

LABORATORY HAZARD ASSESSMENT TOOL (LHAT) USER GUIDE FOR PRINCIPAL INVESTIGATORS

HOW TO CERTIFY HAZARD ASSESSMENTS AND OBTAIN
PERSONAL PROTECTIVE EQUIPMENT

UCI Environmental
Health & Safety

4600 HEALTH SCIENCES ROAD, IRVINE, CA 92697-2725

WWW.EHS.UCI.EDU | SAFETY@UCI.EDU

TABLE OF CONTENTS

CREATING A LAB HAZARD ASSESSMENT (FOR PIs/LAB HAZARD CONTACTS)	2
Getting Started	2
Create a Lab Roster	3
Select Lab Locations.....	3
Complete a Lab Hazard Assessment.....	3
Certify a Lab Hazard Assessment	4
Recertify a Lab Hazard Assessment	4
Amend a Lab Hazard Assessment	5
Print a Lab Hazard Assessment	5
Change the Owner of a Lab Hazard Assessment.....	5
Delete a Draft Lab Hazard Assessment.....	6
Archive a Lab Hazard Assessment.....	6
OBTAINING PERSONAL PROTECTIVE EQUIPMENT (PPE)	7
Complete the Virtual PPE Fitting Form.....	7
MAINTAINING LAB ROSTER: HOW TO ADD/REMOVE MEMBERS.....	8
Add a Member to a Lab Roster	8
Remove a Member from a Lab Roster.....	8
ACCESSING TRAINING RECORDS (FOR PIs/LAB HAZARD CONTACTS).....	10
INSTRUCTIONS FOR LAB MEMBERS.....	11
Getting Started	11
Acknowledge a Lab Hazard Assessment.....	11
Complete the PPE Safety Training	11
Complete the Virtual PPE Fitting Form.....	12

CREATING A LAB HAZARD ASSESSMENT

Laboratory Hazard Assessment (LHAT) is an online solution that simplifies the hazard assessment process for work environments and recommends the proper personal protective equipment (PPE) based on the hazards identified during the assessment.

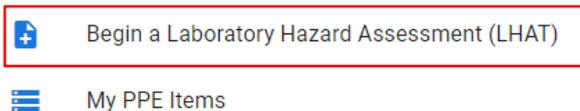
*** Lab Hazard Assessments should only be created by Principal Investigators (PIs) or Lab Hazard Contacts (formerly identified as Delegates)**

Multi-Factor Authentication Requirement: Multi-Factor Authentication (MFA), also known as two-step or 2-factor authentication, is required to access the LHAT. MFA adds a second layer of protection to your UCI account in addition to your UCInetID and password. UCI uses Duo Security for MFA. To access the LHAT, you must first enroll in [Duo](#). For additional information or assistance, contact the OIT Help Desk at oit@uci.edu.

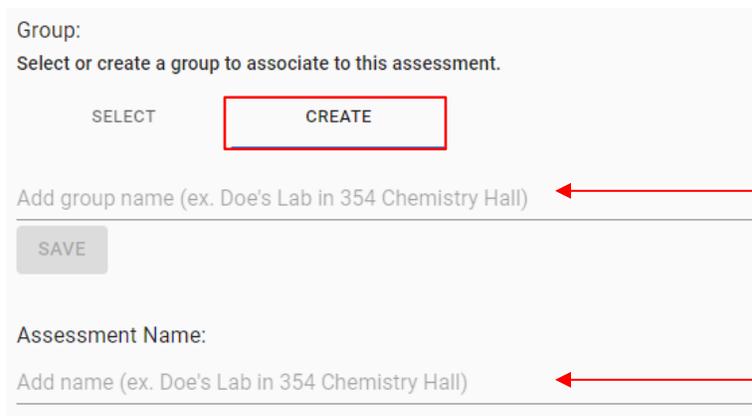
GETTING STARTED

- Log in to app.riskandsafety.com using your UCI email address
- Select “Begin a Laboratory Hazard Assessment (LHAT)” from the “Quick Links” box at the top right

Quick Links



- Choose the **Create** tab and type in the group and assessment name for the lab (i.e., Joyce’s Test Lab)



The image shows a form for creating a Lab Hazard Assessment. It has two main sections: 'Group' and 'Assessment Name'. The 'Group' section has a 'SELECT' button and a 'CREATE' button (highlighted with a red box). Below it is a text input field with the placeholder 'Add group name (ex. Doe's Lab in 354 Chemistry Hall)' and a 'SAVE' button. The 'Assessment Name' section has a text input field with the placeholder 'Add name (ex. Doe's Lab in 354 Chemistry Hall)'. Red arrows point from the right side of the page to the 'Group' and 'Assessment Name' input fields.

* For consistency, keep Group Name and Assessment Name the same

- Only Lab Hazard Contacts (Delegates) or Principal Investigators (PIs) should be creating a Lab Hazard Assessment
 - If you are creating the Assessment, you will be automatically listed as the Principal Investigator (PI); if you are a Lab Hazard Contact (Delegate), you will be able to reassign the lab to the PI after it is created
- Select **Begin**

CREATE A LAB ROSTER

- Search for lab members by name or email address
 - If members are recognized by LHAT, their names will populate as you begin typing in the search field
 - If members are not recognized by LHAT, have them log into the LHAT application (app.riskandsafety.com) using their UCI email address so they become searchable

Test Lab Hazard Assessment - Amend

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

Search for people to add to this roster

Roster

NAME/ROLE	DATE ACKNOWLEDGED/CERTIFIED	DATE TRAINING COMPLETED
Sahussanun, Joyce Principal Investigator, Supervisor or other Responsible Person		May 07, 2019

- To make a lab member a **Lab Hazard Contact** (Delegate), select the pencil icon beside their name and select **Lab Hazard Contact**
- Select **Save** and **Continue** to associate locations with your assessment

SELECT LOCATION(S)

- Search for building and select from dropdown
- Search for room and select from dropdown

Test Lab Hazard Assessment - Amend

List all rooms associated with this assessment.

Search Building Search Room

Locations

- Select **Continue** to begin assessment

COMPLETE A LAB HAZARD ASSESSMENT

- For each section answer the initial Yes/No question pertaining to the types of potential hazards for the lab

CHEMICAL HAZARDS ✓ PHYSICAL HAZARDS ✓ BIOLOGICAL HAZARDS ✓ RADIOLOGICAL HAZARDS ✓ LASER HAZARDS ✓ NON-IONIZING RADIATION HAZARDS ✓ CUSTOM HAZARDS ✓

- When selecting **Yes** for a hazard category you will be prompted to answer detailed questions about the potential hazards present
 - Use the information bubble (i) beside a question to see more information
 - Select **Save** and **Continue** after completing each category
 - Each hazard category will be marked with a green check (✓) after it has been completed

- **Custom Hazards** (optional) is the last category and can be used to enter additional hazards not covered elsewhere
 - Enter Lab Activity, Potential Hazard, Active Researchers' PPE and Adjacent Researchers' PPE
 - Select **Add Another** to enter other hazards or **Save and Continue**
- Review the summary of Active Researcher's PPE, Adjacent Individuals' PPE and Hazard sections



CERTIFY A LAB HAZARD ASSESSMENT

- Principal Investigator - If you are the Principal Investigator (PI) for the assessment, select **Certify and Confirm**
 - If a Lab Hazard Contact (Delegate) completed the assessment on your behalf, you will need to review the assessment and select **Certify and Confirm** once it has been reassigned to you
- Lab Hazard Contact (Delegate) - If you are completing the assessment for the PI, select **Certify and Confirm**
 - To reassign the Assessment to the PI, contact the Laboratory PPE Coordinator at safety@uci.edu or (949) 824-6200
- Once an assessment has been certified, Lab Hazard Contacts (Delegates) and Lab Members will receive an email notification instructing them to acknowledge the certified assessment
 - Email notification will come from sender support@riskandsafety.com with the subject "Lab Hazard Assessment Ready to be Acknowledged"

RECERTIFY A LAB HAZARD ASSESSMENT

Select this option if you would like to recertify a hazard assessment without making any changes. If you wish to make changes, select "Cancel" and use the "Amend" function. By indicating that there are no changes, your lab group members will not have to re-acknowledge the assessment.

- Select the desired assessment from **Workspace** on the homepage
- Select **Recertify** in the upper right and **Confirm**



- Edit assessment as needed
- Select **Certify** on the Summary page and **Confirm**
- Lab Hazard Contacts (Delegates) and Lab Members will receive an email notification instructing them to acknowledge the recertified assessment

- Email notification will come from sender support@riskandsafety.com with the subject “Lab Hazard Assessment Ready to be Acknowledged”

AMEND A LAB HAZARD ASSESSMENT

Select this option if you would like to make changes before you recertify a hazard assessment. If you do not wish to make changes, select “Cancel” and use the “Recertify” function. The assessment will need to be recertified by the PI and acknowledged by the lab members. Note: Roster members and locations can be modified without amending.

- Select the desired assessment from **Workspace** on the homepage
- Select the **Amend** in the upper right and **Confirm**

Test Lab Hazard Assessment - Certified [Oct 11, 2019 - Oct 11, 2022]

AMEND RECERTIFY

- Edit assessment as needed
- Select **Certify** on the Summary page and **Confirm**
- Lab Hazard Contacts (Delegates) and Lab Members will receive an email notification instructing them to acknowledge the amended assessment
 - Email notification will come from sender support@riskandsafety.com with the subject “Lab Hazard Assessment Ready to be Acknowledged”

PRINT A LAB HAZARD ASSESSMENT

- Select the vertical ellipsis (...) in the upper right and choose **Print Section**
 - Each section (Chemical Hazards, Physical Hazards, Biological Hazards, etc.) of the assessment must be printed separately

- View Versions
- Edit People
- Edit Locations
- Delete
- Print Section**
- Edit Owner(s)

CHANGE THE OWNER OF A LAB HAZARD ASSESSMENT

- Select the vertical ellipsis (...) in the upper right and choose **Edit Owner**.

- View Versions
- Edit People
- Edit Locations
- Delete
- Print Section
- Edit Owner(s)**

- Remove the current owner by selecting the red icon to the right of the original owner; search for an assign the assessment to the new owner and **Save**

Change Principal Investigator, Supervisor or other Responsible Person

Individual(s) listed are responsible for the accuracy of the form (1 maximum) .

Search for Principal Investigator, Supervisor or other Responsible Person
 You cannot have more Principal Investigator, Supervisor or other Responsible Person on this assessment (1 maximum) .

Sahussanun, Joyce



CANCEL SAVE

DELETE A DRAFT LAB HAZARD ASSESSMENT

- You can only delete drafts of hazard assessments
- Select the vertical ellipsis (...) in the upper right and choose **Delete**

Test Lab Hazard Assessment - Amend

List the Principal Investigator, Supervisor or other Responsible Persons for the assessment. These individuals will be required to certify that the assessment is complete and reflects current

Principal Investigator, Supervisor or other Responsible Person(s):
 Sahussanun, Joyce

Assessment Name:
 Test Lab Hazard Assessment

- View Versions
- Edit People
- Edit Locations
- Delete
- Print Section
- Edit Owner(s)

- Select the red **Delete** button to confirm (this will completely delete the draft assessment)
Warning! There is no way to recover a deleted draft

Delete

Are you sure you want to delete this Lab Hazard Assessment? Changes will be permanent.

CANCEL DELETE

ARCHIVE A LAB HAZARD ASSESSMENT

- You can only archive Expired or Certified hazard assessments
- Select the vertical ellipsis (...) in the upper right and choose **Archive** and **Confirm**

Test Lab Hazard Assessment - Certified [Oct 11, 2019 - Oct 11, 2022]

AMEND

List the Principal Investigator, Supervisor or other Responsible Persons for the assessment. These individuals will be required to certify that the assessment is complete and reflects current

Principal Investigator, Supervisor or other Responsible Person(s):
 Sahussanun, Joyce

Assessment Name:
 Test Lab Hazard Assessment

- View Versions
- Edit People
- Edit Locations
- Recertify
- Amend
- Archive
- Print Section

Additional questions or comments? Please contact safety@uci.edu

OBTAINING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Before you can obtain Personal Protective Equipment (PPE), you must have been added to the roster for your lab, acknowledged the lab's hazard assessment, and completed PPE Safety Training (consisting of a worksheet, 6-minute training video and 10 question quiz). See page 12 (Instructions for Lab Members) if you have not completed the aforementioned steps.

COMPLETE THE VIRTUAL PPE FITTING PROCESS

- Complete the [Virtual PPE Fitting Form](#)
 - It is helpful to have your PPE Voucher (found on Next Steps page of your lab's Hazard Assessment) or know what types of PPE are listed
 - Refer to the [Lab Coat Fitting Guide](#) to assist in the selection of appropriate lab coat style and size
- After submission of the Virtual PPE Fitting Form, the Laboratory PPE Coordinator will respond in 5-7 days with additional questions or pick up instructions
- Please review the [Laundry Services Handout](#) for instructions on utilizing free laundry service for EH&S-issued lab coats

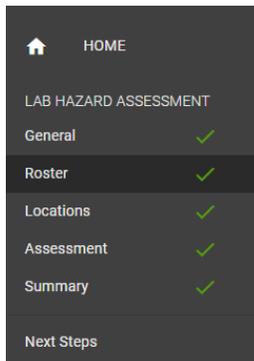
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MAINTAINING LAB ROSTER: HOW TO ADD/REMOVE MEMBERS

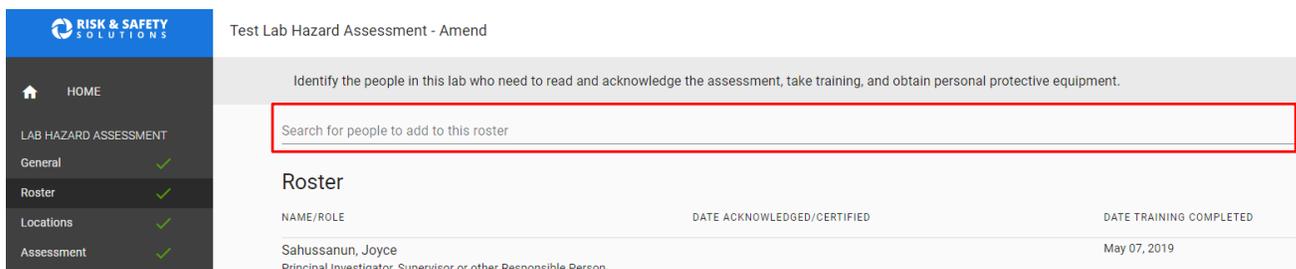
The lab roster should be updated regularly each time a new person begins working in the lab or when a person leaves the lab. Only a PI or Lab Hazard Contact (Delegate) can add or remove lab members.

ADD MEMBER TO A LAB ROSTER

- Log in to app.riskandsafety.com
- Select the assessment for the lab from **Workspace** on the homepage
- Select **Roster** from the options on the left sidebar



- Search for lab members by name or email address
 - If members are recognized by LHAT, their names will populate as you begin typing in the search field
 - If members are not recognized by LHAT, have them log into the LHAT application (app.riskandsafety.com) using their UCI email address so they become searchable



- To make a lab member a **Lab Hazard Contact** (Delegate), select the pencil icon beside their name and select **Lab Hazard Contact**
 - Select **Save** and **Continue** to associate locations with your assessment

REMOVE MEMBER FROM A LAB ROSTER

- Log in to app.riskandsafety.com
- Select the assessment for the lab from **Workspace** on the homepage
- Select **Roster** from the options on the left sidebar

- Remove the lab member by selecting the red icon to the right of the lab member's name and **Confirm**

Search for people to add to this roster

Roster

NAME/ROLE	DATE ACKNOWLEDGED/CERTIFIED	DATE TRAINING COMPLETED	START DATE	END DATE	
Sahussanun, Joyce Principal Investigator, Supervisor or other Responsible Person	Oct 11, 2019	May 07, 2019	Oct 11, 2019		
Ha, Adam Lab Hazard Contact		Jun 24, 2019	Oct 14, 2019		 
Ha, Adam Member		Jun 24, 2019	Oct 14, 2019	Oct 14, 2019	
Nguyen, Caroline Member		Mar 06, 2018	Oct 11, 2019		 
Silva, Andrea Member		Jul 19, 2019	Oct 11, 2019		 



Additional questions or comments? Please contact safety@uci.edu

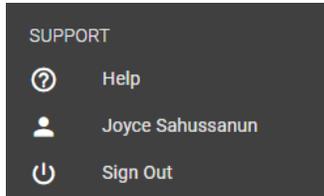
ACCESSING TRAINING RECORDS

Viewing training records for the lab requires you to log in to LHAT and access your Profile to view the lab group's records.

***Training records can only be accessed by PIs and Lab Hazard Contacts (Delegates).**

ACCESS PROFILE

- Click on your name in the bottom left to access **Profile**
 - Profile will open up in a new tab/window



- View the **Group** list for the lab by selecting the Groups tab



VIEW TRAINING RECORDS

- Click on the **Training** tab to view training records

Joyce's Test Group Owner

People Locations **Training**

Filter Search

Name	Classification	Course	Completed On	Expires
Joyce Sahussanun	EH&S Suite Basic Training	Hazardous Materials Incidents Emergency Procedures Training	07-18-2019	07-18-2020
Joyce Sahussanun	General Safety	Compressed Gas Safety	07-16-2019	
Joyce Sahussanun	General Safety	Hazardous Waste	07-05-2019	
Joyce Sahussanun	General Safety	Safety Training Self-Assessment	07-01-2019	07-02-2022
Joyce Sahussanun	Laboratory	Laboratory Safety Fundamentals	05-16-2019	05-16-2022
Joyce Sahussanun	Laboratory	PPE Safety Training	05-07-2019	
Joyce Sahussanun	Laboratory	PPE: LHAT Safety Training	05-07-2019	

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INSTRUCTIONS FOR LAB MEMBERS

Laboratory Hazard Assessment (LHAT) is an online solution that simplifies the hazard assessment process for work environments and recommends the proper personal protective equipment (PPE) based on the hazards identified during the assessment.

GETTING STARTED

- Once added to a lab roster by the PI or Lab Hazard Contact (Delegate), Lab Members will receive an email directing them to acknowledge a certified hazard assessment
 - Email notification will come from sender support@riskandsafety.com with the subject “Lab Hazard Assessment Ready to be Acknowledged”
- Select the link in the email (app.riskandsafety.com)
- Login using campus credentials (your UCI email address)

ACKNOWLEDGE A LAB HAZARD ASSESSMENT

- Under **Action Items**, select “Review and Acknowledge Laboratory Hazard Assessment” to review the hazards and PPE requirements for your lab

Action Items

Review and Acknowledge Laboratory Hazard Assessment
Test Lab Hazard Assessment

GO →

- If you do not have “Review and Acknowledge Laboratory Hazard Assessment” listed as an action item, either you have not been added to the lab roster or the PI has not certified the Hazard Assessment
- Have your PI or Lab Hazard Contact (Delegate) add you to the lab roster and/or certify the assessment before you can proceed with acknowledging the lab hazard assessment
- Review the hazards and PPE
- On Summary page select **Acknowledge** and **Confirm**

COMPLETE THE PPE SAFETY TRAINING

- Review the assessment summary and follow the directions on the **Next Steps** page
- On the Next Steps page, click on **PPE Safety Training**
 - The 3-step training will open up in a new tab or window
- Complete the PPE Safety Training
 - Step 1: Read the **Safety Training PPE PDF** worksheet
 - Step 2: Watch the **Safety PPE Video**
 - Step 3: Take the **Safety PPE Quiz**

COMPLETE THE VIRTUAL PPE FITTING PROCESS

- Complete the [Virtual PPE Fitting Form](#)
 - It is helpful to have your PPE Voucher (found on Next Steps page of your lab's Hazard Assessment) or know what types of PPE are listed
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