Assessment - Authorized User
(Ex: Lab Member)

Getting Started

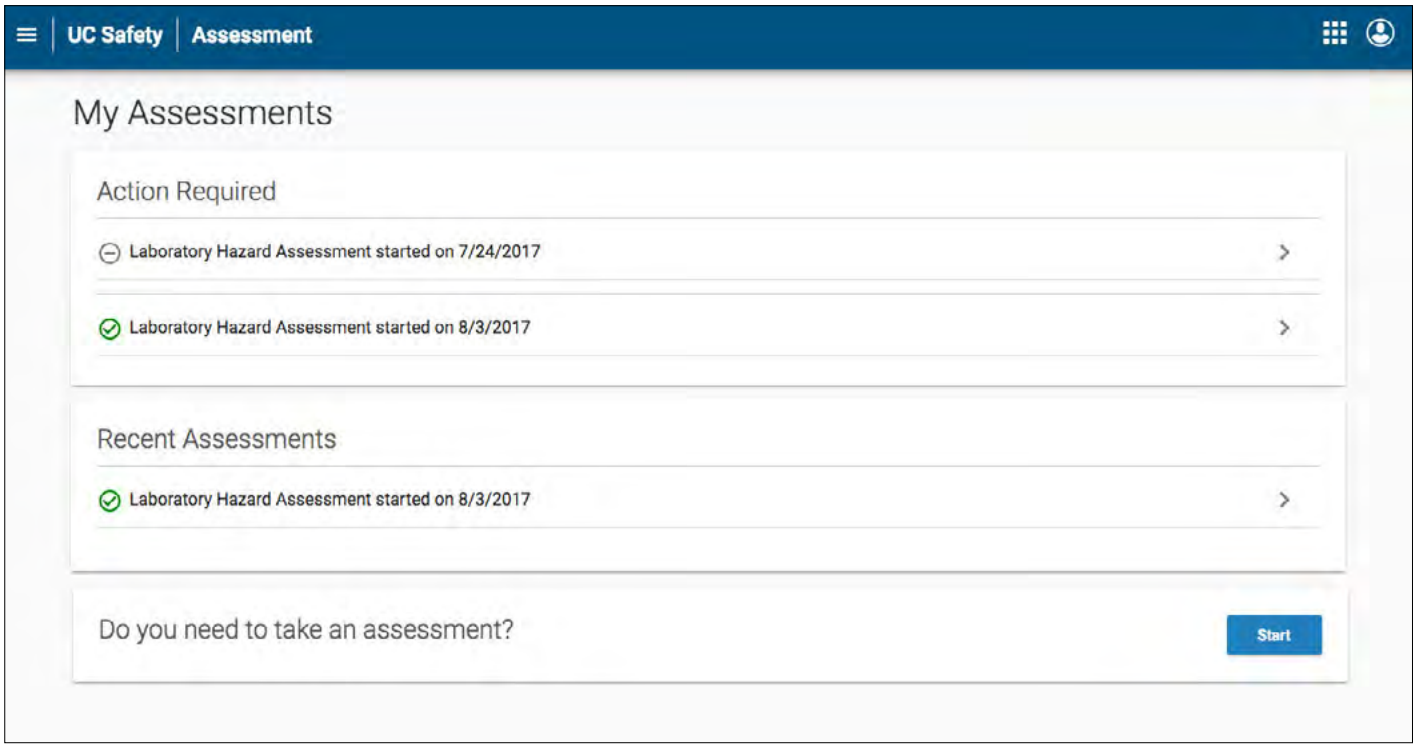
Assessment is an online system that simplifies the hazard assessment process for work environments and recommends the proper items required based on the hazards revealed during the assessment.

- To access the system go to https://csu.risksafety.solutions
- You will be asked to sign in with your locations single sign on account.
- Once logged in you will be taken to your homepage known as **MyBoard**.
- To access **Assessment**, select the **Assessment** icon at the bottom of the page.
- You will be taken to the **Assessment** home screen.

Home Page

The home screen will display the following options:

- **Action Required:**
  - Assessments that have been submitted and require certification or acknowledgment.
  - Assessments that are currently in progress and have not been submitted.
- **Recent Assessments:**
  - Recently completed assessments.
- **Do you need to take an assessment?:**
  - To begin a new assessment, select the **Start** button.

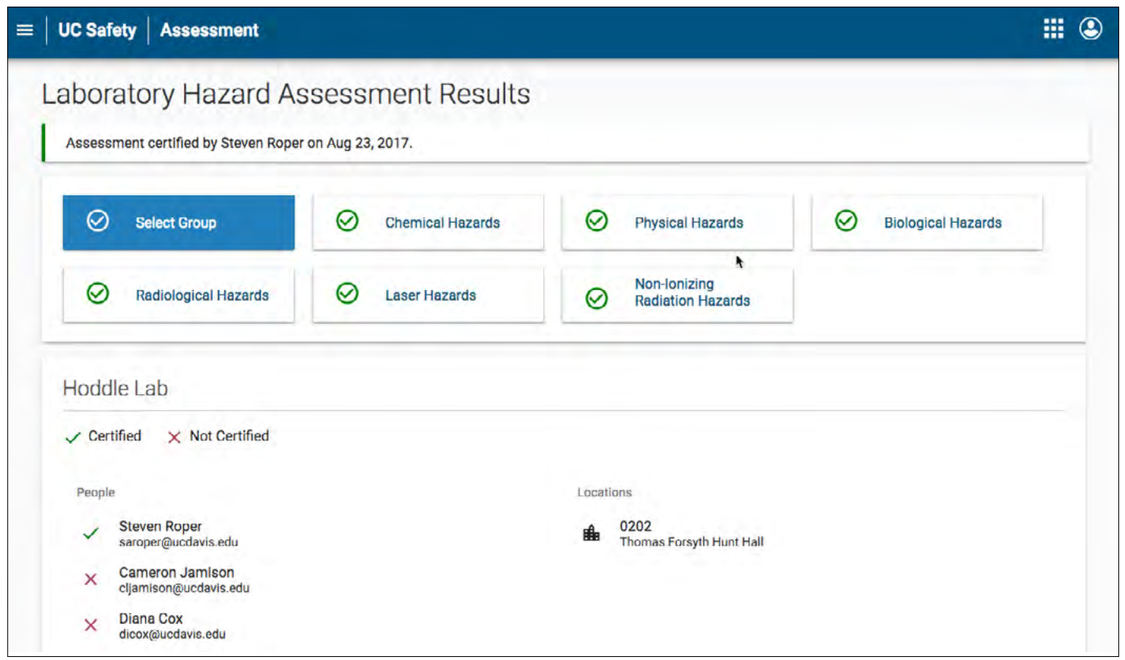


For more information about Assessment, contact service@RiskandSafetySolutions.com

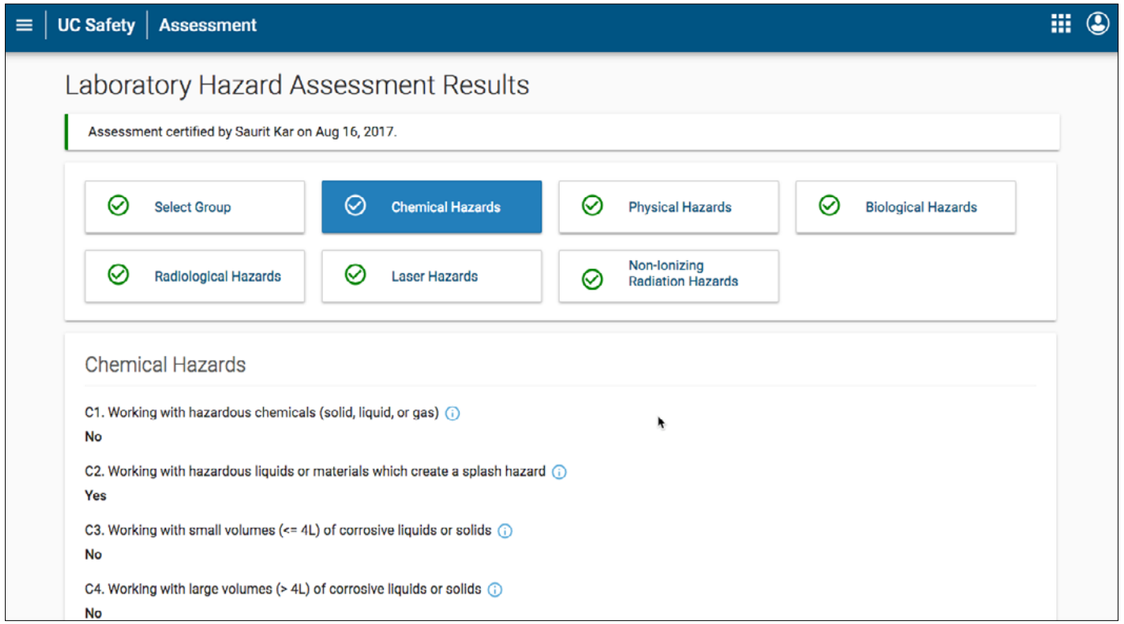
Review the Assessment

- Select the assessment that requires action.

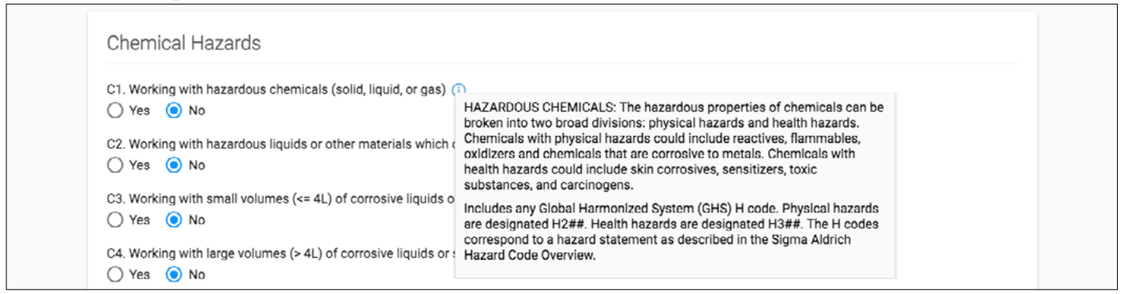
- Laboratory Hazard Assessment Results
  - At the top of the page a notification will indicate when the assessment was certified and by whom.
  - At anytime a lab member, anyone can log in to the system to see the status of the assessment.
  - ✓ Indicates when members of the group have certified the assessment.
  - Once all lab members have acknowledged the assessment, the process is considered complete.



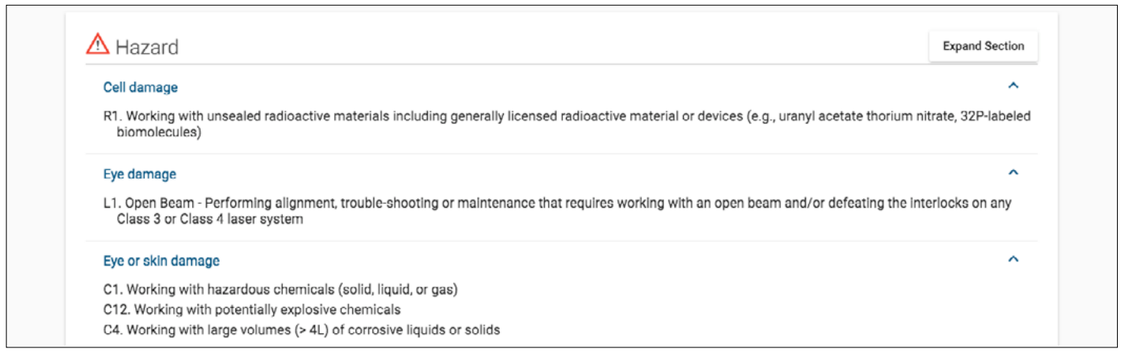
- Select each 'Hazard' section to review the answers to the questions.



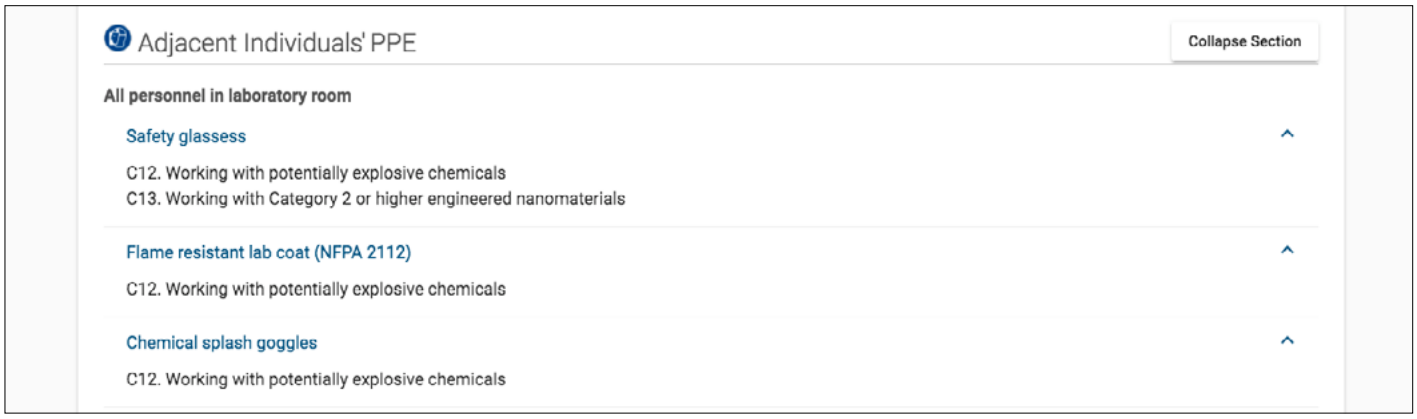
- Select the ⓘ if further clarification on any questions is required.



- Based on the questions answered, the hazards in your lab have been identified.
  - View the questions associated with each item by selecting the arrow located next to each item.



- Based on the hazards, the outcome items are identified (Ex: Active Researchers PPE & Adjacent individuals PPE).
  - View the questions associated with each item by selecting the arrow located next to each item.



- Scroll to the bottom of the page to access the Assessment Certification tab.
  - Each Authorized User is required to acknowledge the assessment once reviewed.
  - If the lab member disagrees with any of the information, they are advised not to acknowledge the certification and contact the PI or Responsible Person directly.

- Once all lab members have acknowledged the assessment, the process is considered complete.

For more information about Assessment, contact service@RiskandSafetySolutions.com