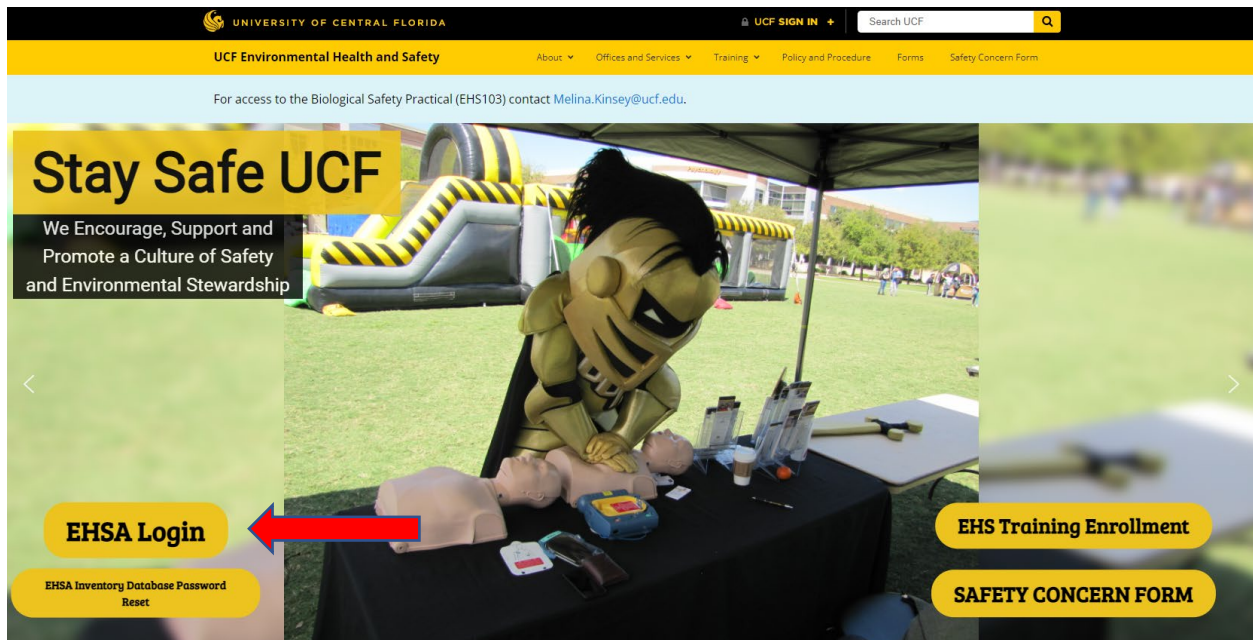




Laboratory Hazard Assessment Tool (LHAT) Tutorial

Step 1: Visit our homepage at ehs.ucf.edu and click on the *EHSA LOGIN* button in the left side of the homepage.





Environmental Health and Safety

Step 2: Type in your username (NID) and password (NID Password) then click *Sign in*. (If you can't remember your password contact Franco.DelPino@ucf.edu or Sean.Brennan@ucf.edu to have them reset it).

EH&S Assistant v2.0.8419.28462

UCF NID

ⓘ Login ID is required

Password




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Step 3: Once you reach the following screen click on the EHS Assessment icon on the bottom right

Welcome to your Safety Research Home Page

Quick Links

- [UCF Environmental Health & Safety Home Page](#)
- [UCF EHS Policies & Procedures](#)
- [Forms & References](#)
- [MSDSOnline \(SDS repository\)](#)
- [EHS](#)



Thank you for logging in to test the upgraded database.

****This Database is for testing only. For normal operations, please use the live EHSA site (click here).****

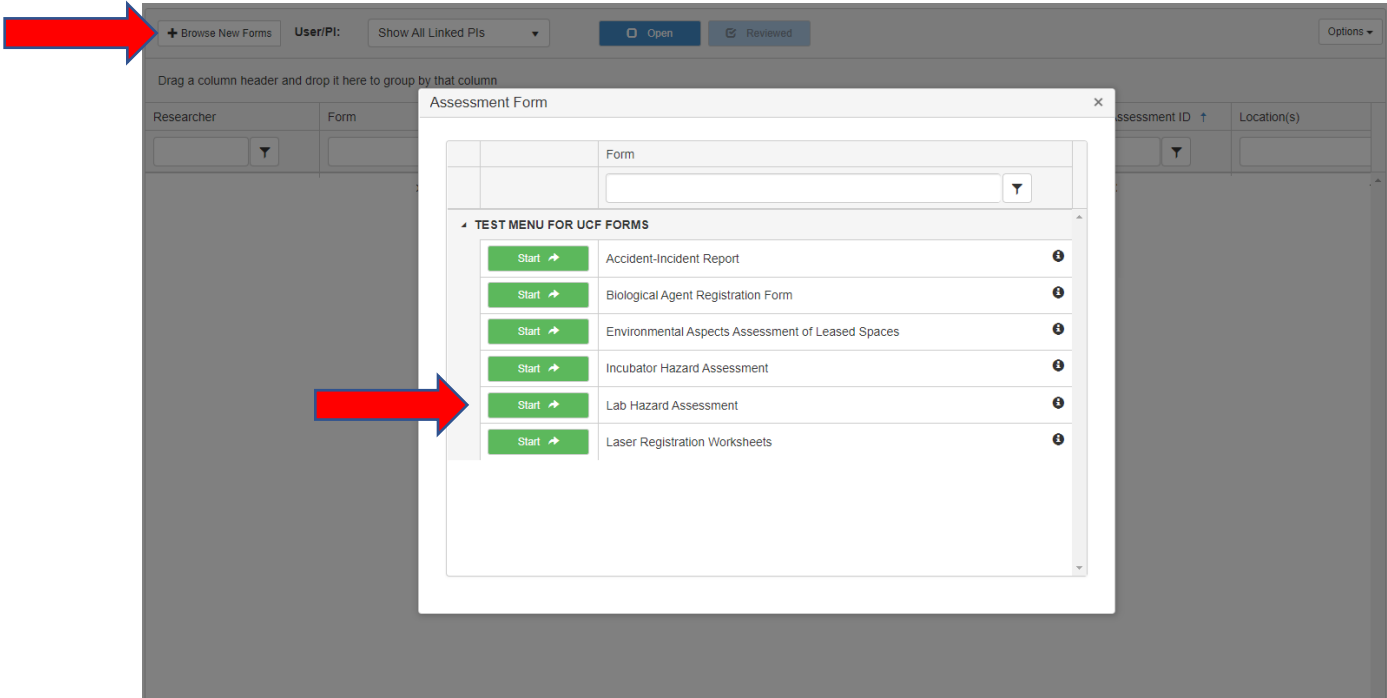
Please submit screenshots or links to items missing that you need to perform your unique safety role to ResearchSafety@ucf.edu.

Waste Pickup Request **Waste Supply Requests** **Training Records** **Safety Inspections** **Reports** **Inventory** **Worker Registration** **Permits** **Contamination History** **SOP Documents** **Equipment** **EHS Assessment**



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Step 4: Click on *+ Browse New Forms* button on the top left then click *Start* next to the *Lab Hazard Assessment* option. Choose your name on the *Researcher* dropdown menu and click *Create Assessment*.





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Step 5: Add any lab workers to your group by clicking *Find Worker*, searching for them using their first\last name, clicking *Select* next to their name, looking for others to add or clicking *x Close* to finish. Remove lab workers from your group by clicking the *x* next to their name. **You must also contact EHS when removing lab workers so that they may be removed from any of your permits.**

Add the labs you want to attach to this specific LHAT by choosing the building name from the dropdown menu on the bottom left and then clicking the green arrow to the right of the lab number. You may have more than one LHAT for different labs if they have different hazards (e.g., Chemical labs and Laser labs). Otherwise, choose the highest hazard found in any of the labs when grouping them together.

Click *Next* at the bottom of the page when done.

UNIVERSITY OF CENTRAL FLORIDA
Lab Hazard Assessment

*Researcher: Feelgood, Jimmy

Find Worker Attached Workers

	Name ↑	ID#
x	Feelgood, Labworker	5555555

Select Location(s) to Attach

Buildings: BIOLOGICAL SCIENCES BUILDING

000	>
104	>
105	>
106	>
108	>
109	>
110	>
110A	>

Attached Locations

	Buildings	Lab
x	All Buildings Designation for Inspection Reports	000



Step 6: Confirm that all your personal information and lab personnel are up-to-date then click *Next*.

The screenshot shows a web application interface for an assessment. On the left is a sidebar with a list of categories: Chemical, Work Environment, Animals, Dangerous Goods, Nanomaterials, Radiological, Biological, Blood, Waste and Explosives, Environmental Management, Ionizing and Non-ionizing Radiation, and DEA Controlled Substances. The main content area is titled 'Assessment Questions' and has a yellow header for 'Principal Investigator'. Below this header are input fields for: First Name (Jimmy), Last Name (Feelgood), E ID (1989910), Department (ORC), and Location (a dropdown menu). Below the PI section is a 'Lab Personnel' section with '+ Add', 'Expand All', and 'Collapse All' buttons. A table lists lab personnel with columns for Lab Contact, Office Phone, Emergency Contact, and Emergency Phone. One entry is visible: 'Feelgood, Labworker'. At the bottom of the form are buttons for 'Previous', 'Save Progress', 'Next', 'Save as Complete', and 'Cancel'.

Step 7: Continue to go through the assessment questions and clicking *Next* until reaching the end of the assessment and then click *Yes* when this window appears.

The screenshot shows the same assessment form as in Step 6, but with a modal dialog box titled 'End of Assessment' overlaid. The dialog box contains the text: 'There are no further questions. Do you wish to 'Save As Complete'?'. Below the text are two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted in green. The background assessment form is dimmed, showing the 'DEA Controlled Substances, Prescriptions, & Drug Precursors' section with a question: '1. Do you work with controlled substances, prescriptions, & Drug precursors?'. The 'No' radio button is selected. At the bottom of the form are buttons for 'Previous', 'Save Progress', 'Next', 'Save as Complete', and 'Cancel'.