# 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)
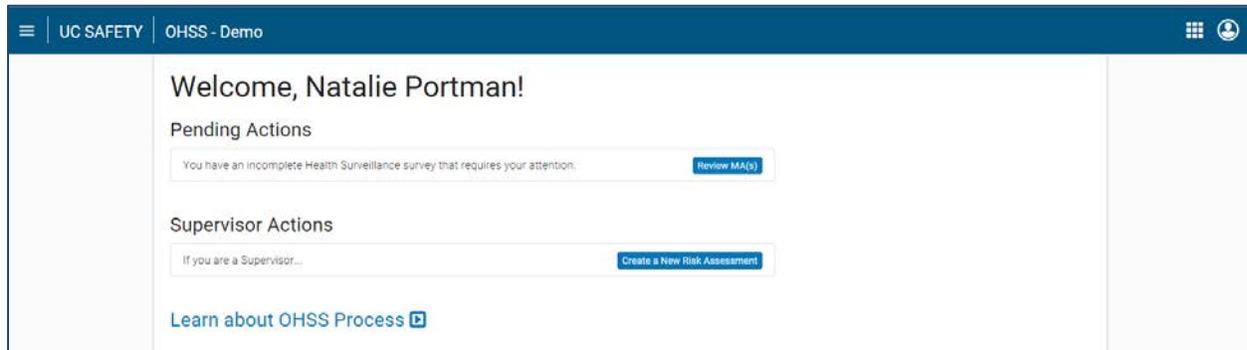


In this example Natalie Portman is the group Supervisor. If there are no completed Risk Assessments click the *Create a New Risk Assessment* button and continue to **Step 2**. If you already have a completed Risk Assessment you would like to use go to your current Assessments through the Navigational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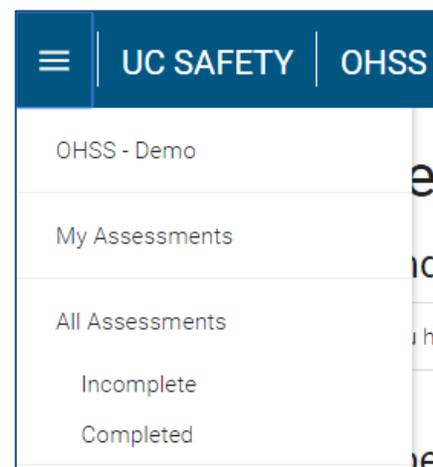


**Step 2.** Create a New Risk Assessment
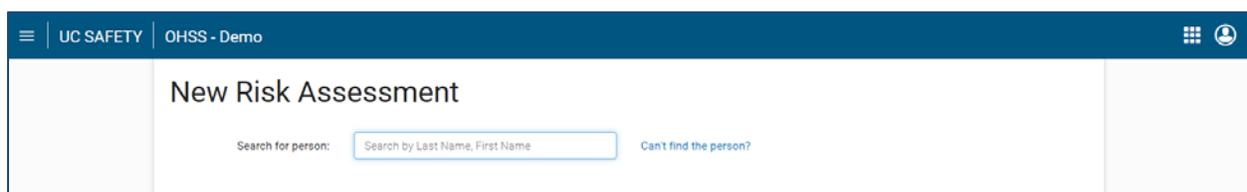


First, designate who the assessment will cover. Remember to start with the Last name. As you type potential participants will be displayed.

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**Step 3.** Complete Risk Assessment



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



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.

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**Step 5.** Select Assessment to Copy
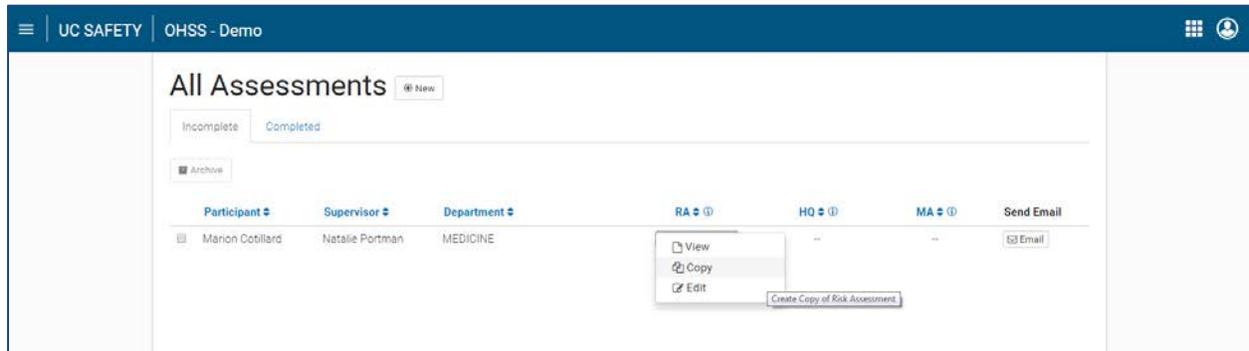


Clicking on an existing Risk Assessment will provide several options. View, see the assessment. Copy, allows you to select a new participant to assign this assessment. Edit, make changes to the assessment (note that Edit is only an option for assessments that have not been approved by the participant).

**Step 6.** Search for Next Participant
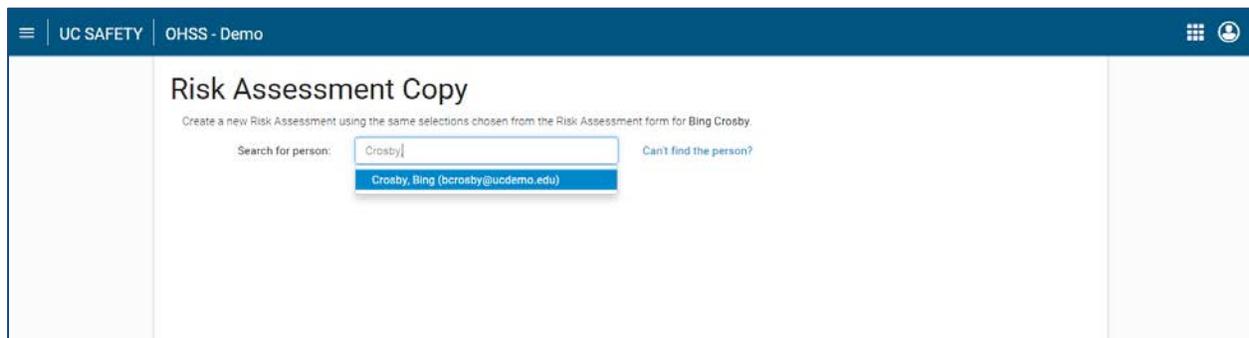


After selecting a new participant the Risk Assessment form will open. All selections made for the previous assessment will transfer. Make any changes that are necessary and submit.

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**Step 7.** Repeat to Add All Participants



The process can be repeated for all appropriate participants.

For questions and assistance completing OHSS contact biosafety@ucsc.edu, (831) 459-2553
For website issues contact ERM Service Desk erm@ucop.edu, (530) 638-3375

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