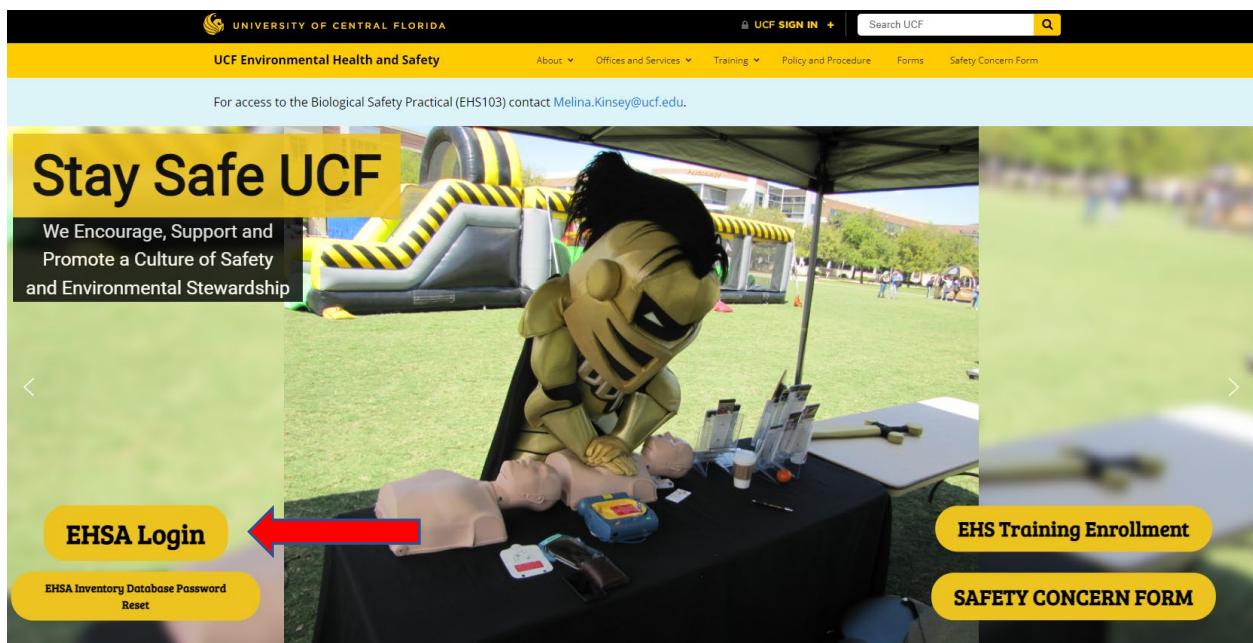




Laboratory Hazard Assessment Tool (LHAT) Tutorial

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





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

EH&S Assistant

v2.0.8419.28462

UCF NID

ⓘ Login ID is required

Password



Environmental Health and Safety

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](#)
- [UCF EHS Forms & References](#)
- [MSDSOnline \(SDS repository\)](#)
- [UCF Accident / Incident Reporting Form](#)

EHS

EHS USER GUIDES



Welcome to UCF's EHSA upgrade!

If you find items missing that you need to perform your unique safety duties, please submit questions, screenshots, or links to ResearchSafety@ucf.edu.

Navigation Icons:

- Waste Pickup Request
- Waste Supply Requests
- Training Records
- Safety Inspections
- Inventory
- Worker Registration
- Permits
- Equipment
- EHS Assessment**



Environmental Health and Safety

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*.


The screenshot shows the UCF Environmental Health and Safety forms interface. At the top left, there is a button labeled **+ Browse New Forms**, which is highlighted by a red arrow. Below this button, there is a header bar with the text **User/PI:** and a dropdown menu labeled **Show All Linked PIs**. To the right of the header bar are buttons for **Open** and **Reviewed**, and an **Options** dropdown menu. Below the header bar, there is a table with two columns: **Researcher** and **Form**. The **Researcher** column has a dropdown menu, and the **Form** column has a search bar. Below the table, there is a section titled **TEST MENU FOR UCF FORMS**. This section contains a list of forms, each with a **Start** button and an information icon. The forms listed are: **Accident-Incident Report**, **Biological Agent Registration Form**, **Environmental Aspects Assessment of Leased Spaces**, **Incubator Hazard Assessment**, **Lab Hazard Assessment**, and **Laser Registration Worksheets**. A red arrow points to the **Start** button next to the **Lab Hazard Assessment** option.




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



Environmental Health and Safety

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

Instructions **Assessment Questions**

Inspection Process Questions

- Chemical
- Work Environment
- Animals
- Dangerous Goods
- Nanomaterials
- Radiological
- Biological
- Blood, Waste and Explosives
- Environmental Management
- Ionizing and Non-ionizing Radiation
- DEA Controlled Substances

Principal Investigator

First Name: Jimmy

Last Name: Feelgood

E ID: 1989910

Department: ORC

Location:

Lab Personnel:

[+ Add](#) [Expand All](#) [Collapse All](#)

	Lab Contact:	Office Phone:	Emergency Contact:	Emergency Phone:
✖ View / Edit	Feelgood, Labworker			

[← Previous](#) [Save Progress](#) [Next →](#) [Save as Complete](#) [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.

ment [Save as Complete](#)

Instructions **Assessment Questions**

Inspection Process Questions

- Chemical
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DEA Controlled Substances, Prescriptions, & Drug Precursors

☐ Yes ☒ No 1. Do you work with controlled substances, prescriptions, & Drug precursors?

[← Previous](#) [Save Progress](#) [Next →](#) [Save as Complete](#) [Cancel](#)