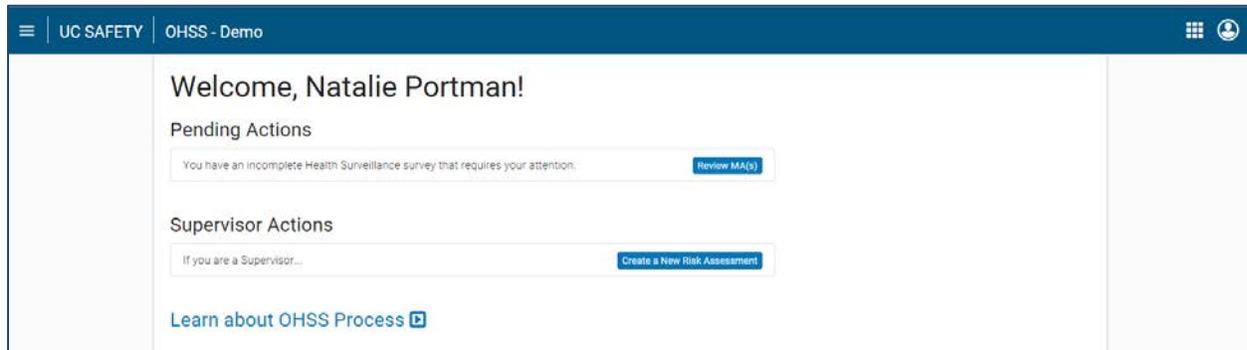


# OHSS – Copy Risk Assessment

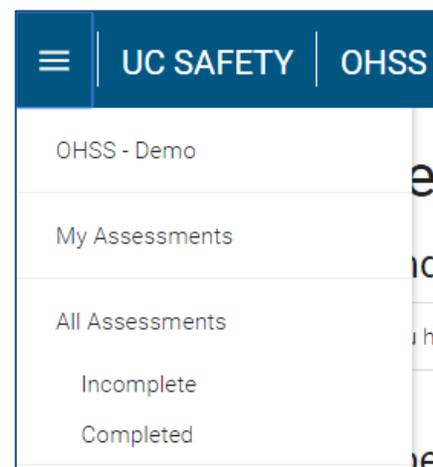
## Quickly Create Risk Assessments for Multiple Workers

It is common for multiple participants to share similar exposure risks. To ease the Risk Assessment process OHSS enables you to copy an existing risk assessment to another user.

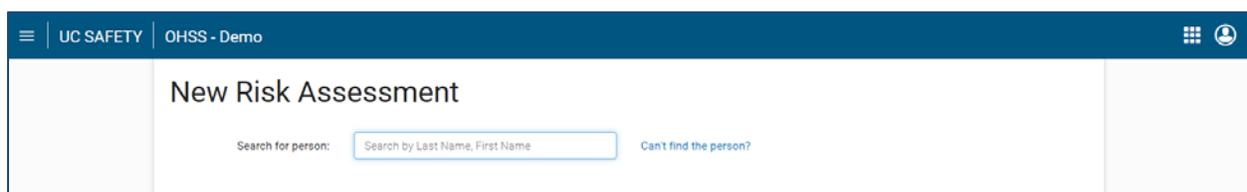
### Step 1. Log Into OHSS (ehs.ucop.edu/ohss)



In this example Natalie Portman is the group Supervisor. If there are no completed Risk Assessments click the *Create a New Risk Assessment* button and continue to **Step 2**. If you already have a completed Risk Assessment you would like to use go to your current Assessments through the Navigational Hash Marks and skip to **Step 4**.



### Step 2. Create a New Risk Assessment



First, designate who the assessment will cover. Remember to start with the Last name. As you type potential participants will be displayed.

# OHSS – Copy Risk Assessment

## Step 3. Complete Risk Assessment

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### Risk Assessment Form

Supervisor: Natalie Portman  
Participant: Marion Cotillard

Animal Contact, Entry into Animal Facilities, or work with Unfixed Animal Blood, Body Fluids, Tissues, or Cell Lines:  Yes  No

Identify the level of exposure for each species for the participant named above and check the appropriate column.  
\* Select Non-human Primate (NHP) if participant works in an area where NHP or NHP tissues are housed or handled.

Species	Wild	Exposure
Amphibian	<input type="checkbox"/>	No Contact
Bats	<input type="checkbox"/>	No Contact
Bird	<input type="checkbox"/>	No Contact
Carnivid	<input type="checkbox"/>	No Contact
Cat	<input type="checkbox"/>	No Contact
Cattle	<input type="checkbox"/>	No Contact
Dog	<input type="checkbox"/>	No Contact
Ferret	<input type="checkbox"/>	No Contact
Fish	<input type="checkbox"/>	No Contact
Gerbil	<input type="checkbox"/>	No Contact
Goat	<input type="checkbox"/>	No Contact
Guinea Pig	<input type="checkbox"/>	No Contact

Complete each section of the Risk Assessment, check the Supervisor Signature box at the bottom of the page, then click the blue *Create Risk Assessment* button to submit assessment.

## Step 4. Current Assessments

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### All Assessments

Incomplete  Completed  [New](#)

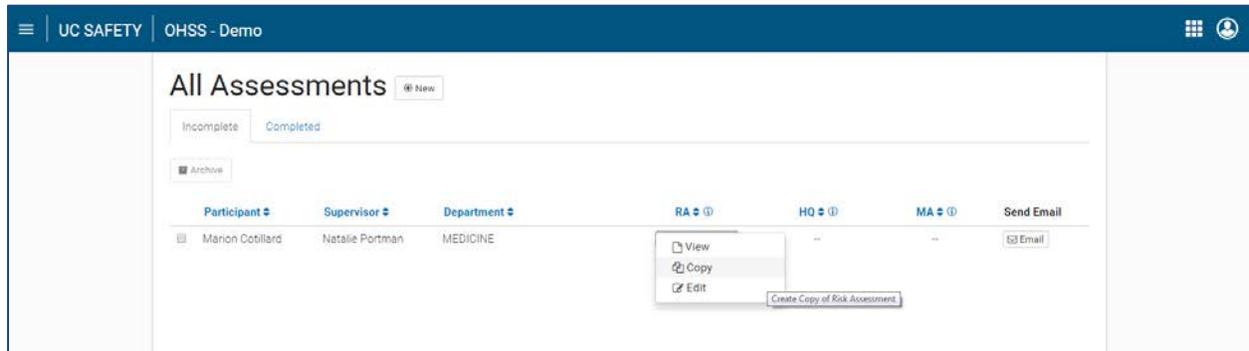
[Archive](#)

Participant	Supervisor	Department	RA	HQ	MA	Send Email
Marion Cotillard	Natalie Portman	MEDICINE	11/09/2015 - P	..	..	<a href="#">Email</a>

The Assessments page will display Risk Assessments for all participants and their Department. In addition to Risk Assessment details this page also provides submission date and status information for the Health Questionnaire and Medical Assessment.

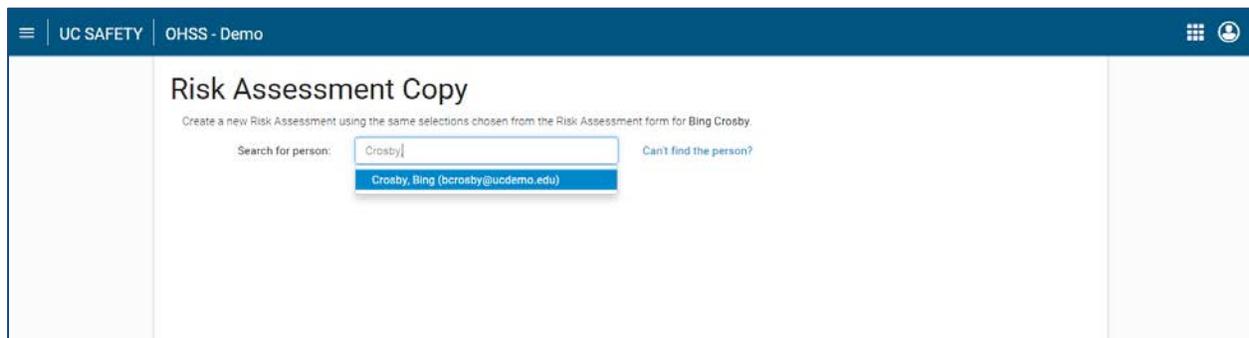
# OHSS – Copy Risk Assessment

## Step 5. Select Assessment to Copy



Clicking on an existing Risk Assessment will provide several options. View, see the assessment. Copy, allows you to select a new participant to assign this assessment. Edit, make changes to the assessment (note that Edit is only an option for assessments that have not been approved by the participant).

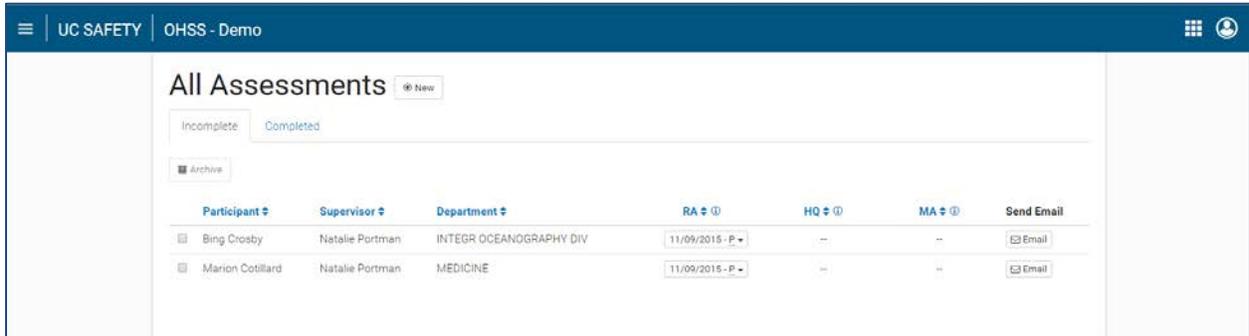
## Step 6. Search for Next Participant



After selecting a new participant the Risk Assessment form will open. All selections made for the previous assessment will transfer. Make any changes that are necessary and submit.

# OHSS – Copy Risk Assessment

## Step 7. Repeat to Add All Participants



The screenshot shows the 'All Assessments' page in the OHSS system. The page has a dark blue header with 'UC SAFETY | OHSS - Demo' and a user icon. Below the header, there are tabs for 'Incomplete' and 'Completed', and an 'Archive' button. The main content is a table with the following columns: Participant, Supervisor, Department, RA, HQ, MA, and Send Email. There are two rows of data in the table.

Participant	Supervisor	Department	RA	HQ	MA	Send Email
Bing Crosby	Natalie Portman	INTEGR OCEANOGRAPHY DIV	11/09/2015 - P	--	--	Email
Marion Cotillard	Natalie Portman	MEDICINE	11/09/2015 - P	--	--	Email

The process can be repeated for all appropriate participants.