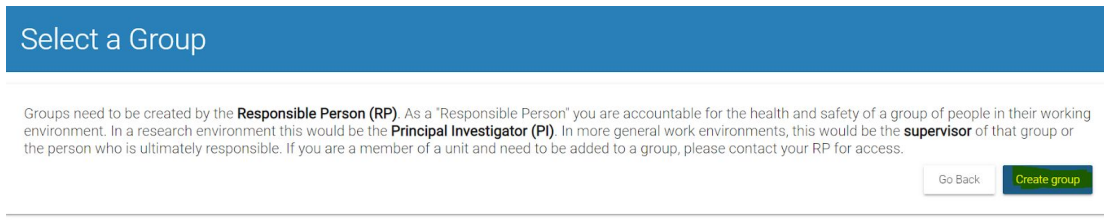


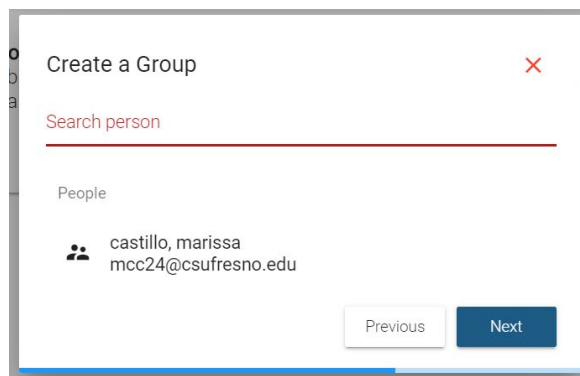
Laboratory Hazard Assessment Procedures

A laboratory hazard assessment using the campus online system should be completed for each lab and indicate the location of the lab in the “Group Name”. For locations that service more than one type of lab, either a combined hazard assessment needs to be completed, or two separate assessments for each different lab should be completed.

1. Login to the Risk Safety Solutions (RSS) Database using the link below:
 - a. <https://csu.risksafety.solutions/myboard/>
 - b. In order to login you will need to use the “@csufresno.edu” version of your email address.
2. Once logged onto the database you should see that you are assigned to a group. The “group name” will indicate the building and room number of the lab. If you do not see that you are assigned to a group, you can select the option to create a group (see below):



- a. If you select the option to create a “group” that you use name of the building and/or the room number, please see examples below:
 - i. Science - 134, McLane Hall - 122, JCAST Graduate Field Laboratory - 108, etc.
 - ii. If you have any questions regarding the naming procedure, please contact EHS/RM for guidance.
- b. In the second screen, to create a group there will be an option to add others to your group. Please add all appropriate individuals that will need to have access for review to the laboratory hazard assessment (see below):



- c. In the third screen, you will be able to add specific building information. Please type in the building and in the location indicate the specific room number (see below):

Create a Group ×

Search for buildings

Locations

3. After you complete creating a group, the screen following completion will display the group(s) you are in. To complete a laboratory hazard assessment, click on a group to begin.

- a. Complete the questions in each of the sections shown below:

<input checked="" type="radio"/> Select Group	<input checked="" type="radio"/> Chemical Hazards	<input type="radio"/> Physical Hazards	<input type="radio"/> Biological Hazards
<input type="radio"/> Radiological Hazards	<input type="radio"/> Laser Hazards	<input type="radio"/> Non-Ionizing Radiation Hazards	

4. If assistance is need to complete the assessment for any of the sections mentioned above, please see the link below for more information:

<https://csu.risksafety.solutions/help/chemicals>

5. If at anytime you need further assistance, please feel free to contact EHS/RM at:

EHSRMSREQUEST@listserv.csufresno.edu