systems.

Please select the link below, and log in with your campus log in credentials to be added to the group:

https://ehs.ucop.edu/profile/secure?invite=02062521-3f77-432a-bbce-06643b048c49

This invitation will expire on 03/09/2016. Once expired, the link will no longer be valid, and if you wish to be added after that date, the Responsible Person for the group will need to restart the process.

If you have any questions about the group, please contact the Responsible Person, Erica Cheri Banks at ebanks@urow.edu. If you have any questions about this Invite Process or the system, please contact the UC EMS Service Desk at: service@urow.edu

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Please click on the link taking you to your group:

Click on the first box “Add me to ____ Group and continue to LHAT.” This opens up to your profile page:

If you are being invited to the incorrect group, click on “Oops! I did not want to do this. Take me to my profile.”

If you are invited to a group in error, it’s most likely your name/email is similar to someone else. As you will not be accepting the invitation, your pending status will automatically be removed from the labs roster.

Follow the directions indicated in each step. After you receive your voucher, please print it out and make an appointment to be fitted on ucippe.youcanbook.me/
If none of the days/times listed on You Can Book Me work for your schedule, please email ehs-ppe@uci.edu with your availability and an appointment will be schedule with you.

If you are a PI or Lab Manager/Supervisor and would like to schedule a group fitting for your laboratory, please email ehs-ppe@uci.edu with your group’s availability.

Further questions or comments? Please contact the PPE Coordinator at ehs-ppe@uci.edu, or (949) 824-6200
4 Obtaining Personal Protective Equipment (PPE) for PIs and all laboratory members

Once you are added to the personnel list on the LHAT you can log on https://ehs.ucop.edu/lhat (UCInetID required) to review and certify the hazard assessment. This will allow you to complete your PPE training and print out the PPE voucher to receive free PPE.

Note: PPE Fit appointments are scheduled at ucippe.youcanbook.me/

Click on “Print.”

A new window will open for your voucher. Please print it out and bring with you to your PPE fitting appointment.
If none of the days/times listed on You Can Book Me work for your schedule, please email ehs-ppe@uci.edu with your availability and an appointment will be schedule with you.

If you are a PI or Lab Manager/Supervisor and would like to schedule a group fitting for your laboratory, please email ehs-ppe@uci.edu with your group’s availability.

Further questions or comments? Please contact the PPE Coordinator at ehs-ppe@uci.edu, or (949) 824-6200.
5 Roster Upkeep: How to add/remove members from the “Lab Roster” for PIs/Supervisors and Delegates only

Log onto the LHAT https://ehs.ucop.edu/lhat

Click on the square grid on the right hand side. Once you select a drop down menu appears, click on “LHAT”

Click on “Manage Lab.”
How to add a member

Click on “Add.” Enter the individual’s last name, followed by the first name. A drop down will appear with the different names for you to choose from.

Once you choose the name of the person you would like to add, their name should appear on the list.

If the person you are trying to add is not listed in the drop down list of names, you can add them manually:
How to add a member manually

Click on “Add.” Below the search bar click on “Can’t find person?”

This will open up a drop down that allows you to enter their first name, last name and email. This will send an invitation to log on to the LHAT (UCInetID is required).

Click “Send Invitation”

Their name will appear in grey with “invitation pending” with an expiration date. If the individual does not accept the invite by the date, they will be removed from the list.
Note: If you are adding a member to your roster who already has a profile on LHAT they will not receive an email notification. Please ask them to logon to the LHAT directly, and the new lab group will show up on their profile page.

How to remove an individual

Check the box next to their name, then click on “Remove.”

After that, the member’s name is removed from the roster:
Further questions or comments? Please contact the PPE Coordinator at ehs-ppe@uci.edu, or (949) 824-6200