

Introduction and Overview

Occupational Health Surveillance System (OHSS) provides an automated mechanism for conducting a risk assessment and corresponding medical evaluation for employees with exposure to animal biohazards and other workplace or laboratory exposures. This system replaces the Animal Exposure Questionnaire (AEQ) as of Dec. 5, 2016.

Accessing the System

The system can be accessed at <https://ehs.ucop.edu/ohss>

Browser Recommendations

The system is available for use on all browsers, however it is recommended whenever possible to use Chrome. If using IE or Firefox, you must have the newest version installed on your computer for optimal results.

CalNet ID

- In order to be access OHSS, all personnel must have a valid CalNet ID, an online identity which allows access to many UC Berkeley online services.
- A CalNet ID is generated for employees or students by their sponsoring department's Human Resources (HR) Representative.
- If you are a not a UCB employee or student (e.g., visiting summer students, volunteers), you can still obtain a CalNet ID from your sponsoring department. For more guidance, please contact the Office for Animal Care and Use (OACU) at 642-8855 or acuc@berkeley.edu

Workflow



Roles

Supervisor (PI)

- Creates the Risk Assessment for the participant
- Can check status but cannot view any personal health information

Introduction and Overview

Roles (Continued)

Participant (Other Personnel)

- Reviews Risk Assessment and agrees or disagrees
- Completes Health Questionnaire
- Acknowledges Medical Assessment

Medical/Admin (Occupational Health)

- Creates medical assessments, performs medical consultations, and either approves or disapproves the participant's ability to work
- Assigns roles to appropriate individuals
- Has access to all records in the campus
- Medical professionals, admins in charge of role assignment

Reviewer (ACUC)

- Sees status of each process and responsible for following up with participants
- Does not see Health Questionnaire and Medical Assessment
- IACUC/Biosafety Officers, individuals who need to know status of a group of people

General Tips

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

≡ | UC Safety | OHSS

- All columns on the assessment pages are sortable
 - To sort, double click on the column header you wish to sort on
- Hover over the ⓘ to view informational/help text
- You can determine the status of an assessment by hovering over the letter next to the date
- Items marked with a red flag require your attention

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

OHSS Quick Tips Supervisor

Access the system at <https://ehs.ucop.edu/ohss>.

Searching for a Person

The people search is pulling names from the PPS feed and there are a lot of people with the same or similar names. In order to keep the system performing quickly, it is programmed so that only the top matches to your search results will display. For the best results, please follow these guidelines:

- Search by **Last Name, First Name**
 - The system will not recognize any other combination of a person's name
- For optimal results, enter the person's full name or as many characters as you know
- About 2-5% of the users will not show up when searched for in OHSS. If you have someone who you cannot find, please ask them to log into <https://ehs.ucop.edu/ohss>. Completing this step will allow the system to capture the necessary information about the participant and in turn, the supervisor will then be able to search and select the employee for the Risk Assessment.
- If you continue to experience problems searching for an individual, you can contact the Service Desk at Service@RiskandSafetySolutions.com for additional troubleshooting.

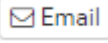
Copying a Risk Assessment

Supervisors with multiple employees performing similar duties can create a single Risk Assessment and then copy it for each of their employees.

Participant ↕	Supervisor ↕	Department ↕	RA ↕ ⓘ
<input type="checkbox"/> Marion Cotillard	Natalie Portman	MEDICINE	09/21/2016 - A ▼

- From the home screen go to **All Assessments**
- Find the name of the participant's Risk Assessment that you wish to copy
- In the column listed RA (for Risk Assessment) select the drop down arrow
- Select **Copy**
- Search for the person you wish to copy the assessment to
- You can edit the Risk Assessment once it has been copied

Checking the status of an Assessment

- From the home screen, go to **All Assessments**
- Select the column header you wish to sort by
- Find the person in question then hover over the last date in the row to see what the status code means
- If you are the supervisor for an individual, you can resend reminder emails by selecting the **Email** button  on the far right
- You can also archive any employees/assessments that are no longer active. *The system will remove them from the list, however the data will not be erased from the system!*

Supervisor-Creating a Risk Assessment

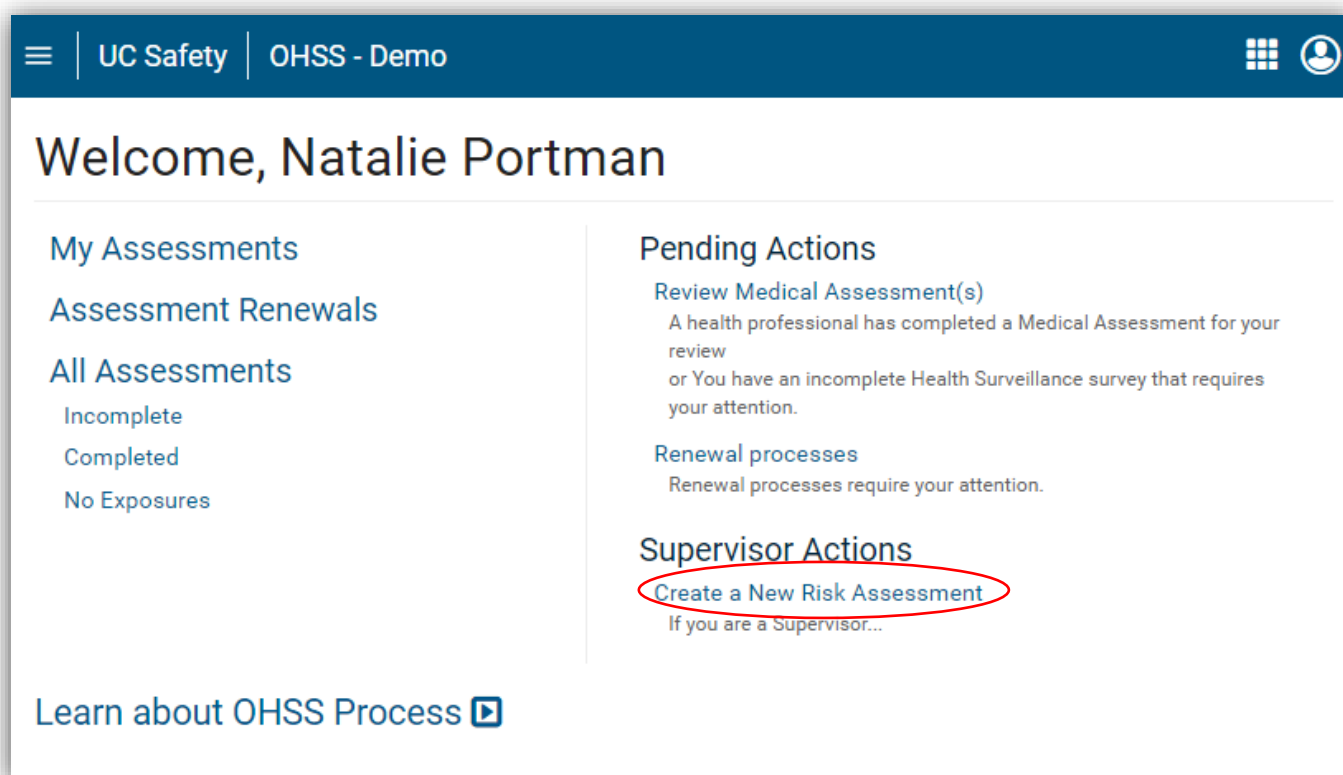
Creating and submitting a Risk Assessment

Supervisors initiate Risk Assessments for new employees or researchers. There are two ways to create a Risk Assessment form:

- 1) From scratch
- 2) Copy an existing one
 - a. If a supervisor has multiple lab workers performing the same research, they can use the **Copy Assessment** feature to quickly reproduce multiple risk assessments.

To create a Risk Assessment from scratch:

- From your homepage under **Supervisor Action** select **Create a New Risk Assessment**



- Enter the participant's legal name or email address.
- As you type, a list of names will appear for you to select. For optimal results, enter the person's full name as last name, first name.
- Select the participant you wish to create a Risk Assessment for
 - ***If participant cannot be found in the search feature, please direct the participant to log in to OHSS. The system will capture their identity information and add them to the system. Only after they have logged in using their campus credentials will they be able to access the system.***

Supervisor-Creating a Risk Assessment

- Once the person has been selected, you will be instructed to complete the Risk Assessment form.
 - For security purposes, you will only have 30 minutes to complete the Risk Assessment. ***If you do not complete it in the given timeframe your data will not be saved.***
- There are nine sections to the Risk Assessment form. All nine sections should be completed before submitting the form. The nine sections are:
 - Participant Status
 - Animal Contact
 - Biological Agents
 - Exposures
 - Physical Agents
 - Chemical Agents
 - Animal Exposures
 - Blood Borne Pathogens Exposure Control
 - General Safety
- Once all sections of the form are completed, as the supervisor, you will need to electronically sign the form by checking the **Supervisor's Signature** box. Doing so confirms that the information provided is accurate.
- Select the **Create Risk Assessment** button

Supervisor-Copying a Risk Assessment

Copying a Risk Assessment from an Existing Assessment

A completed Risk Assessment can be copied to expedite the creation of multiple Risk Assessments with similar hazards and risks. To create a Risk Assessment from a copy:

- Go to **All Assessments**

The screenshot shows the OHSS dashboard for Natalie Portman. The top navigation bar includes 'UC Safety' and 'OHSS - Demo'. The main content area is divided into two columns. The left column, titled 'My Assessments', contains links for 'Assessment Renewals', 'All Assessments' (with sub-links for 'Incomplete', 'Completed', and 'No Exposures'), and a 'Learn about OHSS Process' link with a play button icon. The right column, titled 'Pending Actions', contains two sections: 'Review Medical Assessment(s)' with a message about a completed medical assessment and an incomplete health surveillance survey, and 'Renewal processes' with a message about renewal processes requiring attention. Below these is a 'Supervisor Actions' section with a link to 'Create a New Risk Assessment' and a note 'If you are a Supervisor...'. A user profile icon is visible in the top right corner of the dashboard.

- In the RA column, find the name of the person whose Risk Assessment you would like to copy

Supervisor-Copying a Risk Assessment

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	--	

- Select the drop down arrow
- Select the **Copy Risk Assessment** option
- Search for the person (last name, first name) you wish to apply this Risk Assessment to and select them from the list
- Review the Risk Assessment and make any edits
- When the assessment is completed, select the **Create Risk Assessment** button.

Once the Risk Assessment has been created, it is ready for participant review. The system permits the Supervisor to send a pre-drafted email to the participant detailing what steps they need to take next. There is an open text box in the email as well, which allows the Supervisor to add custom information to the email.

Supervisor-Renewing a Risk Assessment

Renewing a Risk Assessment from an Existing Assessment

A completed Risk Assessment can be renewed 4 weeks prior to being overdue or once it is overdue:

- Go to **Assessment Renewals**

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

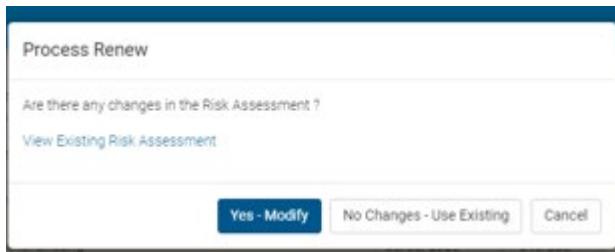
- In Participant column, click the up/down arrow to sort the list alphabetically by first name. Find the name of the person whose Risk Assessment you would like to renew, select **Renew**

The screenshot shows the 'Assessment Renewals' table. The table has columns: Participant, Supervisor, Department, Renewal Date, Renewal Status, Email Sent Date, and Actions. A red arrow points to the 'Renew' button in the Actions column for the first row.

Participant	Supervisor	Department	Renewal Date	Renewal Status	Email Sent Date	Actions
Marion Cotillard	Natalie Portman	MEDICINE	05/22/2016	Overdue	--	Deactivate Renew

Supervisor-Renewing a Risk Assessment

- If there are any changes in the Risk Assessment select **Yes-Modify**. Alternatively, if there are no changes in the Risk Assessment select **No Changes-Use Existing**.



The screenshot shows a dialog box titled "Process Renew". Inside the dialog, there is a question: "Are there any changes in the Risk Assessment?". Below the question is a link that says "View Existing Risk Assessment". At the bottom of the dialog, there are three buttons: "Yes - Modify" (highlighted in blue), "No Changes - Use Existing", and "Cancel".

Once the Risk Assessment has been renewed, it is ready for participant review. The system permits the Supervisor to send a pre-drafted email to the participant detailing what steps they need to take next. There is an open text box in the email as well, which allows the Supervisor to add custom information to the email.

Supervisor – Archiving/Deactivating Assessments

If an employee is no longer part of the Occupational Health Surveillance program, or has switched supervisors, you can archive or deactivate their assessments.

- Archiving is done on incomplete assessments
- Deactivating will deactivate the renewal process on a previously completed assessment. Deactivating will turn off the email reminders to the current supervisor for the corresponding deactivated assessments.

Archiving Incomplete Assessments

- Select the All Assessments from your homepage

The screenshot shows the UC Safety OHSS - Demo interface. The top navigation bar includes a hamburger menu, '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'. The right side features 'Pending Actions' with 'Review Medical Assessment(s)' (noting a health professional's completion and a survey requiring review) and 'Renewal processes' (noting they require attention). Below that is 'Supervisor Actions' with 'Create a New Risk Assessment' (noting it's for supervisors). At the bottom left is a link to 'Learn about OHSS Process' with a play button icon.

- You will automatically be taken to the **Incomplete** tab
- Check the box next to the name of the participant you wish to Archive

Supervisor – Archiving/Deactivating Assessments

UC Safety | OHSS - Demo

All Assessments + New

Incomplete Completed No Exposures

Archive

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

- Select the **Archive** button
- You will then be prompted to provide a reason for archiving the selected assessments

You can also deactivate the renewals process when it comes up for renewal. Deactivating is similar to archiving.

Deactivating Assessments up for Renewal

- Go to the **Assessment Renewals** page

Supervisor – Archiving/Deactivating Assessments

The dashboard shows a welcome message for Natalie Portman. On the left, there are links for 'My Assessments', 'Assessment Renewals', and 'All Assessments' (with sub-links for Incomplete, Completed, and No Exposures). On the right, there are sections for 'Pending Actions' (Review Medical Assessment(s), Renewal processes) and 'Supervisor Actions' (Create a New Risk Assessment). A link to 'Learn about OHSS Process' is at the bottom.

UC Safety | OHSS - Demo

Welcome, Natalie Portman

My Assessments

Assessment Renewals

All Assessments

- Incomplete
- Completed
- No Exposures

Pending Actions

Review Medical Assessment(s)
A health professional has completed a Medical Assessment for your review or You have an incomplete Health Surveillance survey that requires your attention.

Renewal processes
Renewal processes require your attention.

Supervisor Actions

Create a New Risk Assessment
If you are a Supervisor...

[Learn about OHSS Process](#)

- From the **Assessment Renewals** page, select **Deactivate**

The 'Assessment Renewals' page displays a table with columns: Participant, Supervisor, Department, Renewal Date, Renewal Status, Email Sent Date, and Actions. A single row is shown for Marion Cotillard, supervised by Natalie Portman in the MEDICINE department, with a renewal date of 05/22/2016 and a status of 'Overdue'. The Actions column contains 'Deactivate' and 'Renew' buttons.

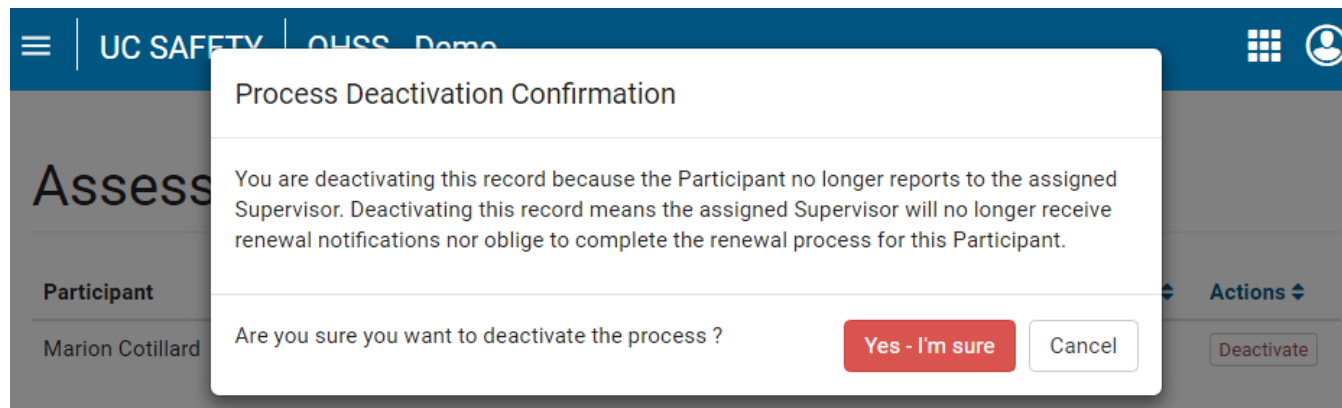
UC SAFETY | OHSS - Demo

Assessment Renewals

Participant	Supervisor	Department	Renewal Date	Renewal Status	Email Sent Date	Actions
Marion Cotillard	Natalie Portman	MEDICINE	05/22/2016	Overdue	--	Deactivate Renew

- Select the **Yes- I'm sure** button

Supervisor – Archiving/Deactivating Assessments



OHSS Quick Tips for Participants

Access the system at <https://ehs.ucop.edu/ohss>.

Pending Actions



- On your home page, the Pending actions section to the right will tell you what is required of you to further the process.

Pending Actions

Review Risk Assessment(s)


Your supervisor has completed a Risk Assessment form for your review.

Checking the status of your Assessment

- From the home screen, go to My Assessments
- Anything with a red flag requires your attention  09/21/2016 - P
- You can also sort by the column headers
- You can hover over the date of the risk assessment, health questionnaire or Medical Assessment in order to see what the status code means
- If you are the supervisor for an individual, you can resend reminder emails by selecting the  Email button on the far right
- You can also archive any employees/assessments that are no longer active. *The system will remove them from the list, however the data will not be erased from the system!*

Acknowledgement of the Medical Assessment

Participants must acknowledge the Medical Assessment even if no services are required in order to complete the process. To acknowledge your Medical Assessment:

- Log into <https://ehs.ucop.edu/ohss>
- Select Review Medical Assessment under pending actions
 - This option will only display if your assessment is ready for you to acknowledge
- You will be taken to the My Assessments page
 - In the MA column, any Medical Assessment requiring acknowledgment will have the red flag
- Select the date to view the Medical Assessment
- Review the Medical Assessment and select the  button
 - You will see a confirmation screen when the process is complete
 - You can double check that it was completed by checking the My Assessments page in the Process Completed column

Participant – Reviewing a Risk Assessment

When a Supervisor completes a Risk Assessment for a participant, they will receive an email notifying them that there is a Risk Assessment for their review. If they do not receive the email, they can log in to <https://unr.risksafety.solutions/ohss> to review the assessment.

To Review an Assessment

- From your homepage under pending action, select **Review Risk Assessment(s)**

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Welcome, Marion Cotillard

My Assessments

Assessment Renewals

All Assessments

- Incomplete
- Completed
- No Exposures

Pending Actions

Review Risk Assessment(s)
Your supervisor has completed a Risk Assessment form for your review.

Review Medical Assessment(s)
A health professional has completed a Medical Assessment for your review or You have an incomplete Health Surveillance survey that requires your attention.

Renewal processes
Renewal processes require your attention.

Supervisor Actions
[Create a New Risk Assessment](#)
If you are a Supervisor...

[Learn about OHSS Process](#)

- You will be taken to the My Assessment Page. The **My Assessments** displays the Risk Assessments (RA), Health Questionnaires (HQ), and Medical Assessments (MA) that you are the participant on.

UC Safety | OHSS - Demo

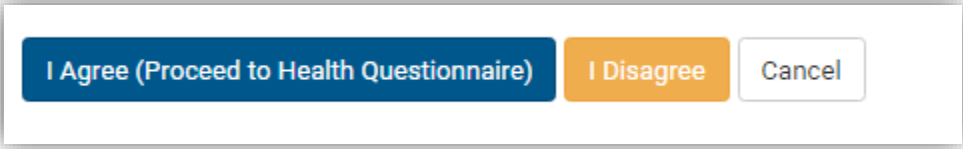
My Assessments

🚩 = Action Required

Supervisor ↕	RA ↕ ⓘ	HQ ↕ ⓘ	MA ↕ ⓘ	Process Completed ↕
Natalie Portman	🚩 05/22/2015 - P	05/22/2015 - C	--	--

- Items marked with a red flag require your attention
- You can select the date to review the assessment
 - To determine the status, hover over the letter next to the date
- Once you have reviewed the Risk Assessment you will be asked to accept or disagree with it

Participant – Reviewing a Risk Assessment



I Agree (Proceed to Health Questionnaire)

I Disagree

Cancel

- If you disagree with the assessment, select the **I Disagree** button
 - The Risk Assessment is sent back to the PI/Supervisor for editing
 - You are presented with the option to send an email indicating why you disagree with the assessment
- If you agree with the Risk Assessment, you will be taken to the Health Questionnaire

Participant – Submitting a Health Questionnaire

Submitting a Health Questionnaire Form

Once a Risk Assessment has been completed, the Participant will be taken to the Health Questionnaire. The Health Questionnaire is filled out by the Participant and routed to a Medical Professional for review. The participant will be notified once their Health Questionnaire is approved or not approved by the Medical Professional.

- The Supervisor never sees the Health Questionnaire
- The participant only needs to complete the Health Questionnaire form one time and it will be reused if they have multiple Risk Assessments
- The Participant only has 30 minutes to complete the form, so it is very important to have access to your medical information while completing the HQ

The Health Questionnaire:

Provides the Medical Professional with Participant's medical history, including:

- Vaccines
- Tuberculosis Screening
- General History
- Exposures
- Biological Hazards
- Allergies
- Prescription Medications
- Health Status Changes

Completing the Health Questionnaire

Participants should complete the Health Questionnaire to the best of their ability. Any unknowns or unclear answers may slow the process down.

- Participants will be automatically taken to the Health Questionnaire upon agreeing to the Risk Assessment

Participant – Submitting a Health Questionnaire

The screenshot shows a web interface for a 'Health Questionnaire Form'. The header bar is dark blue with a menu icon, 'UC Safety', 'OHSS - Demo', and a user profile icon. The form title is 'Health Questionnaire Form' with the participant name 'Marion Cotillard' below it. The 'Vaccines' section contains three questions with radio button options and date fields.

UC Safety | OHSS - Demo

Health Questionnaire Form

Participant: Marion Cotillard

Vaccines

Have you previously received the full dose of Hepatitis B immunization series? ☒ Yes ☐ No ☐ I don't know If yes, the estimated completed date: 05/2015 (MM/YYYY)

Can you produce documentation of a blood test (Hepatitis B titer) to confirm the immunization was successful? ☐ Yes ☒ No

Have you had the Hepatitis A series? ☐ Yes ☐ No ☒ I don't know If yes, the estimated completed date: (MM/YYYY)

- If you choose to come back and complete the Health Questionnaire later, you can access it from your home page under **Pending Actions**
- If a Health Questionnaire is already on file, you can review the form and approve it with no changes, or if there have been changes to your health, you can modify it by selecting the **Modify** button at the bottom of the page
- Once you have completed the Health Questionnaire, select the Save Health Questionnaire button

Two buttons are shown: a blue 'Save Health Questionnaire Form' button and a white 'Cancel' button with a grey border.

Save Health Questionnaire Form Cancel

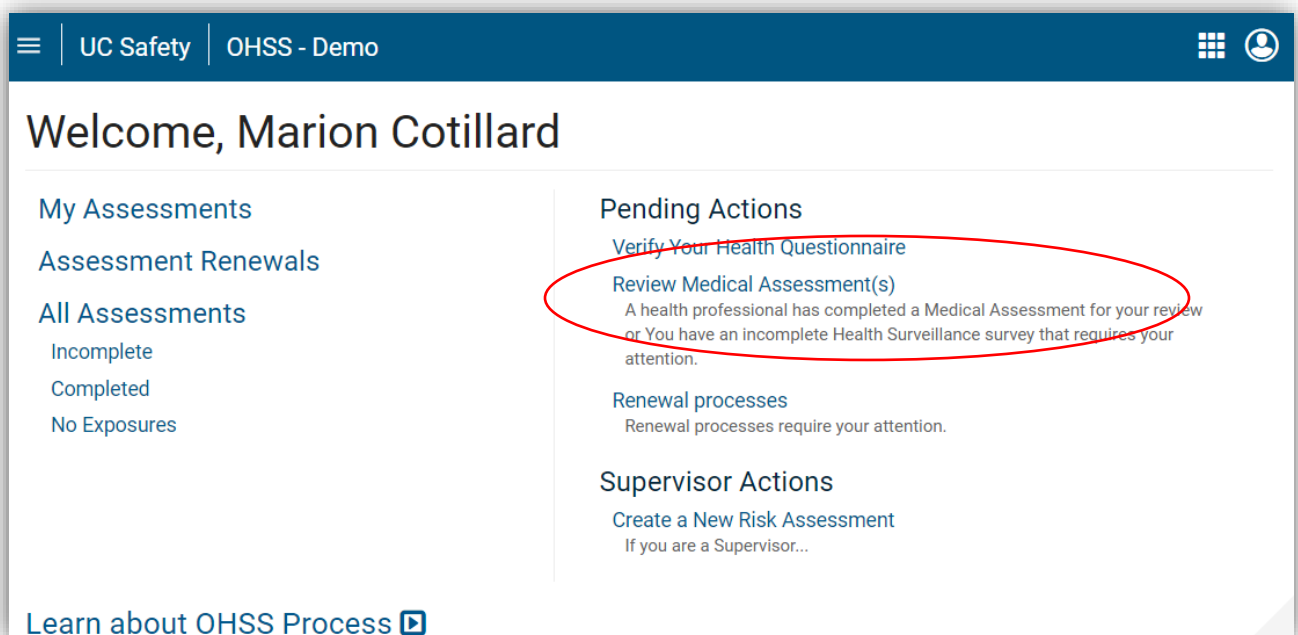
The next step will be for the Medical Reviewer to review the Risk Assessments and your Health Questionnaire and perform a Medical Assessment.

Participant – Acknowledging a Medical Assessment

Once the Medical Reviewer has reviewed your Risk Assessment and your Health Questionnaire, they will complete a Medical Assessment determining what, if any, medical services or consultations are needed before you are able to work on a protocol. Participants must acknowledge the Medical Assessment in the system whether services are recommended or not to advance in the process.

Acknowledge the Medical Assessment

- Go to **Review Medical Assessments** under the **Pending Actions** heading



- Selecting that action will take you directly to the **My Assessments** page
- The red flag will indicate which assessment(s) require your attention

 = Action Required




- Select the assessment you wish to acknowledge by selecting the date
- Carefully read the Medical Assessment
- Once you have read and understood the Medical Assessment, select the **I Have Reviewed my Medical Assessment** button at the bottom

Participant – Acknowledging a Medical Assessment

If a phone consultation or other medical services are recommended, you must get authorization and a recharge number from your department before making an appointment at Occupational Health Services (555) 555-555.

[I Have Reviewed My Medical Assessment](#)

- If no services are required, or the services are only recommendations, you will be cleared in the system




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Medical Assessment Review: Completed

Thank you for completing your Medical Assessment review!

[Done](#)

- If services are required, you will receive a message to contact the Occupational Health Clinic to complete the process

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Medical Assessment Review: Incomplete


You must contact the OHSS office at (555) 555-555 in order to complete your assessment process.

[Done](#)

- You can check the date of completion in the My Assessments page, under the Process Completed column

 UC Safety | OHSS - Demo  

My Assessments

 = Action Required

Supervisor ↕	RA ↕ ⓘ	HQ ↕ ⓘ	MA ↕ ⓘ	Process Completed ▼
Natalie Portman	10/10/2016 - A	05/22/2015 - C	10/11/2016 - C	10/11/2016