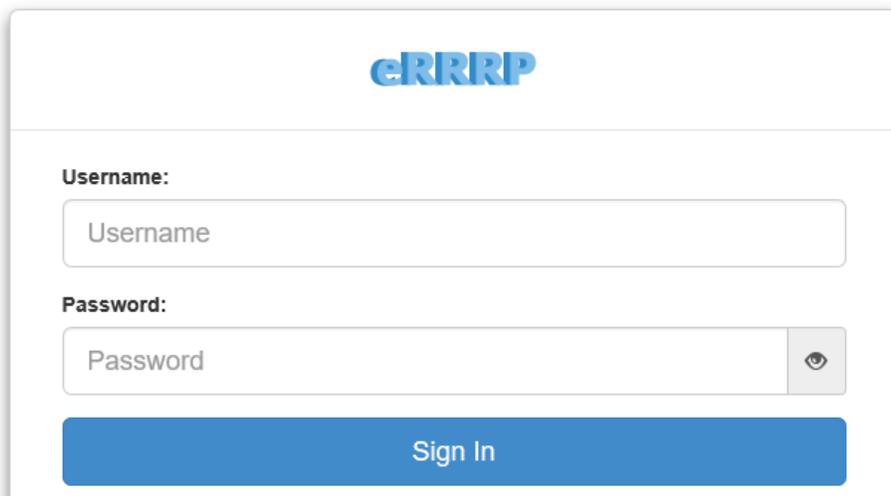


Creating Your Risk Assessment

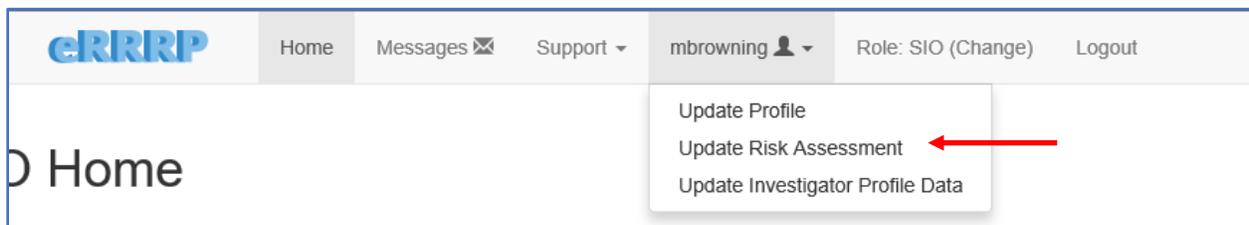
What is the Risk Assessment?

The Risk Assessment identifies risk factors associated with the job you perform. This data is analyzed by the Biosafety Officer in the context of lab safety with the annual LASIF. If you choose to enroll in the VA's Occupational Health & Safety program, the Occupational Health form identifies potential risk factors based on your health status. Occupational Health Service analyzes this data and then works in conjunction with the Biosafety Officer to properly manage risks, including those that arise from the combination of your health information and your job duties.

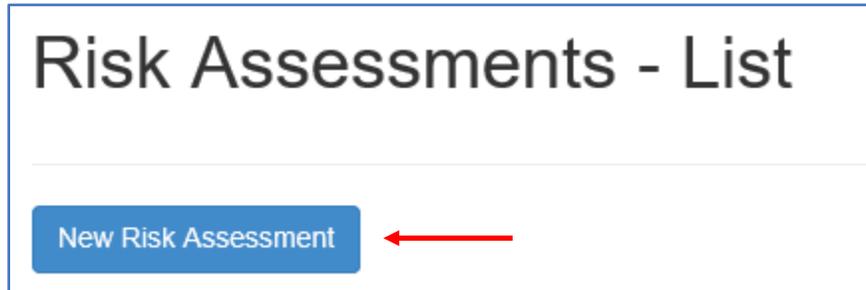
Step 1: Log in to your eRRRP at <https://vaww.gateway.research.va.gov/errrp/>. **Please note**, you must be on the VA network in order to access this website. Please have someone from your study team log in to a VA computer for you so that you can complete this form.



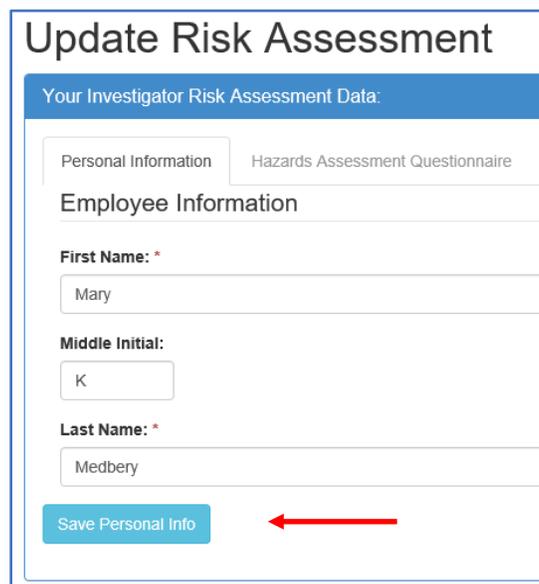
Step 2: Select your username at the top of the screen and press Update Risk Assessment from the drop down menu.



Step 3: Press the New Risk Assessment button



Step 4: Review the information on the Personal Information page and press Save Personal Info

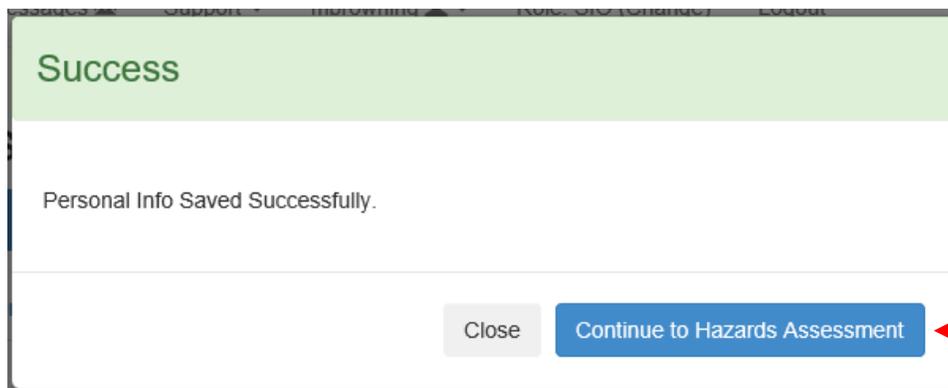


The screenshot shows a form titled "Update Risk Assessment". The form is divided into two tabs: "Personal Information" (selected) and "Hazards Assessment Questionnaire". Under the "Personal Information" tab, there is a section for "Employee Information" with the following fields:

- First Name:** * (Required) with the value "Mary"
- Middle Initial:** with the value "K"
- Last Name:** * (Required) with the value "Medbery"

At the bottom of the form, there is a blue button labeled "Save Personal Info". A red arrow points to the right side of this button.

Step 5: Click, Continue to Hazards Assessment



Step 6: Review the information on the page, fill in the required fields, and press save. Repeat this step with each section (Hazards, Bloodborne Pathogen, Animal Use, Compliance) until you reach the OHS Participation page. If you have any questions about what your responses to these sections should be, consult with your Principal Investigator and the Research Biosafety Officer, Ioana St. Amand at Ioana.StAmand@va.gov.

Step 7: When you reach the OHS Participation page, make your elections for the Occupational Health & Safety program, check the box that you understand and sign and date before pressing Sign and Submit. You must type in your signature and the date here in order to receive credit for completing your Risk Assessment.

Employee acknowledges participation in the Occupational Health Program is voluntary. The employee is obligated to satisfy the mandatory testing/screening as required by Federal Regulation and local policy. By signing below, the employee acknowledges he/she understands the responsibilities and requirements for the mandatory screenings. Upon signing this Risk Assessment employee must continue to the OHS Online Screening Form. *

A typed version of a signee's name is accepted as an original and legal signature pursuant unto the Georgia Electronic Records and Signature Act (Georgia Official Code § 10-12-1 et seq.) and the United States Electronic Signatures in Global and International Commerce Act (dated October 1, 2000).

Signature *

Please type your full name to digitally sign this form.

Signature Date

02/07/2020

Sign and Submit

Step 7: Your risk assessment is now complete. **However, if you elected to enroll in the VA's Occupational Health & Safety program, you must now complete the OHS Screening Form.** Enrollment in the OHS program is voluntary. But, if you wish to engage in research with animals you must be enrolled in an OHS program at the VA or your affiliated institution.

To fill out the OHS Screening Form, visit: <https://vaww.gateway.research.va.gov/occhealth508/>

Instructions for completing the OHS Screening Form can be found here:

https://www.atlanta.va.gov/Docs/Instructions_Updating_OHS_Enrollment_Screening_Form.docx