

## About Assessment

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.

## Creating an Assessment

- Log in to Assessment on your desktop computer at [csu.risksafety.solutions/assessment](https://csu.risksafety.solutions/assessment)
- Choose the **Get Started!** button to begin.
- Create a new group with the **Create Group** button.
- Or choose **Select** to create a hazard assessment for an existing group.

## Completing an Assessment

- Assessments have separate categories that address specific hazards in research environments.
- Mark **Yes** to begin answering questions for a specific hazard category.
- Each question is shown with a simple yes or no answer. Questions are defaulted to No.
- Choosing the information icon beside a question brings up relevant definitions.
- Mark **Yes** or **No** for each question as it relates to your workspace.
- At the end of each section you can **Save** or **Save and Continue** to move onto the next section.

## Certifying an Assessment

- As the Principal Investigator, when all sections are complete, you will be asked to certify that the assessment is accurate.
- Certifying an assessment assigns it to all lab members to be acknowledged.

## Results

- Once certified, you will be directed to the Laboratory Hazard Assessment Results page
- Expanding the hazard shows the correlating question mapped to it.
- Personal Protective Equipment for researchers actively engaged with hazardous activities are displayed and are linked with the corresponding survey response.
- Recommended PPE for individuals adjacent to active researchers or in the room is also listed.

## Manage Groups

- To make edits to existing labs, select the lab and make changes to people and locations as needed
- New groups can also be created here by selecting the blue **Add Group** button.