

Introduction and Overview

The **Occupational Health Surveillance System (OHSS)** streamlines risk assessments and medical evaluations for employees and researchers exposed to workplace or laboratory hazards, including animal biohazards. Effective **November 1, 2024**, OHSS replaces the traditional Medical History Questionnaire (MHQ) process.

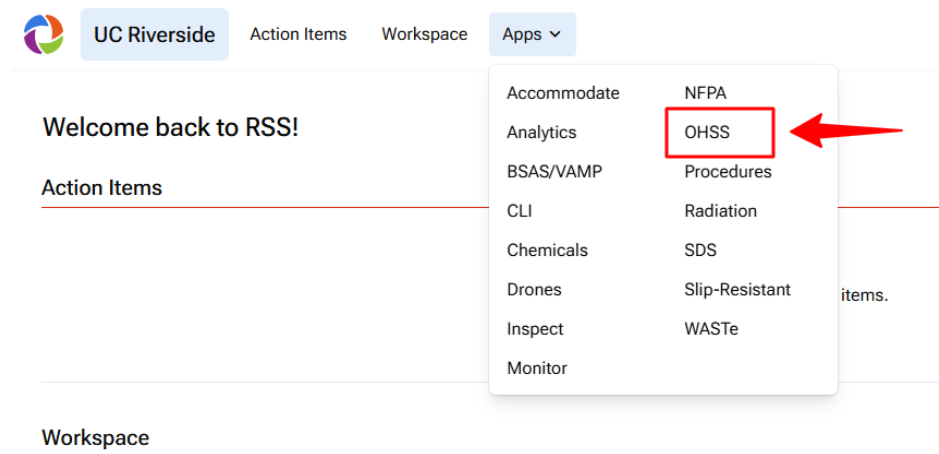
As part of this process, all participants listed for the first time on an Animal Use Protocol (AUP) are required to submit an initial Health Questionnaire through OHSS. This ensures appropriate medical surveillance and compliance with institutional and regulatory requirements.

Health Questionnaires must be renewed:

1. As defined in the associated AUP (e.g. annually or every third year) **OR**
2. Based on the Occupational Health Physician's assessment of the participant's health status and the risk level (typically every 1-3 years).

Participant's will receive an automated email reminder from UCR Occupational Health ehsocchealth@ucr.edu 60, 30, and 15 days prior to the renewal date.

Accessing the system: Visit <https://ehs.ucop.edu/ohss>



Browser Recommendations:

- Recommended: Use Chrome for optimal performance.
- Alternatives: Internet Explorer (IE) or Firefox must be updated to the latest versions for the best results.

UCR Net ID:

A valid UCR NetID is necessary to access OHSS. This ID serves as the gateway for UC Riverside services.

- **Faculty and Staff:**

NetIDs are created during hiring and triggered by UCPATH Payroll System entries. Support: Contact **BearHelp** at **951-827-4848** or visit <https://its.ucr.edu/support#gethelp>.

- **Students:**

NetIDs are included in acceptance letters upon submission of the Statement of Intent to Register (SIR).

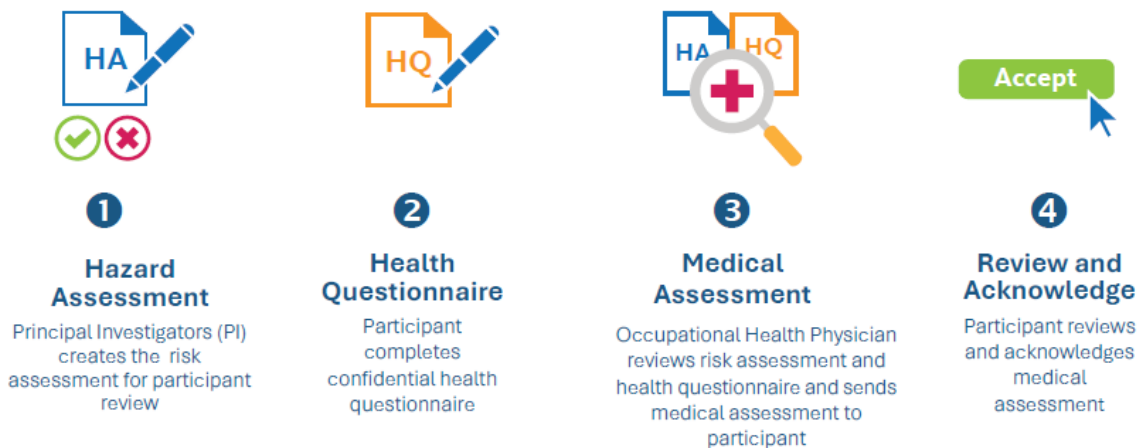
- Support: Email helpdesk@student.ucr.edu or call **951-827-6495**.

- **Non-employees (e.g., volunteers):**

Sponsoring departments facilitate NetID creation.

- Support: Contact **BearHelp** at **951-827-4848** or visit <https://its.ucr.edu/support#gethelp>.

Workflow



Roles:

Supervisor/ Principal Investigator (PI)

At UCR, the PI oversees research involving animal use and ensures compliance with all regulatory standards.

- PIs monitor [Risk Assessment](#) statuses but do not access personal health information.
- PIs are critical in maintaining team safety, protocol adherence, and ethical standards.

- **Important:** You will have **30 minutes** to complete the form. Unsaved data will be lost if not submitted within this timeframe. This requirement is in place to ensure the form remains compliant with HIPAA regulations.
- Access to the confidential Health Questionnaire is limited to the participant and the reviewing medical professional. Principal Investigators (PIs) do not have access to any personal medical information other than their own.

Participants (Employees, Researchers, Lab Workers, Volunteers):

- **Review and Respond to the Risk Assessment:** Participants must review the Risk Assessment and indicate their agreement or disagreement.
- **Complete the Health Questionnaire:** Participants will have **30 minutes** to complete the form. Please note that unsaved data will be lost if not submitted within this timeframe. This time limit ensures compliance with **HIPAA regulations**.
- **Acknowledge the Medical Assessment:** After submitting the Health Questionnaire, you will be required to acknowledge the medical review process.
- **Confidentiality of Medical Information:** Access to the Health Questionnaire is strictly limited to the participant and the reviewing medical professional. **Principal Investigators (PIs)** do not have access to any personal medical information other than their own.
- **Reuse of Health Questionnaire:** Participants may reuse their Health Questionnaire for multiple Risk Assessments, provided there are no changes in health status or exposure risks.
- **Vaccination Records – Important Note:** When completing the Health Questionnaire, participant should have their **vaccination records** readily available. The form does **not auto-fill** prior vaccination or testing information collected by Occupational Health. If the vaccine history is incomplete, the reviewing medical professional may recommend additional services, potentially delaying the clearance.
- **Digital Vaccine Record (DVR):** Participants can request a **Digital Vaccine Record** from the [California Immunization Registry \(CAIR\)](#). Failure to provide vaccination documentation may result in unnecessary appointments or delays in processing your medical clearance.

Medical/Admin (EH&S and UCI COEH Physicians):

- Develop medical assessments, consult, and determine participant clearance.
- Assign roles and oversee campus records.


Reviewer (EH&S Occupational Health Coordinator):



- Tracks participant progress and follows up as needed.
- Provides referrals but does not access private health details.
- IACUC will be notified exclusively when individuals are cleared.

Navigating OHSS

- To get back to the home page, select **OHSS** from the header bar.



- All columns on the assessment pages are sortable
 - Double-click the column header to sort the data.
- Hover over the  to view informational/help text
- Hover over the letter next to the date to view the assessment's status.
- Red flags indicate items requiring immediate attention.

My Assessments			
 = Action Required			
Supervisor ⇅	RA ⇅ ⓘ	HQ ⇅ ⓘ	MA ⇅ ⓘ
Marion Cotillard	10/05/2015 - A	10/05/2015 - C	 10/05/2015 - CR

Checking Participant Status

- Select **All Assessments** from the home page.
- Navigate between tabs: **Incomplete**, **Completed**, **Archived**, or **No Exposures**.
- Hover over the status code to see its meaning:

All Assessments

Incomplete

Completed

Archived

No Exposures

All Assessments

Incomplete

Completed

Archived

No Exposures

Archive

Export

Participant	Supervisor	Department	RA	HQ	MA	Send Email
<input type="checkbox"/> [REDACTED]	[REDACTED]	[REDACTED]	11/19/2024 - A	11/19/2024 - P	--	
<input type="checkbox"/> [REDACTED]	[REDACTED]	--	08/07/2024 - A	08/29/2024 - MP	--	
<input type="checkbox"/> [REDACTED]	[REDACTED]	[REDACTED]	02/21/2024 - A Copy	04/18/2024 - CN	--	08/29/2024
<input type="checkbox"/> [REDACTED]	[REDACTED]	[REDACTED]	02/29/2024 - A Copy	04/18/2024 - CN	--	08/29/2024
<input type="checkbox"/> [REDACTED]	[REDACTED]	[REDACTED]	11/19/2024 - P	--	--	Email 11/19/2024

You can view each code definition by hovering over the letter to see the tool tip. Each code is listed in the

Status Code	Definition
A	Agreed to by the participant
C	Complete
CA	Consultations Acknowledged by Participant
CN	Clarification needed
CR	Consultation required by Medical Provider
D	Disagreed to by the participant
P	Pending participant review
R	Participant not cleared for works