

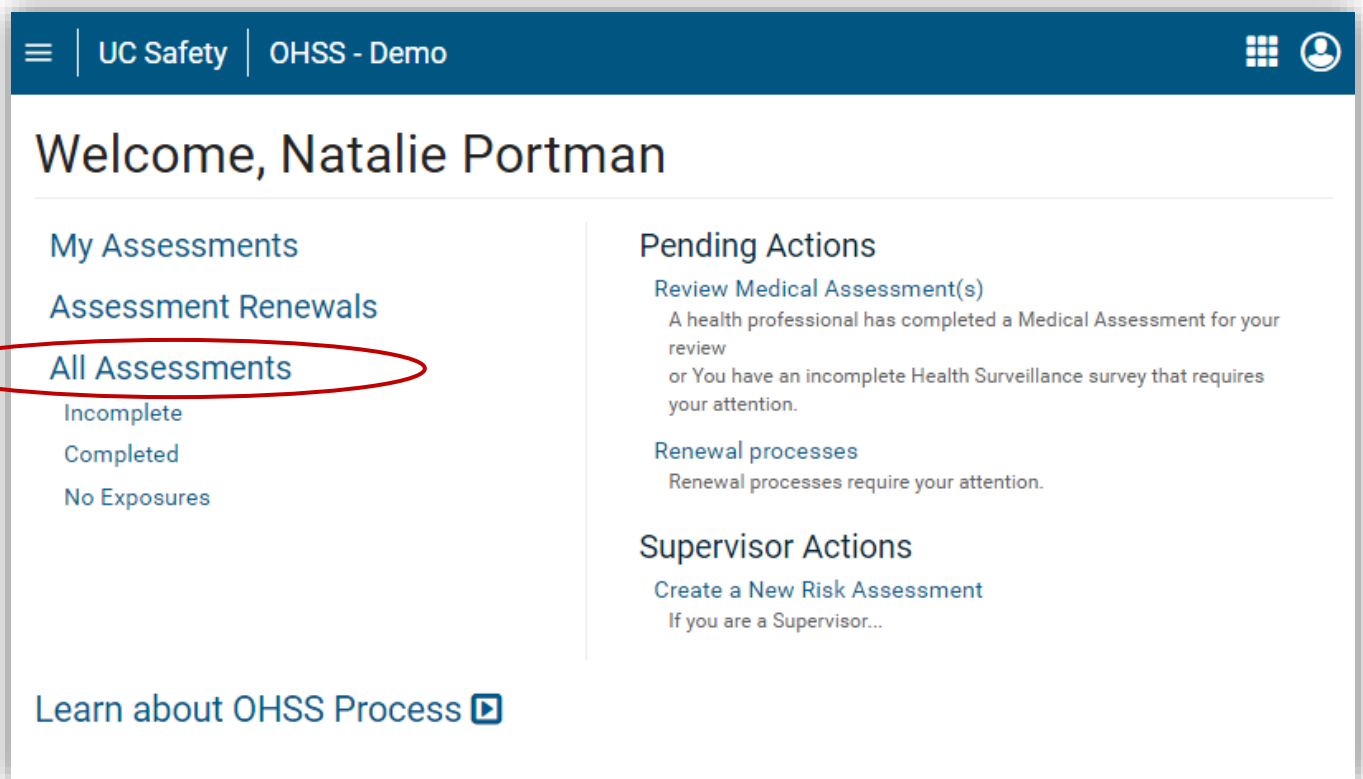
PI Revisions to a Risk Assessment During Medical Review

During the medical review process, the PI may be required to revise the submitted Risk Assessment based on feedback from the reviewing occupational health professional. These revisions ensure that all identified health risks are adequately addressed and that the participant's medical evaluation is based on accurate and complete exposure information. Copying a Risk Assessment from an Existing One

Copying an existing Risk Assessment allows PIs to quickly create multiple assessments with similar hazards and risks. Additionally, copying a risk assessment allows to make quick revisions and updates without having to re-enter all of the information. Follow these steps to revise a Risk Assessment:

1. **Navigate to All Assessments:**

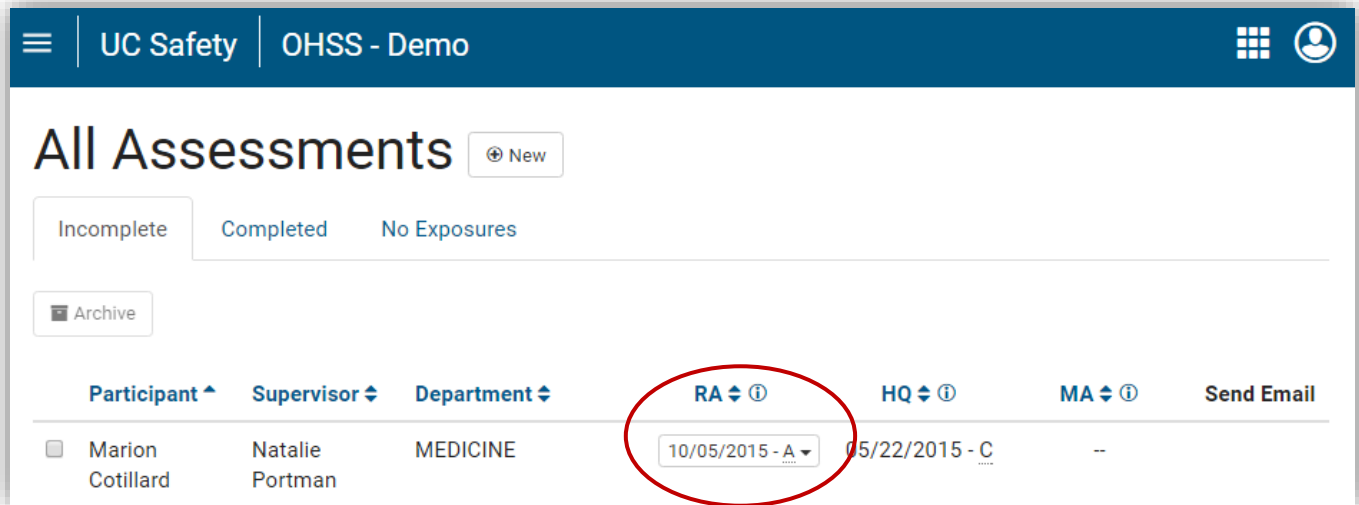
- From the homepage, go to **all Assessments**.



The screenshot shows the UC Safety OHSS - Demo dashboard. The top navigation bar includes a menu icon, 'UC Safety', 'OHSS - Demo', and a user profile icon. The main content area is titled 'Welcome, Natalie Portman'. On the left, under 'My Assessments', there are links for 'Assessment Renewals', 'All Assessments' (circled in red), 'Incomplete', 'Completed', and 'No Exposures'. On the right, under 'Pending Actions', there are sections for 'Review Medical Assessment(s)' (with a description), 'Renewal processes' (with a description), and 'Supervisor Actions' (with a link 'Create a New Risk Assessment' and a description). At the bottom left, there is a link 'Learn about OHSS Process' with a play button icon.

2. **Locate the Existing Assessment**

- In the **RA** column, find the name of the participant whose Risk Assessment you want to copy and revise.



UC Safety | OHSS - Demo

All Assessments

[New](#)

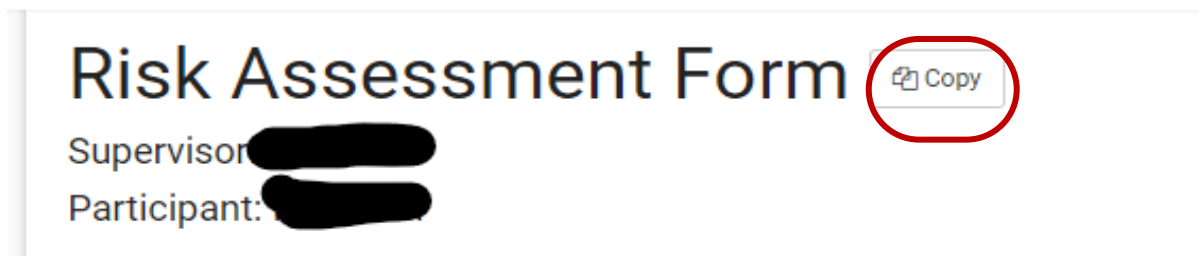
Incomplete Completed No Exposures

[Archive](#)

Participant ^	Supervisor ^	Department ^	RA ^ ⓘ	HQ ^ ⓘ	MA ^ ⓘ	Send Email
<input type="checkbox"/> Marion Cotillard	Natalie Portman	MEDICINE	10/05/2015 - A	05/22/2015 - C	--	

3. **Access the Copy Option:**

- Click the drop-down arrow next to the participant's name.
- Select **Copy Risk Assessment** from the options.



Risk Assessment Form

Supervisor: [REDACTED]

Participant: [REDACTED]

[Copy](#)

4. **Search for the Participant**

- Enter the name of the person (in the format **Last Name, First Name**) to whom the Risk Assessment will be applied.
- Select the participant from the list.

Risk Assessment Copy

Create a new Risk Assessment using the same selections chosen from the Risk Assessment form for [REDACTED].

Search for person:

Search by Last Name, First Name

[Can't find the person?](#)

5. **Review All of the Sections**

- The form will contain all nine sections, which must all be completed before submission. Revisit the section that you need to revise and update.
- The sections include:
 - Participant Status
 - Animal Contact
 - Biological Agents
 - Exposures
 - Physical Agents
 - Chemical Agents
 - Animal Exposures
 - Bloodborne Pathogens Exposure Control
 - General Safety

Examples of Common Revisions:

- Review **the General Safety section or the Animal exposure section** with the Principal Investigator (PI) using the [UCR Animal Researchers Occupational Health Guidance](#).
- Many topics in this section are also covered in the CITI training and the Vivarium Orientation provided by the Office of the Campus Veterinarian (OCV).
- Update applicable questions in the **General Safety and the Animal Exposure section to “Yes”** and ensure a discussion takes place with the participant to confirm understanding.

General Safety

Were safe work practices discussed?	No
Does employee know how to report an animal bite or needle stick?	No
Has the employee been informed of their right and obligation to file a report of injury and be seen in Occupational Health free of charge?	No
This position requires routine lifting of:	under 20 lbs

Animal Exposure:

☒ Yes ☐ No

Were animal-related illness/injury discussed?	No
Were zoonotic diseases discussed?	No
Were animal allergies discussed?	No

6. Edit and Finalize the Assessment:

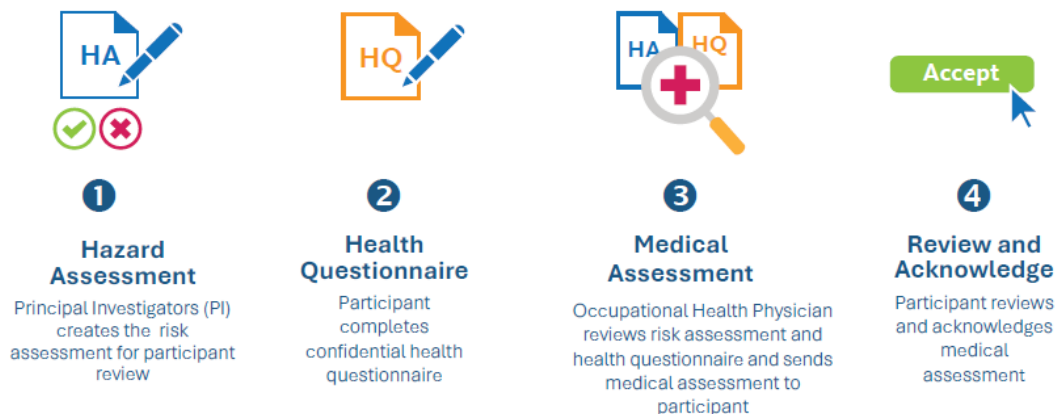
- After you have reviewed the copied risk assessment and made any necessary edits
- The PI must electronically sign by selecting the “**Supervisor’s Signature**” checkbox. This action confirms that the information provided is accurate.
- Click the **Create the Risk Assessment** button to complete the process.



Supervisor Name: [Redacted] Supervisor Signature: ☐ Date: 09/19/2024

Create Risk Assessment Cancel

- Once these steps are completed, the Principal Investigator (PI) should send a follow-up message to the participant through the OHSS system.
- This begins with the workflow all over again



- The participants will then be able to review and acknowledge the Risk Assessment and update their Health Questionnaire as needed.
- Participants are required to revisit the Risk Assessment and resubmit the existing Health Questionnaire form. This allows them to revise their responses or provide any additional information requested by the reviewing medical provider.
- **To ensure accuracy, Occupational Health staff will archive the previous version of the form, preventing PIs from inadvertently accessing or distributing outdated copies.**