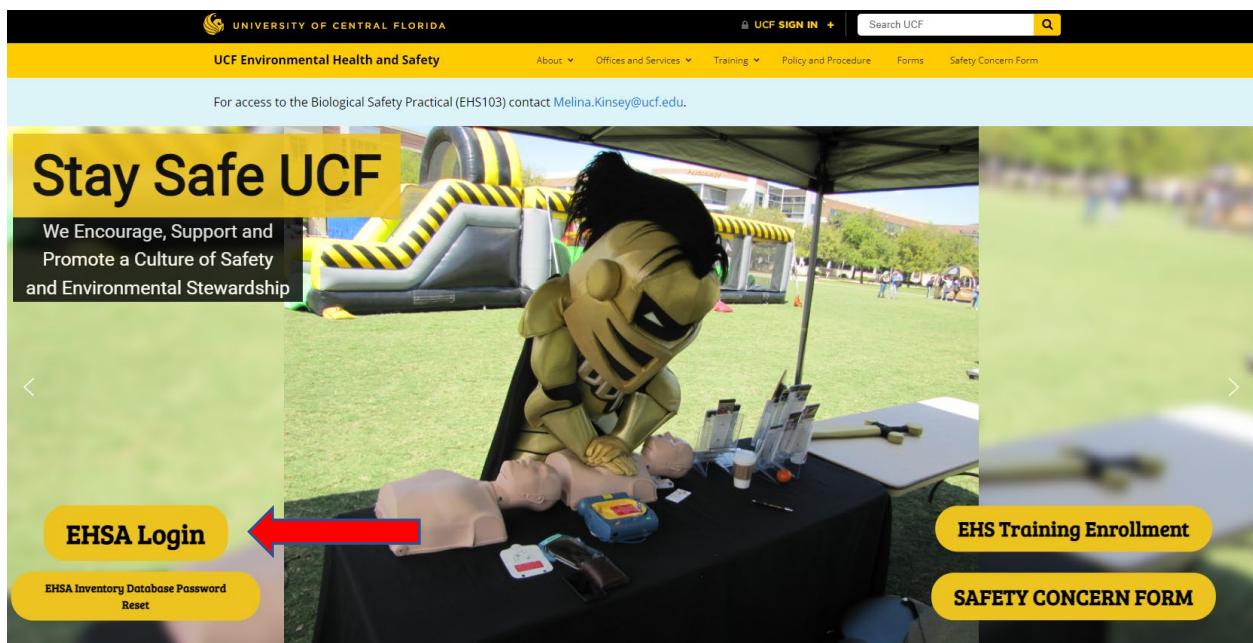# Laboratory Hazard Assessment Tool (LHAT) Tutorial

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

⊘ Sign in   ✦ First-Time User?

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

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*.

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.

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

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.