



Gator TRACS User Guide:

# Laboratory Assessment Tool & Chemical Hygiene Plan (LATCH)

*For Principal Investigators  
& Lab Managers*



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# ACCESSING THE LATCH MODULE

**SafetyStratus** | GATOR TRACS | DIVISION OF ENVIRONMENTAL HEALTH & SAFETY UNIVERSITY OF FLORIDA | Joe (General User) | Logout


**LATCH**

To access the Laboratory Assessment Tool & Chemical Hygiene Plan (LATCH), click **LATCH** from the Gator TRACS sidebar menu.

## What is GATOR TRACS?

GATOR TRACS is the University of Florida's *Tool for Risk Assessment, Compliance, and Safety*.

### Getting Started with GATOR TRACS

Begin by verifying or updating your personal information by clicking the  icon in the top right corner of the screen. This includes your name, email address, and UFID.  
\*Please enter your UFID WITHOUT a hyphen.\*

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**LATCH**

Home Personnel Training Inventory Assessment Files

## Welcome to the GATOR TRACS Laboratory Assessment Tool and Chemical Hygiene Plan - LATCH

LATCH is a laboratory assessment tool used by researchers and lab safety officers. Use LATCH to maintain up-to-date information on laboratory compliance, and establish a documented safety management system. LATCH up to date is not only a best practice but also a requirement for laboratory management.

At the top of the LATCH home screen, a series of tabs can be found. The content and function of these will be highlighted in the following sections of this guide.

A Chemical Hygiene Plan (CHP) is required by OSHA's *Occupational Exposure to Hazardous Chemicals in Laboratories* standard (29 CFR 1910.1450) and University of Florida policy. The CHP provides essential information for prevention of potential exposures to hazardous materials and physical hazards in the laboratory. The University of Florida is implementing LATCH to provide an overview of information about the use of hazardous materials in research laboratories, their hazards, warning signs, control measures, and safety training. LATCH is your laboratory-specific complement to the University of Florida Chemical Hygiene Plan.

# PERSONNEL

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Home Personnel Training Inventory Assessment Files

**Under the LATCH *Personnel* tab, you can add or remove individuals from your lab roster, as well as delegate authority for management of the LATCH.**

### Laboratory Assessment Tool and Chemical Hygiene Plan -

... tool for principal investigators and lab safety officers. Use LATCH to keep tabs on safety training compliance, and establish a documented hazard assessment for your laboratory. Keeping your LATCH up to date is not only a best management practice, but also satisfies several regulatory requirements.

A Chemical Hygiene Plan (CHP) is required by OSHA's *Occupational Exposure to Hazardous Chemicals in Laboratories* standard (29 CFR 1910.1450) and University of Florida policy. The CHP provides essential information for prevention of potential exposures to hazardous materials and physical hazards in the laboratory. The University of Florida is implementing LATCH to provide an overview of information about the use of hazardous materials in research laboratories, their hazards, warning signs, control measures, and safety training. LATCH is your laboratory-specific complement to the University of Florida Chemical Hygiene Plan.

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Home Personnel Training Inventory Assessment Files

**At the lower part of the Personnel page, you may add individuals to your rosters by first searching for them using the *Add User To Roster* search box. Once you have found the user, click the green "+" icon to add them to the list below.\***

**Add User To Roster:**

Name	Email
Greg Kwolek	greg@safetystatus.com
<input type="checkbox"/> Joe Olesweski [PI]	joe@safetystatus.com
Sabina Saleh	sabina@safetystatus.com



**24-Hour Emergency Contact Numbers**

(555) 555-5555 - Olesweski, Joe (Apr 27, 2018)

Add Phone Number

**\*Note: If the user you are searching for does not come up in the *Add User To Roster* search box, you can instead enter their email address in the box, click the green "+" and the system will notify them that they have been added as a new user.**

# PERSONNEL (cont.)

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**LATCH**

Inspection Findings ▾



- Corrective Actions
- Completed Inspections
- Image Browser
- Report New Incident
- Chemical Inventory
- Biohazard Project Registration

**Add User To Roster:**

Name	Email	Allowed	Role
 Greg Kwolek	greg@safetystatus.com	<input checked="" type="checkbox"/>	Hazardous Waste Manager Lab Manager 
Joe Olesweski [PI]	joe@safetystatus.com	<input checked="" type="checkbox"/>	Principal Investigator
 Sabina Saleh	sabina@safetystatus.com	<input type="checkbox"/>	Hazardous Waste Manager 

**To remove any user from the roster, click the red "X" icon next to that user.**

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**LATCH**

Inspection Findings ▾


- Corrective Actions
- Completed Inspections
- Image Browser
- Report New Incident
- Chemical Inventory
- Biohazard Project Registration

**Add User To Roster:**

Name	Email	Allowed	Role
 Greg Kwolek	greg@safetystatus.com	<input checked="" type="checkbox"/>	Hazardous Waste Manager Lab Manager 
Joe Olesweski [PI]	joe@safetystatus.com	<input checked="" type="checkbox"/>	Principal Investigator
 Sabina Saleh	sabina@safetystatus.com	<input type="checkbox"/>	Hazardous Waste Manager 

**24-Hour Emergency Contact Numbers**

 (555) 555-5555 - Olesweski, Joe (Apr 27, 2018)

Add Phone Number

**To change the role of any user, click the small pencil icon. Doing so will generate a "Select Roles" popup...**

# PERSONNEL (cont.)

The screenshot shows the SafetyStratus interface. The left sidebar contains navigation options: LATCH, Inspection Findings (with a dropdown arrow), Corrective Actions, Completed Inspections, Image Browser, Report New Incident, Chemical Inventory, Biohazard Project Registration, and Registration. The main content area is titled 'Add User To Roster:' and features a search input field with a plus icon. Below this is a table with columns for Name, Email, Allowed, and Role. A 'Select Roles' popup is displayed in the center, containing a '+ Add Role' button, a 'x Remove Role' button, a dropdown menu with 'Hazardous Waste Manager' and 'Lab Manager' selected, and 'Cancel' and 'Save' buttons. An orange callout bubble points to the popup with the text: 'In the Select Roles popup, you may add or remove roles (dropdown list) for the given user.'

This screenshot shows the same SafetyStratus interface. The 'Add User To Roster:' search field is empty. The table below it has three rows of data. An orange callout bubble points to the bottom of the table with the text: 'At the very bottom of the Personnel page, you may enter a 24-hour emergency phone number(s) for your lab group.' Below the table is a section titled '24-Hour Emergency Contact Numbers' with a text input field containing '(555) 555-5555 - Olesweski, Joe (Apr 27, 2018)'. At the bottom, there is an 'Add Phone Number' input field with a dropdown menu set to 'N/A'.

Name	Email	Allowed	Role
	stratus.com	<input checked="" type="checkbox"/>	Hazardous Waste Manager Lab Manager
	stratus.com	<input checked="" type="checkbox"/>	Principal Investigator
	ystratus.com	<input type="checkbox"/>	Hazardous Waste Manager

# TRAINING

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Joe (General User) | Logout

Home | Personnel | **Training** | Inventory | Assessment | Files

**Under the LATCH *Training* tab, you can view the status of all required safety trainings for your lab group.**

Welcome to the LATCH Laboratory Assessment Tool and Chemical Hygiene Plan -

LATCH is designed for principal investigators and lab safety officers. Use LATCH to maintain up to date personnel rosters, keep tabs on safety training compliance, and establish a documented hazard assessment for your laboratory. Keeping your LATCH up to date is not only a best management practice, but also satisfies several regulatory requirements.

A Chemical Hygiene Plan (CHP) is required by OSHA's *Occupational Exposure to Hazardous Chemicals in Laboratories* standard (29 CFR 1910.1450) and University of Florida policy. The CHP provides essential information for prevention of potential exposures to hazardous materials and physical hazards in the laboratory. The University of Florida is implementing LATCH to provide an overview of information about the use of hazardous materials in research laboratories, their hazards, warning signs, control measures, and safety training. LATCH is your laboratory-specific complement to the University of Florida Chemical Hygiene Plan.

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Joe (General User) | Logout

Home | Personnel | **Training** | Inventory | Assessment | Files

**At the bottom half of the Training page, each member of your lab group is shown, and listed below each individual is the status of each of their safety trainings. Your UF MyTraining records are synched to this page on a nightly basis.**

**Greg Kwolek** | Add Selected Training

Training	Last Completed	Status
✘ Hazardous Waste Management	Mar 14, 2018	Current
✘ BBP/BMW General Training	Mar 29, 2018	Current
✘ General Biosafety	Jan 9, 2018	Current
✘ Chem Hygiene Plan: Lab Staff	Never Completed	Needed

**Joe Oleswesk** | Add Selected Training

Training	Last Completed	Status
✘ Hazardous Waste Management	Apr 4, 2018	Current
✘ BBP/BMW General Training	Oct 12, 2017	Current
✘ General Biosafety	Dec 14, 2017	Current
✘ Chem Hygiene Plan: Pls	Feb 7, 2018	Current

**Sabina Saleh** | Add Selected Training

Training	Last Completed	Status
✘ Hazardous Waste Management	Apr 4, 2018	Current
✘ BBP/BMW General Training	Oct 13, 2017	Expired
✘ General Biosafety	Jul 13, 2017	Current
✘ Chem Hygiene Plan: Lab Staff	Never Completed	Needed

**Training status is listed as *Current*, *Expired* (i.e. training has been taken but is expired), or *Needed* (i.e. training has never been taken).**

# TRAINING (cont.)

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**Select Training**

General Biosafety

Add Training to All Lab Personnel

Add Selected Training

Training	Last Completed	Status
BBP/BMW General Training		Current
✘ General Biosafety		Current
✘ Chem Hygiene Plan: Lab Staff	Never Completed	Needed

**Joe Oleswski**

Add Selected Training

Training	Last Completed	Status
	Apr 4, 2018	Current
	Oct 12, 2017	Current
	Dec 14, 2017	Current
	Feb 7, 2018	Current

Add Selected Training

Training	Last Completed	Status
✘ Hazardous Waste Management	Apr 4, 2018	Current
✘ BBP/BMW General Training	Oct 13, 2016	Expired
✘ General Biosafety	Jul 13, 2017	Current
✘ Chem Hygiene Plan: Lab Staff	Never Completed	Needed

**Callout 1:** To add a training to any lab member, first select the training from the dropdown menu...

**Callout 2:** ...Then click either **Add Training to All Lab Personnel**, or **Add Selected Training** (to add it to just that individual).

**Callout 3:** To remove any training from a lab member, click the red "X" next to any training line item.

# RISK ASSESSMENTS

## Part 1: Starting a New Assessment

The screenshot shows the SafetyStratus LATCH homepage. The user is logged in as 'Joe (General User)'. The navigation menu includes Home, Personnel, Training, Inventory, Assessment, and Files. The 'Assessment' tab is highlighted. A large orange callout box with a blue border contains the following text:

**Step 1**  
To begin a new LATCH assessment, first navigate to the **Assessment** tab.

The main content area contains a welcome message and information about LATCH and the Chemical Hygiene Plan (CHP).

The screenshot shows the SafetyStratus Assessment page. The user is logged in as 'Joe (General User)'. The navigation menu includes Home, Personnel, Training, Inventory, Assessment, and Files. The 'Assessment' tab is highlighted. A large orange callout box with a blue border contains the following text:

**Step 1**  
Click the **Start A New Risk Assessment** button to begin generating a new assessment.

The main content area shows a list of assessments with the following data:

DATE	ASSESSED	TYPE	ASSESSOR	STATUS	
Nov 25, 2019	Olesweski, Joe	Principal Investigator	Administrator, SafetyStratus	Open	Continue Cancel Print
Nov 25, 2019	EHS Test Building - EHSTB: EHS Test Room 1	Room	Administrator, SafetyStratus	Open	Continue Cancel Print

Showing 1 to 2 of 2 entries

# Starting a New Assessment (cont.)

Home Personnel Training Inventory **Assessment** Files

## Select Scope to Begin Assessment Step 1 of 6

**Step 3**  
Select the type of assessment you wish to perform (either by PI or by Group).

The assessment is performed by the Principal Investigator (PI) and specifies PPE to protect employees during work activities. The assessment can be performed by PI or by Group. The hazard assessment must be updated on an annual basis.

by Principal Investigator **by Group**

SELECT PRINCIPAL INVESTIGATOR  
Olesweski, Joe

### PI Room List

FACILITY	ROOM	<input checked="" type="checkbox"/> SELECT ALL
EHS Test Building - EHSTB	EHS Test Room 1	<input checked="" type="checkbox"/>
EHS Test Building - EHSTB	EHS Test Room 2	<input checked="" type="checkbox"/>

BACK CANCEL ASSESSMENT **START**

**Step 4**  
You may also customize the scope of the assessment by selecting/deselecting rooms.

**Step 5**  
Once you have finalized the scope of your assessment, click the *Start* button begin.

## Start without Copying Previous Assessment

**A** Start New Assessment

**Note:** If you have previously created an assessment in this system or have already started one, a popup will appear presenting the following options: start from scratch with a new blank assessment (A) or continue an open assessment (B); or copy from a previously completed assessment (C).

### Open Assessments

DATE	PRINCIPAL INVESTIGATOR	ASSESSOR
11/25/2019	Joe Olesweski	Administrator, SafetyStratus

**B**

### Previous Assessments

DATE	PRINCIPAL INVESTIGATOR	ASSESSOR
11/25/2019	Joe Olesweski	Olesweski, Joe
11/19/2019	Joe Olesweski	Administrator, SafetyStratus

**C**

# RISK ASSESSMENTS

## Part 2: Activity Assessment

The screenshot shows a web application interface for risk assessments. At the top, there is a navigation menu with links for Home, Personnel, Training, Inventory, Assessment (highlighted), and Files. Below the menu is the title "Activity Assessment".

An orange callout box at the top right contains the text: "In the Activity Assessment section, the goal is to review the various lab activities that are listed under each of the hazard categories and select all that apply to your lab space(s)."

Below the title, there are several category buttons: Chemical Hazards (selected), Biological Hazards, Radiation Hazards, Physical Hazards, Regulatory Hazards, and Process Hazards. There is also an "Other Hazards" button.

A large orange callout box in the center is titled "Step 1" and contains the text: "The activity categories are shown at the top of the screen, with the activities for the first category (Chemical Hazards) being presented upon arriving on this page. For each category, review the list of activities that appear below (scroll down). If an activity applies to one or more of your rooms, click the checkbox (1). After clicking a checkbox, that activity will expand to present various options..."

At the bottom of the category buttons, there are two buttons: "SAVE ALL CATEGORIES" and "SAVE & CONTINUE".

Below the category buttons is the section "Select Applicable Activities". The first activity listed is "Use of Aqua Regia or Piranha solutions", which has a checkbox next to it. A red circle with the number "1" is placed over the checkbox. To the right of the activity name, there is a detailed description of the hazard and controls:

- Associated Hazard:** Chemical Burns. Storage needs to be in loosely capped glass bottles in a fume hood as the solutions will continue to off gas that can cause extreme pressures and bottle explosions.
- Additional Information:** Extremely corrosive solutions used for cleaning surfaces.
- Engineering Controls:** Handle and store in fume hoods.
- Administrative Controls:** SOPs.

# Activity Assessment (cont.)

## Select Applicable Activities



Use of Aqua Regia or Piranha solutions

### Step 2

In the *Activity Locations* section, you may select/deselect all rooms to which this activity applies.

**Associated Hazard:** Chemical Burns. Storage needs to be in loosely capped glass bottles in a fume hood as the solutions will continue to off gas that can cause extreme pressures and bottle explosions.

**Additional Information:** Extremely corrosive solutions used for cleaning surfaces.

**Engineering Controls:** Handle and store in fume hoods.

**Administrative Controls:** SOPs.

### Activity Locations

Select All Clear

[ EHS Test Building ] EHS Test Room 1

[ EHS Test Building ] EHS Test Room 2

### Required PPE

Add to PPE

Acid Resistant Gloves

Chemically-compatible gloves

Face Shield

Lab Coat

Safety Glasses or Goggles

Explain Modifications to Recommended PPE (if any)

## Select Applicable Activities



Use of Aqua Regia or Piranha solutions

### Step 3

In the *Required PPE* section, an assortment of standard/default PPE items are listed for that activity. If you wish to add additional PPE to that list (optional), you may do so by selecting the PPE from the dropdown list and clicking the *Add to PPE* button. (Note: you cannot remove or edit any default PPE listed for any activity).

**Associated Hazard:** Chemical Burns. Storage needs to be in loosely capped glass bottles in a fume hood as the solutions will continue to off gas that can cause extreme pressures and bottle explosions.

**Additional Information:** Extremely corrosive solutions used for cleaning surfaces.

**Engineering Controls:** Handle and store in fume hoods.

**Administrative Controls:** SOPs.

### Required PPE

Add to PPE

Acid Resistant Gloves

Chemically-compatible gloves

Face Shield

Lab Coat

Safety Glasses or Goggles

Explain Modifications to Recommended PPE (if any)

If you do add any PPE, you are required to also state the reason(s) for doing so in this comment box.

# Activity Assessment (cont.)

Home Personnel Training Inventory **Assessment** Files

## Activity Assessment

Step 2 of 6

Chemical Hazards ✓ Biological Hazards Radiation Hazards Physical Hazards

Other Hazards

Survey the lab to determine the activities that may involve health or physical hazards. Below attached checklist (Chemical, Biological, Radiation, Physical, HazMat Shipping), review the common hazards and recommended PPE. Check the box next to an activity performed by your lab employees. Add PPE for this activity. You may add additional PPE by selecting the PPE from the dropdown menu.

**Step 4**

Once you have reviewed all applicable activities for that particular category, click the **Save & Continue\*** button. After doing so, you will automatically be shifted to the next category, and you will see a green checkmark on the previous category button, indicating it has been saved.

SAVE ALL CATEGORIES SAVE & CONTINUE

### Select Applicable Activities

Doing Histology work (depending on tissue type), chemical involving stains and biological exposures.

hazards: biological

**\*Note: You can at any time click back on any previous category to reopen it and make changes, etc.**

Home Personnel

## Activity Assessment

Step 2 of 6

Chemical Hazards ✓ Biological Hazards ✓ Radiation Hazards ✓ Physical Hazards ✓ Regulatory Hazards ✓

Process Hazards ✓ Other Hazards ✓

Survey the lab to determine the activities that may involve health or physical hazards. Below there is a dropdown menu. For EACH category in the attached checklist (Chemical, Biological, Radiation, Physical, HazMat Shipping), review the common hazards and recommended PPE. Check the box next to an activity performed by your lab employees. Add PPE for this activity. You may add additional PPE by selecting the PPE from the dropdown menu and

**Step 5**

Before you can proceed to the next stage of the assessment, you **must** review and save **all seven** hazard categories. You can easily see which categories have been reviewed/saved by via the green check marks on each category button.

Once all categories have been addressed, click the **Save & Continue** button.

SAVE ALL CATEGORIES SAVE & CONTINUE


# RISK ASSESSMENTS

## Part 3: Attachments

Home Personnel Training Inventory **Assessment** Files

### Attachments Step 4 of 6

In this section, you should attach safety-related documents such as a chemical standard operating procedures (SOPs).



Drag and drop to store your files, or browse

**Step 6**

In the Attachments section, you may upload copies of your SOPs and any safety-related document related to the activities or hazards you have highlighted in this risk assessment. To do so, either drag & drop your files into the window, or click **Browse** to navigate to your files.

When you are ready, click **Save & Continue** button to continue.

SAVE & CONTINUE

# RISK ASSESSMENTS

## Part 4: Notes

Home Personnel Training Inventory **Assessment** Files

### Notes Step 5 of 6

In this section, you can record any additional information you did not feel was adequately captured during the hazard assessment. This section can also be used to describe lab activities.

Add your notes

**Step 7 (Optional)**  
In the Notes section, you have the option to record any additional information that may not have been adequately captured during this risk assessment.

**BACK** **CANCEL ASSESSMENT** **SAVE & CONTINUE**

After adding any notes, click *Save & Continue* button.

# RISK ASSESSMENTS

## Part 5: Review Assessment

Home Personnel Training Inventory **Assessment** Files

### Review Assessment Step 6 of 6

8B

VIEW/PRINT DRAFT

8A

COMPLETE ASSESSMENT

After your hazard assessment is finalized, the PI or their designee must review the completed document with the lab staff. The hazard assessment describes the tasks in the lab where staff need to use the tool.

While discussing with personnel, the PI will address how their lab obtains PPE, what types of PPE are used, and how to properly use the PPE, and discuss any limitations of the PPE. The PI will also identify hazard areas (such as hallways and eating areas).

When the PI believes the assessment is complete, this signed form is to be returned to the PI. A copy of the completed assessment should be kept in the lab, or at the PI's office.

The laboratory hazard assessment should be reviewed at least annually.

**Step 8**

If you have reviewed your assessment and confirmed that it is complete, click the **Complete Assessment** button (8A). You may also view a draft of the completed assessment as a PDF by clicking the **View/Print Draft** button (8B).

**Assessed Labs**

FACILITY	ROOM
EHS Test Building - EHSTB	EHS Test Room 1
EHS Test Building - EHSTB	EHS Test Room 2

**Identified Activities**

- Chemical Hazards** Use of Aqua Regia or Piranha solutions
- Chemical Hazards** Flammable gas
- Chemical Hazards** Working with corrosive liquids, small to large volumes of acutely toxic corrosives, or work which creates a splash hazard.
- Chemical Hazards** Working with mercury or mercury containing equipment.
- Biological Hazards** Will you be handling wildlife or collecting samples from wildlife?
- Biological Hazards** Working with recombinant DNA

# RISK ASSESSMENTS

## Part 6: Assessment Signatures

Assessment #2304 Print Cover/Signature Print All Close

Principal Investigator	Joe Olesweski	Assessment Scope	EHS Test Building - EHSTB: EHS Test Room 1 EHS Test Building - EHSTB: EHS Test Room 2
Assessed By	Olesweski, Joe	Assessment Date	Dec 18, 2019 3:04 PM
Approved By	Olesweski, Joe	Approval Date	Dec 18, 2019 3:04 PM
Department			
Notes	Once the LATCH risk assessment has been completed, you will immediately be directed to a full summary page for that assessment. At this time, you can utilize LATCH's electronic signature tool to sign the assessment.		


Roster Signatures

Name	Email	Signature	Date
Greg Kwolek			
Joe Olesweski			
Sabina Saleh			

By signing below and clicking 'Save' you are certifying your knowledge of and compliance with this assessment.

**Step 9**

Using either your mouse cursor (on a computer) or your finger/stylus (on a mobile device), provide your signature in the box (9A), and click the green **Save** button to submit (9B).\*

9A 

9B Save Clear

Identified Activities

The Hazard Assessment and engineering controls	*Note: At this time all other members of your lab roster will simultaneously receive automatic email notices stating that a new LATCH risk assessment has been completed and that they must now log into Gator TRACS to provide their signatures, thus certifying their knowledge of and compliance with this assessment.	Print Activities
CHEMICAL HAZARDS		
Use of Aqua Regia or		

Associated Hazard: Chemical Burns. Storage needs to be in loosely capped glass bottles in a fume hood as the solutions will continue to off gas that can cause extreme pressures and bottle explosions.

## Assessment Signatures (cont.)

## Assessment #2304

[Print Cover/Signature](#) [Print All](#) [Close](#)

Principal Investigator	Joe Olesweski	Assessment Scope	EHS Test Building - EHSTB: EHS Test Room 1 EHS Test Building - EHSTB: EHS Test Room 2
Assessed By	Olesweski, Joe	Assessment Date	Dec 18, 2019 3:04 PM
Approved By	Olesweski, Joe	Approval Date	Dec 18, 2019 3:04 PM
Department			
Notes			

### Roster Signatures

Name	Email	Signature	Date
Greg Kwolek	greg@safetystatus.com		
Joe Olesweski	joe@safetystatus.com		Dec 18, 2019
Sabina Saleh	sabina@safetystatus.com		

After clicking **Save**, note that your signature has been saved and entered next to your name in the **Roster Signatures** section. Signatures of other lab members will also eventually appear once they have logged in and provided them.

### Identified Activities

The Hazard Assessment is designed to identify hazards and engineering controls, as well as

provide recommendations for administrative

[Print Activities](#)

#### CHEMICAL HAZARDS

##### Use of Aqua Regia or Piranha solutions

**Associated Hazard:** Chemical Burns. Storage needs to be in loosely capped glass bottles in a fume hood as the solutions will continue to off gas that can cause extreme pressures and bottle explosions.

**Additional Info:** Extremely corrosive solutions used for cleaning surfaces.

**Engineering Controls:** Handle and store in fume hoods.

**Administrative Controls:** SOPs.

**PPE Required:** Face Shield, Safety Glasses or Goggles, Lab Coat, Chemically-compatible gloves

**Activity Scope Main:** EHS Test Building - EHS Test Room 1, EHS Test Room 2

# CONTINUE OR APPROVE A RISK ASSESSMENT

Home Personnel Training Inventory **Assessment** Files

## Assessments

START A NEW RISK ASSESSMENT

OPEN 3

If by chance you began working on a new risk assessment, saved it, and now wish to come back and complete it, you will find it listed under *Open* tab in the Assessment area.

Show 25 rows

PDF EXCEL

DATE	ASSESSED	TYPE	ASSESSOR	STATUS	
Nov 25, 2019	Olesweski, Joe	Principal Investigator	Administrator, SafetyStratus	Open	Continue Cancel Print
Nov 25, 2019	EHS Test Building - EHSTB: EHS Test Room 1	Room	Administrator, SafetyStratus		

Showing 1 to 2 of 2 entries

To continue an assessment, click the green *Continue* icon for that assessment; to cancel/delete the assessment, click the red *Cancel* icon.

Home Personnel Training Inventory **Assessment** Files

## Assessments

OPEN 3 DUE 0 COMPLETED

In another scenario, a member of your lab with LATCH management authority (e.g. a lab manager) may have created an assessment for your group, however the PI is still required to approve/finalize it. Any such assessments will also be found under the Continue or Approve a Risk Assessment tab, as seen in the below example.

Show 25 rows

PDF EXCEL

DATE	ASSESSED	TYPE	PRINCIPAL INVESTIGATOR	DEPARTMENT	ASSESSOR	STATUS	
Dec 18, 2019	Olesweski, Joe	Principal Investigator	Olesweski, Joe (joe@safetystratus.com)	ENVIRONMENTAL HEALTH / SAFETY: EHS-ENVR / HLTH / SAFETY-ADMIN	Kwolek, Greg	Pending Approval	Review Print

Showing 1 to 1 of 1 entries

To begin finalizing the assessment, click the *Review* icon.

# CONTINUE/APPROVE ASSESSMENT (cont.)

Finalize Assessment   Reopen Assessment   Discard Assessment   Cancel

Assessment ID: [REDACTED]

The assessment will then appear on the screen for review. If you find that editing is required, click the **Reopen Assessment** button and approach its completion as you would any other assessment continuation. Otherwise, if all appears to be in order and you wish to finalize the assessment, click the **Finalize Assessment** button.

Date	December 18, 2019
Assessor	Kwolek, Greg
Principal Investigator	Olesweski, Joe
Room Scope	EHS Test Building - EHSTB - EHS Test Room 1 EHS Test Building - EHSTB - EHS Test Room 2

[EHS Test Building]EHS Test Room 1, [EHS Test Building]EHS Test Room 2

## Chemical Hazards

Flammable gas	[EHS Test Building]EHS Test Room 1, [EHS Test Building]EHS Test Room 2
Assigned PPE: Chemically-compatible gloves, Lab Coat, Safety Goggles	
Working with mercury or mercury containing equipment.	[EHS Test Building]EHS Test Room 1, [EHS Test Building]EHS Test Room 2
Assigned PPE: Chemically-compatible gloves, Lab Coat, Safety Glasses or Goggles	
Use of Aqua Regia or Piranha solutions	[EHS Test Building]EHS Test Room 1, [EHS Test Building]EHS Test Room 2
Assigned PPE: Chemically-compatible gloves, Face Shield, Lab Coat, Safety Glasses or Goggles	
Working with corrosive liquids, small to large volumes of acutely toxic corrosives, or work which creates a splash hazard.	[EHS Test Building]EHS Test Room 1, [EHS Test Building]EHS Test Room 2
Assigned PPE: Chemically-compatible gloves, Chemical-Resistant Apron, Lab Coat, Safety Glasses or Goggles	

## Physical Hazards

Use an autoclave	[EHS Test Building]EHS Test Room 1, [EHS Test Building]EHS Test Room 2
Assigned PPE: Heat-Resistant Gloves, Lab Coat, Safety Glasses or Goggles	

# RISK ASSESSMENTS DUE

Home Personnel Training Inventory **Assessment** Files

**Assessments** [START A NEW RISK ASSESSMENT](#)

OPEN 3 DUE 0

Under the *Due* tab in the Assessment area, you can view any assessment(s) that is overdue for completion. A new risk assessment is also necessary whenever there is a change in hazards and/or activities in a lab(s).

Show 25 rows ▾

ASSESSMENT DATE	ASSESSED	TYPE	PRINCIPAL INVESTIGATOR	DEPARTMENT	STATUS
No data available in table					

Showing 0 to 0 of 0 entries

[EXCEL](#) [Previous](#) [Next](#)

# COMPLETED RISK ASSESSMENTS

Home Personnel Training Inventory **Assessment** Files

Assessments START A NEW RISK ASSESSMENT

OPEN 3 DUE 0 **COMPLETED 9**

Under the **Completed** tab, you can view a complete historic list of all LATCH risk assessments for your lab area(s).

DATE 12/18/2018 END DATE 12/19/2019

Show 25 rows PDF EXCEL

#	DATE	ASSESSED	ASSESSOR	PRINCIPAL INVESTIGATOR	DEPARTMENT	APPROVER	
2305	Dec 18, 2019	Olesweski, Joe	Saleh, Sabina	Olesweski, Joe	[EHS-ENVR / HLTH / SAFETY] EHS-ENVR / HLTH / SAFETY-ADMIN		
2304	Dec 18, 2019	Olesweski, Joe	Olesweski, Joe	Olesweski, Joe	[EHS-ENVR / HLTH / SAFETY] EHS-ENVR / HLTH / SAFETY-ADMIN		
2303	Dec 18, 2019	Olesweski, Joe	Olesweski, Joe	Olesweski, Joe	[EHS-ENVR / HLTH / SAFETY] EHS-ENVR / HLTH / SAFETY-ADMIN		
2302	Dec 18, 2019	Olesweski, Joe	Olesweski, Joe	Olesweski, Joe	[EHS-ENVR / HLTH / SAFETY] EHS-ENVR / HLTH / SAFETY-ADMIN	Olesweski, Joe	
2265	Nov 25, 2019	Olesweski, Joe	Olesweski, Joe	Olesweski, Joe	[EHS-ENVR / HLTH / SAFETY] EHS-ENVR / HLTH / SAFETY-ADMIN	Olesweski, Joe	
2263	Nov 19, 2019	Olesweski, Joe	Administrator, SafetyStratus	Olesweski, Joe	[EHS-ENVR / HLTH / SAFETY] EHS-ENVR / HLTH / SAFETY-ADMIN	Administrator, SafetyStratus	

Showing 1 to 6 of 6 entries (filtered from 9 total entries) Previous 1 Next

You may view any listed assessment by clicking the **View** icon, or you can download and print a PDF version by clicking the **Print** icon.

# LATCH FILES

The screenshot shows the SafetyStratus LATCH interface. The top navigation bar includes the SafetyStratus logo, a hamburger menu, the University of Florida logo, GATOR TRACS, and the Division of Environmental Health & Safety. The user is logged in as Joe (General User). The main navigation tabs are Home, Personnel, Training, Inventory, Assessment, and Files. The left sidebar lists various safety-related actions like Inspection Findings, Corrective Actions, and Report New Incident. The main content area displays a welcome message and information about LATCH, including a callout box that says: "Under the *Files* tab, you have the option to upload any file or document that is associated with or may support your hazard assessment (e.g., SOPs, PPE user manuals, etc.)."

The screenshot shows the 'Files' page in the LATCH interface. The top navigation bar is the same as in the previous screenshot. The 'Add New File' button is highlighted with a callout box that says: "To upload a file, click the *Add New File* button." Below the button are several search and filter fields: Category, Principal Investigator, FileType, Description, Uploader, and Private. There are also 'Bulk Delete' and 'Bulk Download' buttons. A table is shown with the following columns: SELECT ALL, ID, CATEGORY, DESCRIPTION, PRINCIPAL INVESTIGATOR, UPLOADER, DATE, TYPE, PRIVATE, THUMBNAIL/IMAGE. The table is currently empty, with the message "No data available in table" displayed. The page also shows "Showing 0 to 0 of 0 entries" and "Previous Next" navigation buttons.

# LATCH FILES (cont.)

Home Personnel Training Inventory Assessment **Files**

Add New File

**Add New File** ✕

**1** Category

**2** Description

**3** PI

**4** Private ?  Yes  No

File **5**

Check here, if you want to upload files as Single Record.

**6**

After clicking the Add New File button, a popup window appears through which you may upload a file. In this window, **1**) enter the **Category**, **2**) enter a **Description** of the file, **3**) select the **PI's name**, **4**) designate whether the file will be **Private** (i.e. visible only to the PI & system admins, **5**) click the **Attach File** button to navigate to and select the file, and **6**) click the **Add** to upload the file to the system.

UPLOADER ↑ DATE ↓ TYPE ↓ PRIVATE ↓ THUMBNAIL/IMAGE

available in table

Previous Next

Home Personnel Training Inventory Assessment **Files**

Add New File

Category

Principal Investigator

FileType

Description

Uploader

Private

Show 25 rows ▾

<input type="checkbox"/> SELECT ALL	ID ↓	CATEGORY	DESCRIPTION ↓	PRINCIPAL INVESTIGATOR	UPLOADER ↑	DATE ↓	TYPE ↓	
<input checked="" type="checkbox"/>	1493	SOP Chemical	SOP_LiquidNitrogen.pdf	Olesweski Joe	OlesweskiJoe	Dec 18,2019	application/pdf	<input style="font-size: 0.8em;" type="button" value="Edit"/> <input style="font-size: 0.8em;" type="button" value="Delete"/> <input style="font-size: 0.8em;" type="button" value="View/Download"/>
<input checked="" type="checkbox"/>	1494	Manual	OLS4000_Manual.pdf	Olesweski Joe	OlesweskiJoe	Dec 18,2019	application/pdf	<input style="font-size: 0.8em;" type="button" value="Edit"/> <input style="font-size: 0.8em;" type="button" value="Delete"/> <input style="font-size: 0.8em;" type="button" value="View/Download"/>

Showing 1 to 2 of 2 entries

Previous **1** Next

After uploading, files can be edited, deleted or viewed/downloaded. Any user on the PI's roster also has the ability to view/download any uploaded file (unless a file(s) is set to Private).