



Open Range
SOFTWARE

CTS User Manual

Health Risk Assessment

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Introduction

The CTS Health Risk Assessment (HRA) program provides a user-friendly system to record, manage, and report information on workplace risks for hazards. By identifying risks and hazards in the workplace, determining who might be harmed and how, and evaluating existing control measures, HRA can determine if hazard risk management is sufficient or whether more should be done to protect workers.

Using this software correctly can help ensure your company will:

- Comply with federal, state, local, and internal workplace health risk assessment requirements
- Identify and prioritize potential risks in the workplace as part of a comprehensive hazard assessment program

With HRA, your organization will be able to save time and money by reducing risks and hazards, and providing fast, easy, and secure access to related records.

Chapter 1 – What is Health Risk Assessment?

Health Risk Assessment involves reducing workplace risks of hazards so that they are understood and *As Low As Reasonably Practical* (ALARP). There is a continuing duty to keep risks and possible risk reduction measures under review to take account of changing circumstances, advances in technology, and new information. Good practice may change over time, and new technology may make a higher standard reasonably practical. Application of the **ALARP** principle means challenging the adequacy of existing measures and considering new practical measures.

The CTS HRA program harnesses the power to track these risks and/or hazards to help eliminate or control them through appropriate procedures.

Routine vs. Non-routine Assessments

There are *two types* of HRA surveys to capture your work in a meaningful manner: Routine assessments (recurring reviews over time) and Non-routine assessments (one-time-event) surveys. This document primarily focuses on the Routine assessments since the level of information captured for a one-time-event survey can vary dramatically. For example, if you are simply doing a review of an indoor air quality complaint, survey information could be limited to a scope and a summary of findings.

Routine surveys are much more uniform in nature and tend to capture data based on company policies surrounding risk reviews. Routine surveys

capture a baseline set of data and then perform re-evaluations of the same process or program over time to validate and update the baseline.

CTSIH / CTS081: AU-Health Risk Assessment Survey /
CTS081 HRA Survey Detail

Cancel Save and Continue

Survey To Copy Select Survey to Copy Clear Copy

AU or Non-Routine AU-Routine

Assessment Unit (AU) to Evaluate AU-Routine

AU Title Non-Routine

Key Steps to Perform HRAs

The key steps in the Health Risk Assessment process are outlined below:

1. Form a team to identify a list of potential health hazards for your company, ultimately creating a Corporate Health Hazards Inventory (Corporate HHI). Populate as much health risk detail as you can as part of the Corporate HHI list. The Corporate HHI is the foundation for decision-making and automatic data population into site level health risk assessment surveys.

There are significant benefits to creating and populating detail in the Corporate HHI prior to beginning your site health risk assessments. Performing this step is highly recommended but not mandatory.

The benefits for creating a Corporate HHI are:

- Creation of corporate standards that support the Industrial Hygienist trying to make good risk decisions for your company.
- Ability to defend in a meaningful manner the limiting of potential hazards to a sub-set for the performance of full health risk assessments at the operation level. Using the Corporate HHI your company can determine from a hazard perspective the risk posed to the company using a Risk Assessment Matrix (RAM rating), and then determine the level of RAM for which hazard reviews should

be done in more complete manner at the Site-operation level.

- Ability to automatically populate data fields during data entry based on corporate standards – yet fully editable as needed at the survey level.

2. Perform the site level health risk assessment surveys collecting three main types of information:

- Survey and contact information describing the scope of the assessment and key contacts such as team members or line representatives.
- Health Risk Assessment (HRA) - Information providing relevant detail for each hazard such as frequency of exposure, duration of exposure, existing controls, etc., and the associated risk about the exposure potential.
- Remedial or compliance actions required to achieve the level of exposure risk potential that has been established by company policy.

Glossary of Terms

Before using the HRA program, it is helpful to become familiar with some fundamental information used to describe Health Risk Assessment records. These terms play a key role in how data is entered, organized, and reported.

Company

The Company ID field is used to designate the company that the associated with the Assessment Unit. This usually represents a large enterprise or consortium of business units.

Site

The Site field typically represents a high-level geographical description of where the Assessment Unit is located. You can draw lines on a map to identify where the Site is located, whether it be a specific plant, a pipeline, a business unit, or a series of burial grounds.

Assessment Unit

The Assessment Unit (AU) identifies projects, programs, business units, or other key processes within a Site for which routine health risk assessment survey will be performed. 'Routine' means more than one time on the same Assessment Unit. Assessment units often associate geographic and business unit processes together. The assessment unit is intended for core functions or processes you want to review for hazard identification, and then

re-review at a later point in time. Often the frequency can be 3-5 years.

Examples of AUs might include:

- Cooling water treatment facility work
- Refinery Hydrocracking unit work
- Waste treatment operations
- Lead abatement/painting/blasting activities
- Cooling water treatment work

Put some quality thought behind how AUs will be created for your Site(s). If you intend to use the same assessment unit name at multiple sites, it is recommended you prefix the Assessment Unit title with your site code. This will help filtering and sorting when you begin generating multi-site reports at the corporate level.

HRA (Health Risk Assessment)

HRAs (alias Health Risk Assessments) are hazard specific evaluations performed as part of an HRA survey. There are four types of HRAs that can be performed as part of a survey:

- Assessment Unit HRA - hazard risk assessment performed on hazards that cross all aspects of the survey at the same basic risk levels and which are not best suited to performance in one of the other HRA categories. Examples of this type of hazard may be psychological hazards.

Health Hazard Inventory (HHI)

A Health Hazard Inventory (HHI) represents a list of potential hazards used in the performance of Health Risk Assessments. The Corporate HHI is derived from the Master Hazards List. It is the most important HHI list in terms of benefit to the end-user as the information in the Corporate HHI is used as an autofill for certain data fields when an HRA survey record is entered. The Site HHI and the Survey HHI are built automatically by the system as you select hazards into your survey to perform risk evaluations.

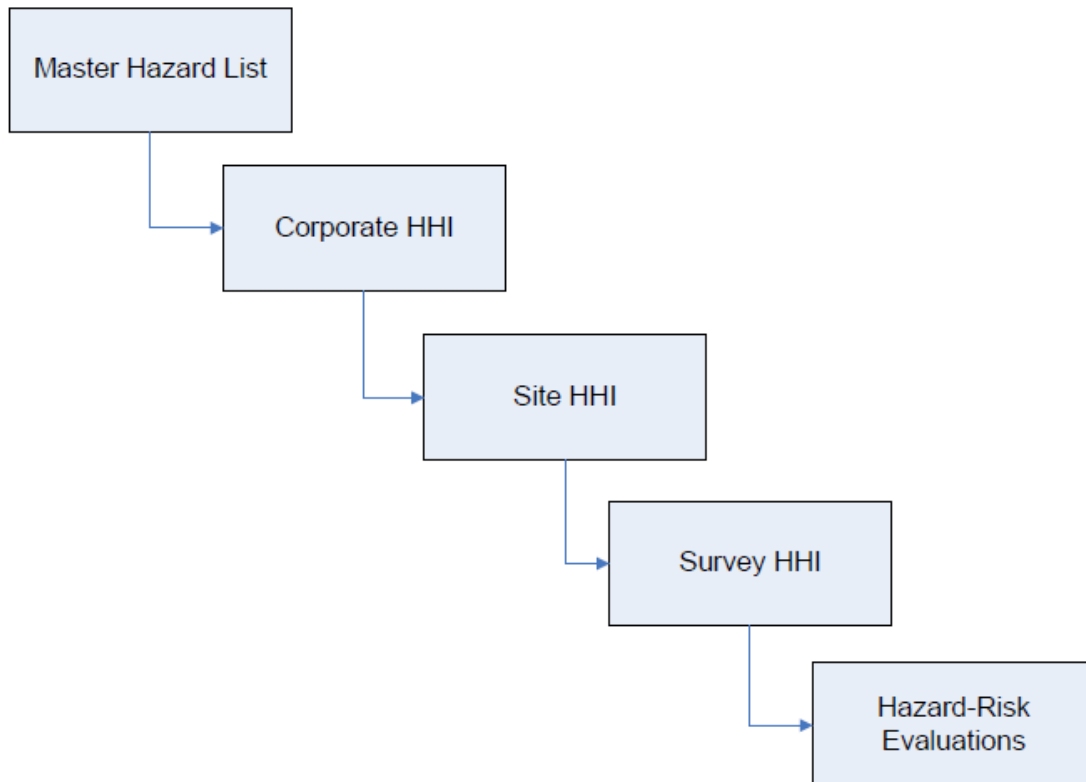
Below is a description and graphical view of the HHI's that are part of the Health Risk Assessment process.

1. **Corporate HHI** – system level list of hazards for your CTS installation.

2. **Site HHI** – site specific sub-set of the corporate HHI. If you are implementing at a single site, the Corporate and Site HHI lists will be very similar if not the same.

3. **Survey HHI** – hazard list specifically related to the survey area that where you are performing the health risk assessment process.

The intent of the HHI lists is to allow for development of corporate strategies for rating hazards at different levels to determine ultimately which hazards need to have a full risk evaluation performed. By their nature, the HHI lists will narrow down the number of hazards you will ‘see’ when working at a specific level. Additionally, if you choose to add a hazard at a lower level, the upper level will automatically be created to ensure all levels are properly represented.



Chapter 2 – HRA Surveys

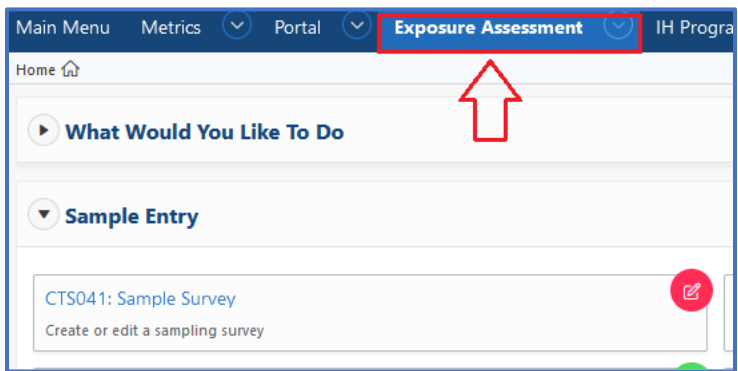
HRAs aka Health Risk Assessments are hazard specific evaluations performed as part of an HRA survey. *Assessment Unit HRA* is a hazard risk assessment performed on hazards that cross all aspects of the survey at the same basic risk levels and which are not best suited to performance in one of the other HRA categories. An example of this type of hazard is psychological.

This chapter provides a description of how to use the Health Risk Assessment (HRA) system.

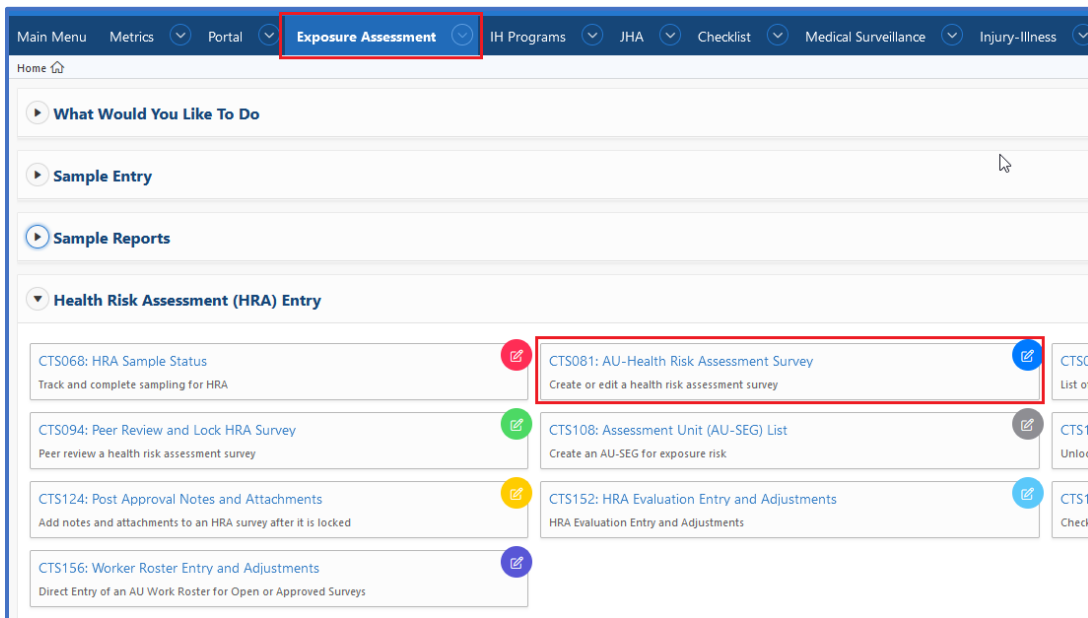
CTS081: AU-Health Risk Assessment Survey

Create New Survey

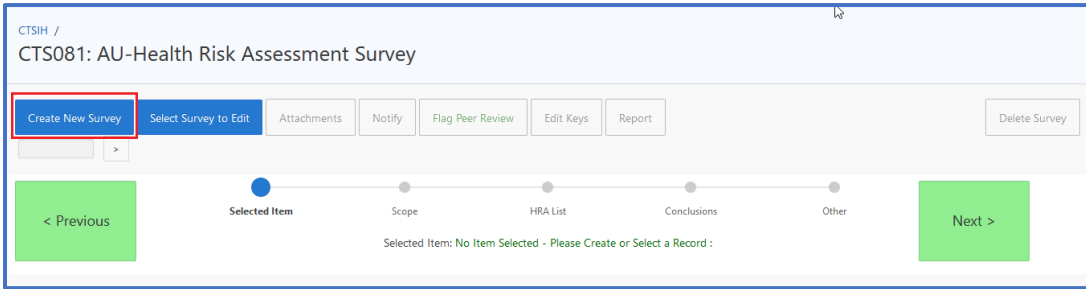
From CTS Main Menu, click **Exposure Assessment** button.



Click **CTS081: AU-Health Risk Assessment** button.



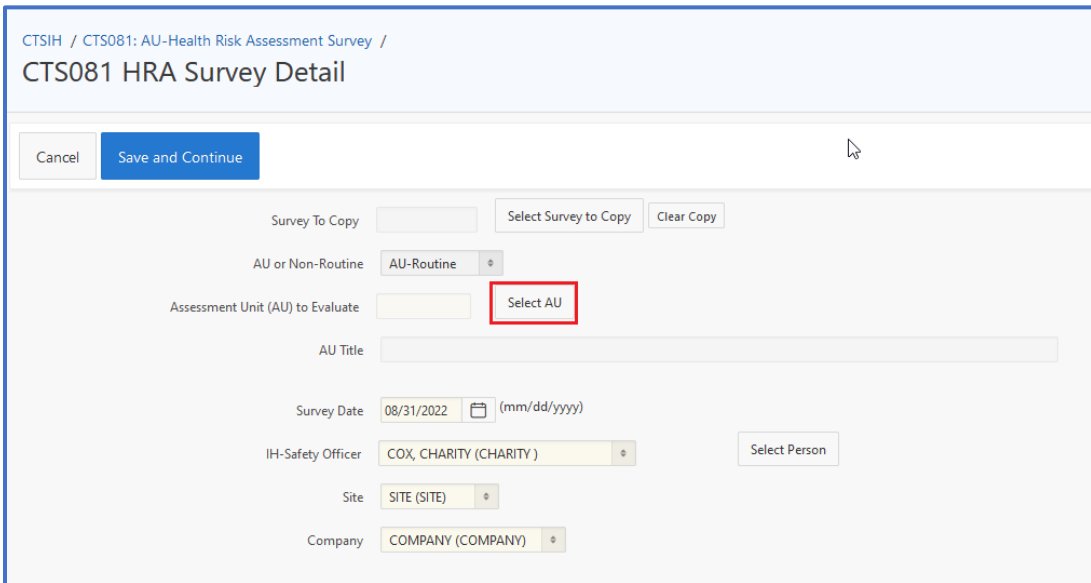
Click **Create New Survey** button.



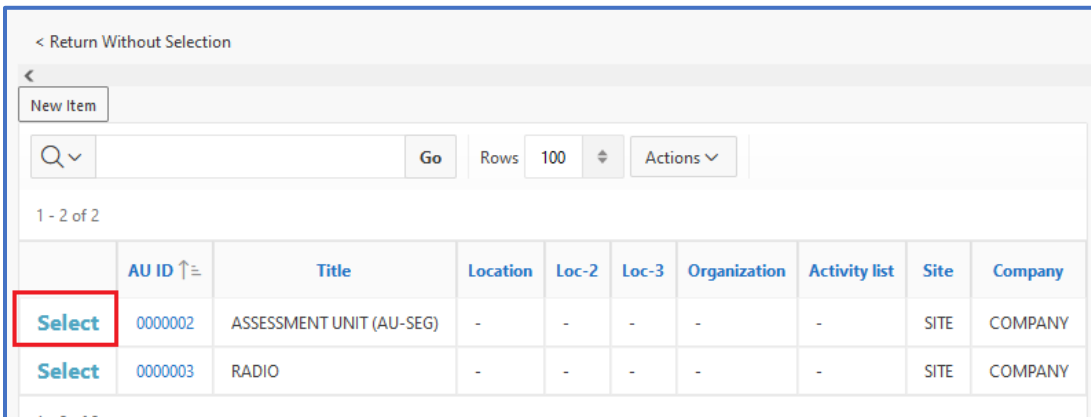
Use pulldown menu to select *AU* or *Non-Routine* option.

Verify *IH-Safety Officer*, *Site*, and *Company* are auto populated. Choose a *Survey Date* using the calendar button.

Click **Select AU** button.

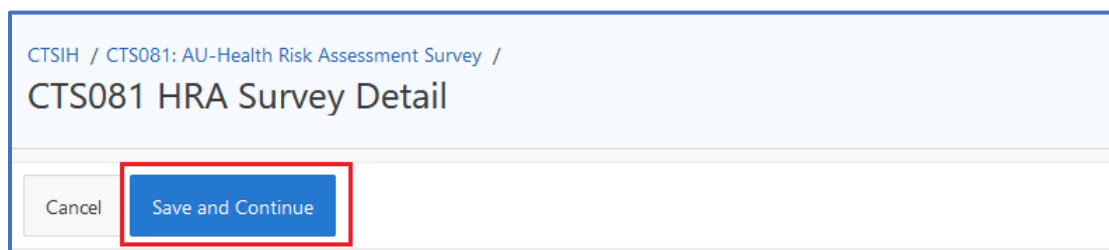


Click blue **Select** text to choose an AU.



Field	Description
<i>Survey To Copy</i>	Once surveys have been entered, a user can choose to select a survey to copy. Otherwise, skip this field.
<i>AU or Non-Routine</i>	Select the type of survey.
<i>Assessment Unit (AU) to Evaluate</i>	Select an AU to evaluate.
<i>AU Title / Non-Routine Survey Title</i>	Selecting an AU will autofill this field. Selecting <i>Non-Routine</i> allows a custom title to be entered.
<i>Survey Date</i>	Enter the survey date.
<i>IH-Safety Officer</i>	Select the IH-Safety Officer assigned to this survey.
<i>Site</i>	Select the site associated with this survey.
<i>Company</i>	Select the company associated with this survey.

Click **Save and Continue** button.



CTS / CTS081: AU-Health Risk Assessment Survey /
CTS081 HRA Survey Detail

Cancel Save and Continue

Note: Alternatively, to save time, a survey can be copied by clicking **Select Survey to Copy** button. *This route is an option if previous surveys have been created and are available to copy.*

CTS081 HRA Survey Detail

Cancel Save and Continue

Survey To Copy **Select Survey to Copy** Clear Copy

AU or Non-Routine AU-Routine

Assessment Unit (AU) to Evaluate Select AU

AU Title

Survey Date 08/31/2022 (mm/dd/yyyy)

IH-Safety Officer COX, CHARITY (CHARITY) Select Person

Site SITE (SITE)

Company COMPANY (COMPANY)

Use pulldown menu to toggle between **Approved Surveys** and **Archived Surveys**.

Then, click purple **Select For Copy** text. Fields will be auto populated.

< Return Without Selection

Approved Surveys
Approved Surveys
Archived Surveys

Go Rows 100 Actions

	AU	HRA Survey	Date	Status	Title	IH-Safety Officer	IH Badge	Flagged For Peer Review	Line-Field Contact	Location	Loc-2	Loc-3	# HRA	Activity List	Organization	Site	Company
Select For Copy	0000003	HRA00004	23-MAY-2022	APPROVED	RADIO	SYSTEM	ITBADGE	Yes	-	-	-	-	1	-	-	SITE	COMPANY

1 - 1 of 1

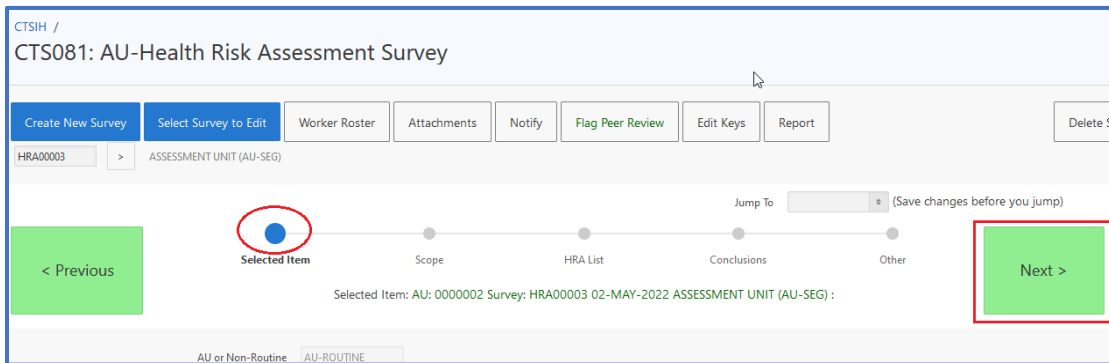
Click **Save and Continue** button.

CTS081 HRA Survey Detail

Cancel **Save and Continue**

Selected Item

On *Selected Item* screen, verify survey details then click **Next** button to proceed to *Scope*.



Field	Description
<i>AU or Non-Routine</i>	Type of survey
<i>Assessment Unit (AU)</i>	AU ID number
<i>HRA Survey</i>	Survey HRA ID number
<i>Title</i>	AU title
<i>Status</i>	Status of survey
<i>Evaluation Date</i>	Date of survey

Scope

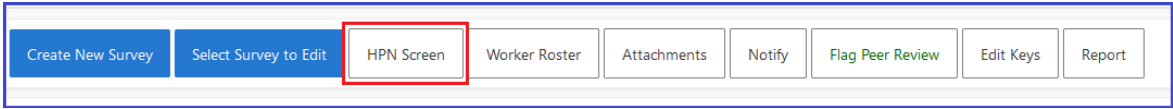
Answer **Scope** questions. Click **Save** button.

The screenshot shows the CTSIH / CTS081: AU-Health Risk Assessment Survey interface. At the top, there are navigation buttons: 'Create New Survey', 'Select Survey to Edit', 'Worker Roster', 'Attachments', 'Notify', 'Flag Peer Review', 'Edit Keys', 'Report', and 'Delete Survey'. Below these is a breadcrumb trail: 'HRA00003 > ASSESSMENT UNIT (AU-SEG)'. A progress bar shows five steps: 'Selected Item' (completed with a green checkmark), 'Scope' (current step, highlighted with a red circle), 'HRA List', 'Conclusions', and 'Other'. A 'Jump To' dropdown menu is set to 'Scope' with the note '(Save changes before you jump)'. A green '< Previous' button is on the left, and a green 'Save >' button is on the right, both highlighted with red boxes. Below the progress bar, the text reads 'Scope: AU: 0000002 Survey: HRA00003 02-MAY-2022 ASSESSMENT UNIT (AU-SEG) :'. A red box highlights the 'Scope of Evaluation' label and the text area below it, which contains the instruction 'Description (include tasks and key jobs or groups)'. The text area has a character count of '52 of 4000'.

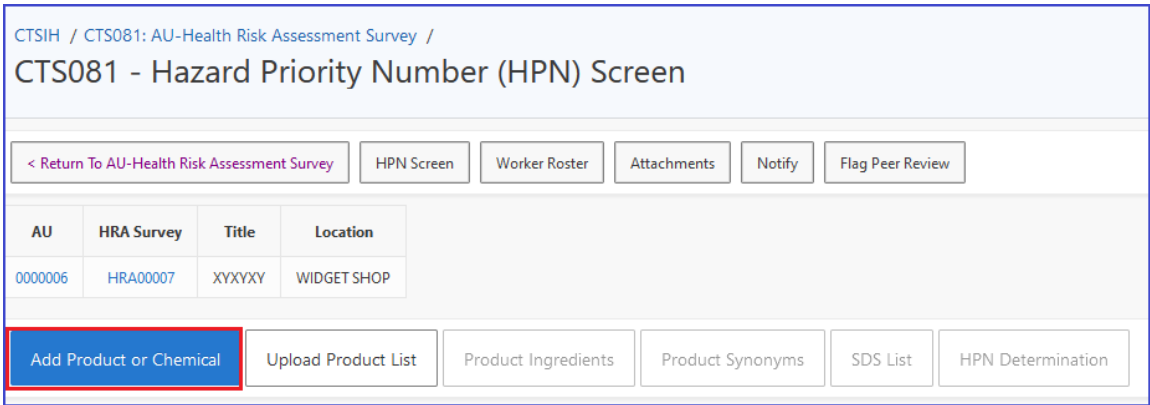
Field	Description
<i>Scope of Evaluation</i>	Describe tasks, key jobs, or groups
<i>Review Team or People Participating in Evaluation</i>	List people involved
<i>List Interviews Performed For Review Process</i>	List interview details
<i>Additional Comments</i>	Enter any additional pertinent data

HPN Screen

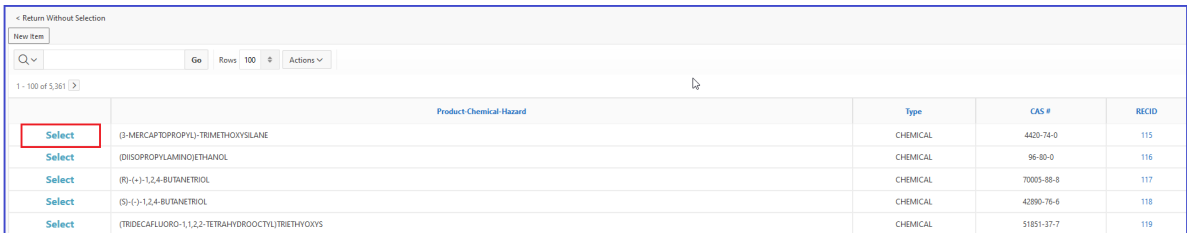
Click the **HPN Screen** button.



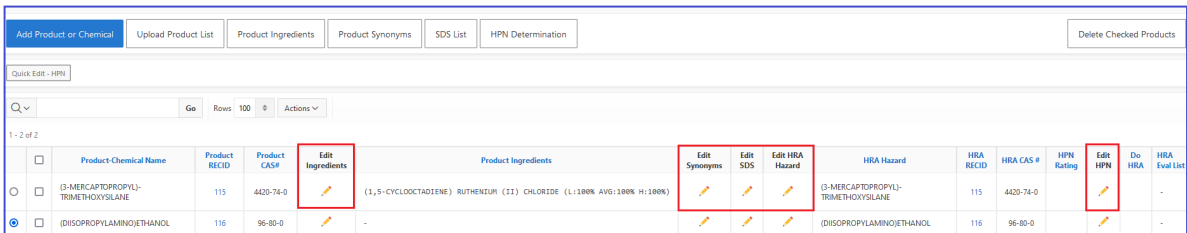
Click the **Add Product or Chemical** button.



Click blue **Select** text to choose a Product or Chemical.



Use edit pencils to edit *ingredients, synonyms, SDS, HRA hazard, or HPN*.



Click the **CTS081: AU-Health Risk Assessment Survey** / breadcrumb to return to the HRA Survey.

HRA List

CTSIH / CTS081: AU-Health Risk Assessment Survey

Create New Survey Select Survey to Edit HPN Screen Worker Roster Attachments Notify Flag Peer Review Edit Keys Report

Flagged Ready For Peer Review GoTo CTS094

< Previous Selected Item Scope **HRA List** Conclusions Other Save >

HRA List: AU: 0000006 Survey: HRA00007 20-MAR-2023 XXXXXX :

Hazard Evaluation

Click **Create New Hazard Evaluation** button.

CTSIH / CTS081: AU-Health Risk Assessment Survey

Create New Survey Select Survey to Edit HPN Screen Worker Roster Attachments Notify Flag Peer Review Edit Keys Report

< Previous Selected Item Scope **HRA List** Conclusions

HRA List: AU: 0000007 Survey: HRA00009 10-MAY-2023 TESTING :

Create New Hazard Evaluation Copy Hazard Evaluation Edit Hazard Evaluation Detail Link Samples AOP HRA Report

Quick Edit (QE) - Controls and Comments Quick Edit (QE) - PPE

Q Go Actions

1 - 1 of 1

	<input type="checkbox"/>	Edit Eval	Eval-HRA ID	HRA Hazard	RECID	CAS #	AU	Work Activity	HPN Rating	SR	ER	CR	IGR	Interpretation	Controls Effective	Sampling Status
	<input type="checkbox"/>		0000018	1-BUTANOL	00148	-	0000007	WA0000040 EEE		1	4	3	15	YELLOW	No - Unacceptable	Open

1 - 1 of 1

Create New Hazard Evaluation Copy Hazard Evaluation Edit Hazard Evaluation Detail Link Samples AOP HRA Report Delete Checked

Quick Edit (QE) - Controls and Comments Quick Edit (QE) - PPE

Q Go Actions

1 - 1 of 1

	<input type="checkbox"/>	Edit Eval	Eval-HRA ID	HRA Hazard	RECID	CAS #	AU	Work Activity	HPN Rating	SR	ER	CR	IGR	Interpretation	Controls Effective	Sampling Status	# HRA Linked Samples	Link Samples	OEL	Unit	Assessment	Result Type	Work Description
	<input type="checkbox"/>		0000018	1-BUTANOL	00148	-	0000007	WA0000040 EEE		1	4	3	15	YELLOW	No - Unacceptable	Open	-		20	PPM	PERSONAL AIR	8 HOUR TWA	TESTING

Enter HRA Hazard Detail including *HRA Hazard, Product-SDS, Work Activity, Exposure Group Category, Description of Task and How the Hazard Is Involved, Primary Hazard Source, and Additional Hazards and Materials Grouped into HRA Hazard.*

Hazard Evaluation Columns

Field	Description
<i>Edit Eval</i>	Click the pencil to quickly edit an evaluation.
<i>Eval-HRA ID</i>	Unique identification number
<i>HRA Hazard</i>	Name of hazard
<i>RECID</i>	Unique identification number
<i>CAS #</i>	The Chemical Abstracts Service (CAS) Registry number
<i>AU</i>	AU ID number
<i>Work Activity</i>	Work activity details

<i>SR</i>	SR value
<i>ER</i>	ER value
<i>RAC</i>	RAC value
<i>CR</i>	CR value
<i>IGR</i>	IGR value
<i>Interpretation</i>	Interpretation of evaluation
<i>Controls Effective</i>	Determination of controls' effectiveness
<i>Sampling Status</i>	Status of sampling
<i># HRA Linked Samples</i>	Number of samples currently linked to an evaluation
<i>Link Samples</i>	Click the pencil to quickly link samples.
<i>OEL</i>	Occupational exposure limit
<i>Assessment</i>	Assessment type
<i>Result Type</i>	Result type

Click **Select Hazard From OEL List** button to select *HRA Hazard*.

Click **Select Product From Master List** button to select *Product-SDS*.

Click **Select Primary Source** button to select *Primary Hazard Source*.

Use pulldown menu to select *Work Activity*.

Enter *Description of Task* and *Additional Hazards* in text areas.

Click **Save and Continue** button.

CTSIH / CTS081: AU-Health Risk Assessment Survey /
 CTS081 - HRA Hazard

Cancel **Save and Continue**

HRA Hazard: 1-BUTYL ACETATE

Comparison OEL: PERSONAL AIR STEL OEL=200 PPM

Product-SDS: 1,1,1-TRIS(HYDROXYMETHYL)ETHANE

Work Activity: EEE(WA0000040 AU0000007)

Exposure Group Category: TEST FIELD 10 11 (1112 011)

Description of Task and How the Hazard Is Involved: Description of specific hazard as it relates to a task.
 55 of 4000

Primary Hazard Source: CONTAMINATION

Additional Hazards and Materials Grouped into HRA Hazard: Additional hazard information here.
 35 of 1000

Field	Description
<i>HRA Hazard</i>	Intended to represent the exposure agent being monitored
<i>Product-SDS</i>	Optional field - select product(s) associated with hazard
<i>Work Activity</i>	Choose a work activity
<i>Description of Task and How the Hazard Is Involved</i>	Enter descriptive details
<i>Primary Hazard Source</i>	Helpful terms for hazard identification i.e., fumes, dust, vapors, etc.
<i>Additional Hazards and Materials Grouped into HRA Hazard</i>	Additional hazards listed here

Click **Next** button.

The screenshot shows the 'Edit Hazard Evaluation Detail' page. At the top, there is a breadcrumb trail: 'CTSIH / CTS081: AU-Health Risk Assessment Survey / CTS081: Edit Hazard Evaluation Detail'. Below this is a progress bar with steps: 'Selected Item', 'Description of Work', 'Hazard Controls', 'Risk Rating', 'Sample Strategy', 'Sort Groups', and 'Other'. The 'Selected Item' step is currently active, indicated by a blue circle. A green box highlights the 'Next >' button on the right. Below the progress bar, there are input fields for 'HRA ID', 'HRA Hazard', 'Survey ID', and 'Title'. The 'HRA ID' field contains '0000008', 'HRA Hazard' contains '1-BUTYL ACETATE', 'Survey ID' contains 'HRA00003', and 'Title' contains 'ASSESSMENT UNIT (AU-SEG)'.

Enter text into *Description How Hazard Involved In Work* and *Describe Exposure Frequency and Duration* text areas.
 Use pulldown menus to select *Exposure Frequency*, *Exposure Duration*, and *Typical Amount* options.

The screenshot shows the 'Description of Work' section of the 'Edit Hazard Evaluation Detail' page. The progress bar now shows 'Selected Item' as completed with a green checkmark, and 'Description of Work' as the active step with a blue circle. A green box highlights the 'Save >' button on the right. Below the progress bar, there are several input fields: 'Description How Hazard Involved In Work' (a large text area with 'description' entered), 'Exposure Frequency' (a pulldown menu with '1' selected), 'Exposure Duration' (a pulldown menu with '3' selected), 'Describe Exposure Frequency and Duration' (a large text area), and 'Typical Amount' (a pulldown menu with '5' selected). Red boxes highlight these input fields.

Field	Description
<i>Description How Hazard Involved In Work</i>	Details of how hazard is involved in work
<i>Exposure Frequency</i>	Select exposure frequency
<i>Exposure Duration</i>	Select exposure duration
<i>Describe Exposure Frequency and Duration</i>	Enter any additional details about frequency and duration

<i>Typical Amount</i>	Enter a typical amount
-----------------------	------------------------

Enter text into *Description* text areas.

Click checkboxes to select controls.

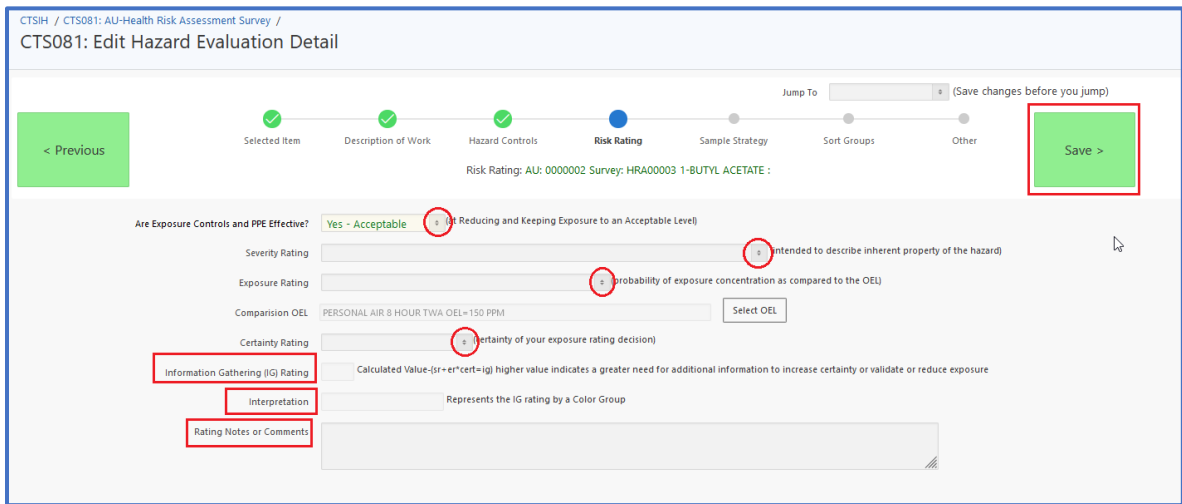
Use pulldown menus to select *PPE Usage* options.

Click **Save** button.

Field	Description
<i>Description Administrative Controls</i>	Enter description of admin controls
<i>Description of Engineering Controls</i>	Enter description of engineering controls
<i>Controls Checkboxes</i>	Select all controls that apply

<i>PPE Usage</i>	Select all utilized PPE
<i>Description of PPE Selection and Use</i>	Enter description
<i>Hierarchy of Controls Discussion</i>	Enter notes
<i>Recommended Additional Controls</i>	Enter recommendations

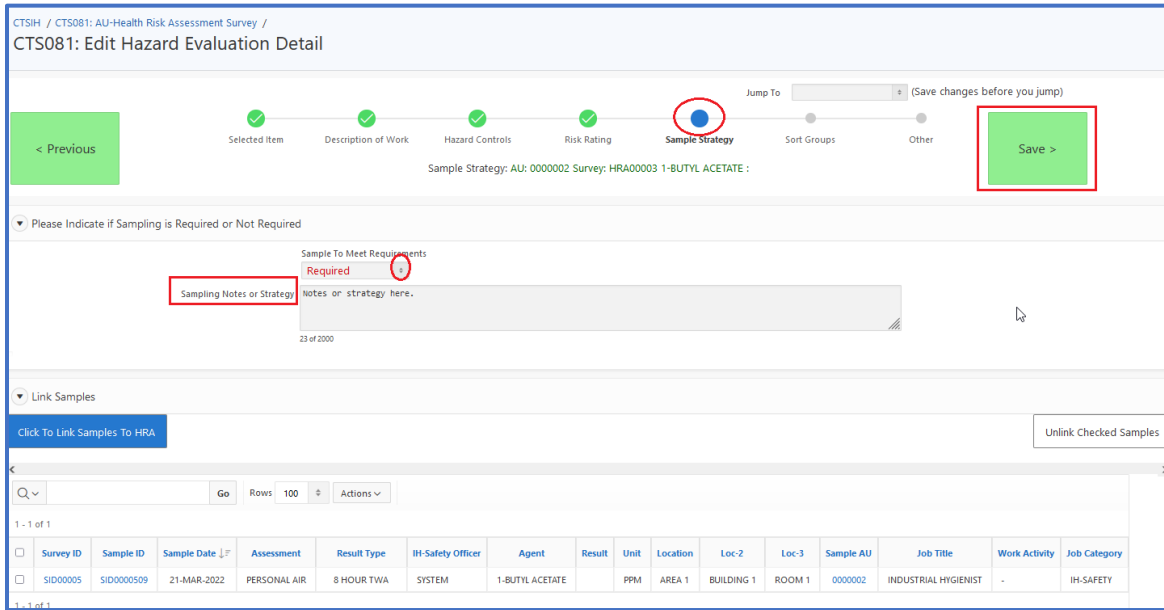
Use pulldown menus to select *Are Exposure Controls and PPE Effective?*, *Severity Rating*, *Exposure Rating*, and *Certainty Rating* options.
 Enter text into *Information Gathering (IG) Rating*, *Interpretation*, and *Rating Notes or Comments* text fields.
 Click **Save** button.



Field	Description
<i>Are Exposure Controls and PPE Effective?</i>	Answer: Yes – Acceptable, No – Unacceptable, or Undecided
<i>Severity Rating</i>	Rate 1 – 5 to describe inherent property of the hazard
<i>Exposure Rating</i>	Rate 1 – 5 to describe probability of exposure concentration as compared to the OEL
<i>Comparison OEL</i>	Select OEL from list
<i>Certainty Rating</i>	Rate 1 – 3 to describe certainty of rating exposure decision

<i>Information Gathering (IG) Rating</i>	Calculated value indicating level of need for additional information
<i>Interpretation</i>	Represents the IG rating by a Color Group
<i>Rating Notes or Comments</i>	Any additional data

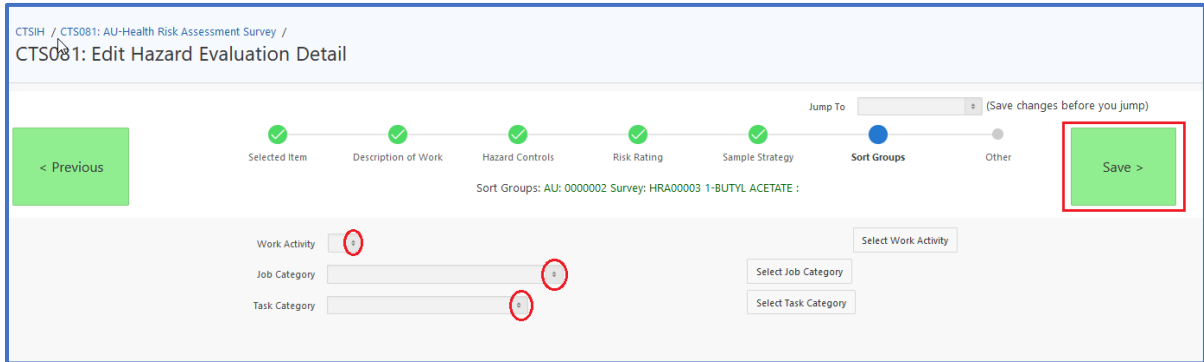
Use pulldown menu to select *Sample To Meet Requirements* option.
 Enter text into *Sampling Notes or Strategy* text area.
 Click checkbox(es) to select samples. Click buttons to link or unlink samples.
 Click **Save** button.



Field	Description
<i>Sample to Meet Requirements</i>	Select Not Required or Required
<i>Sampling Notes or Strategy</i>	Enter any additional data

Use pulldown menus to select *Work Activity*, *Job Category*, and *Task Category* options.

Click **Save** button.



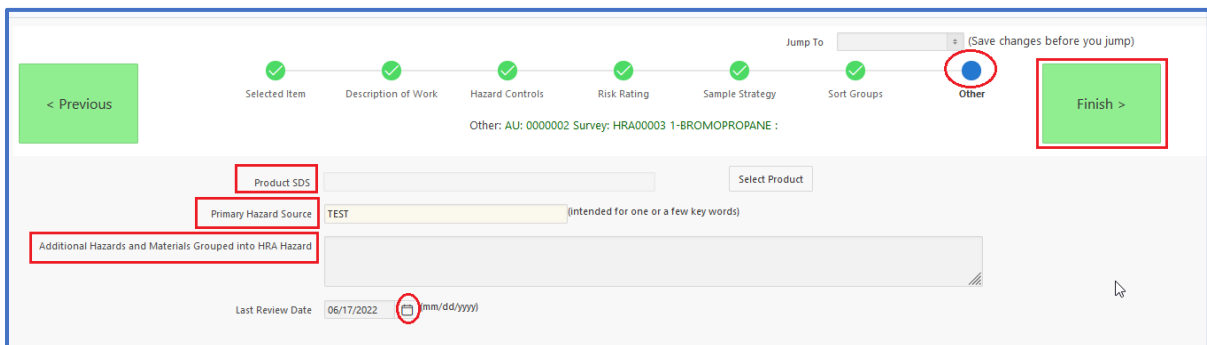
Field	Description
<i>Work Activity</i>	Select work activity
<i>Job Category</i>	Select job category
<i>Task Category</i>	Select task category

Click **Select Product** button to select *Product SDS*.

Enter text into *Primary Hazard Source*, *Additional Hazards and Materials Grouped into HRA Hazard* text area.

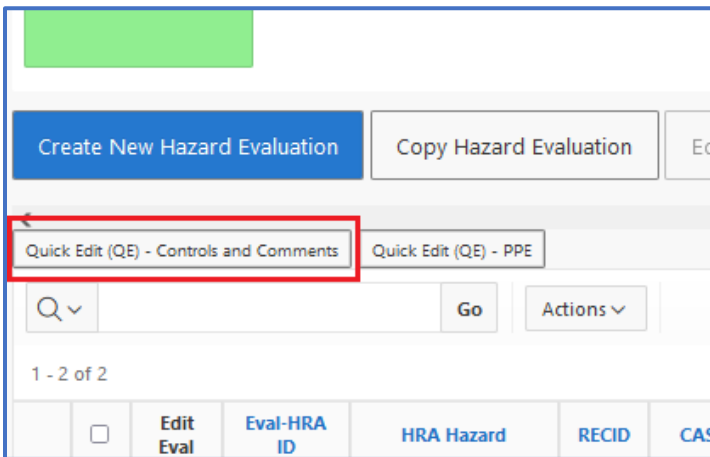
Use calendar button to select *Last Review Date*.

Click **Finish** button.

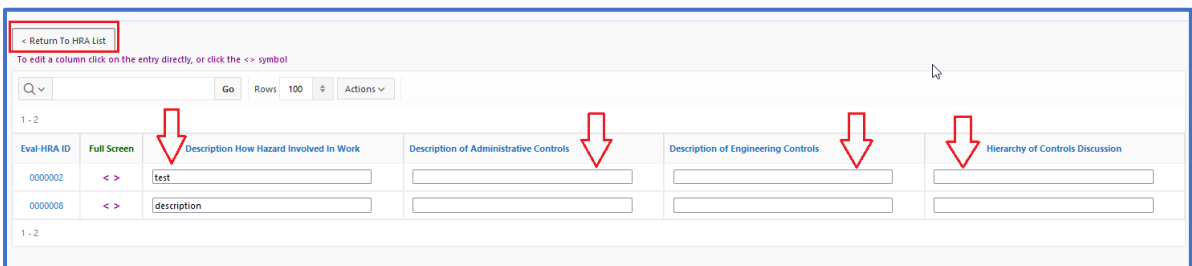


Field	Description
<i>Product SDS</i>	Select product
<i>Primary Hazard Source</i>	Enter key word(s)
<i>Additional Hazards and Materials Grouped into HRA Hazard</i>	Enter additional data
<i>Last Review Date</i>	Enter review date

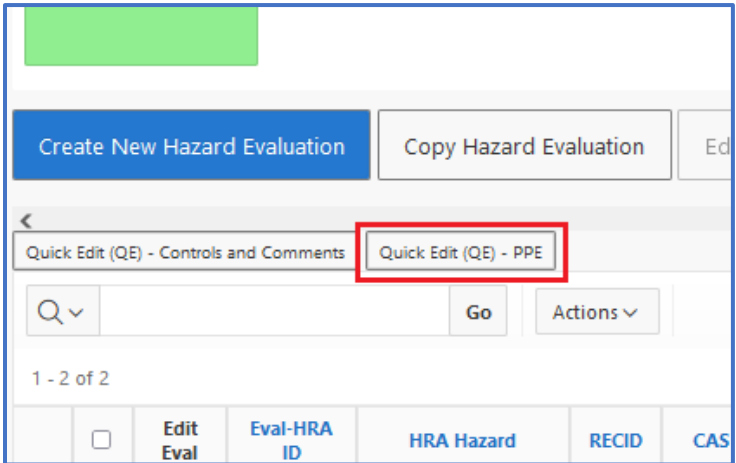
Click **Quick Edit (QE) – Controls and Comments** button to edit controls and comments for a hazard evaluation.



To edit a column, click on the entry directly or click the < > symbol. Click < **Return To HRA List** button.

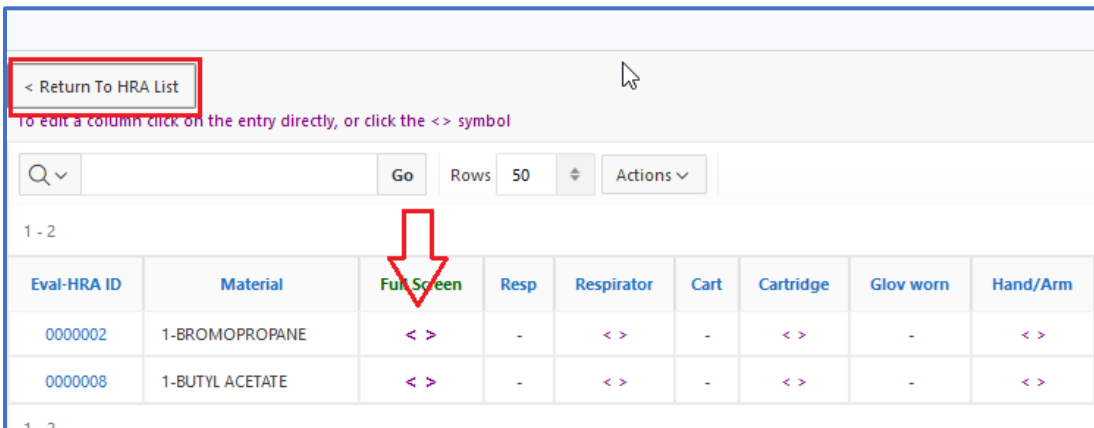


Click **Quick Edit (QE) – PPE** button.

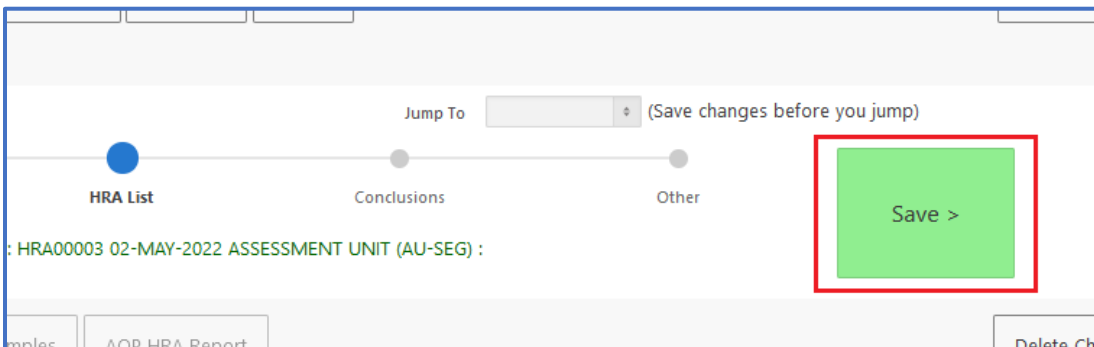


To edit a column, click on the entry directly or click the < > symbol (opens a new screen).

Click **< Return To HRA List** button.



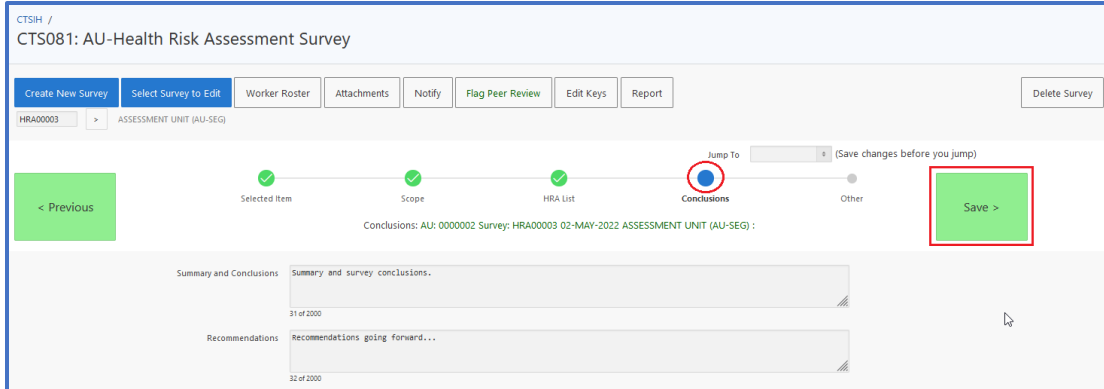
Click **Save** button.



Conclusions

On *Conclusions* screen, enter text into *Summary and Conclusions* and *Recommendations* text areas.

Click **Save** button.



Field	Description
<i>Summary and Conclusions</i>	Enter summary and conclusions
<i>Recommendations</i>	Enter recommendations for going forward

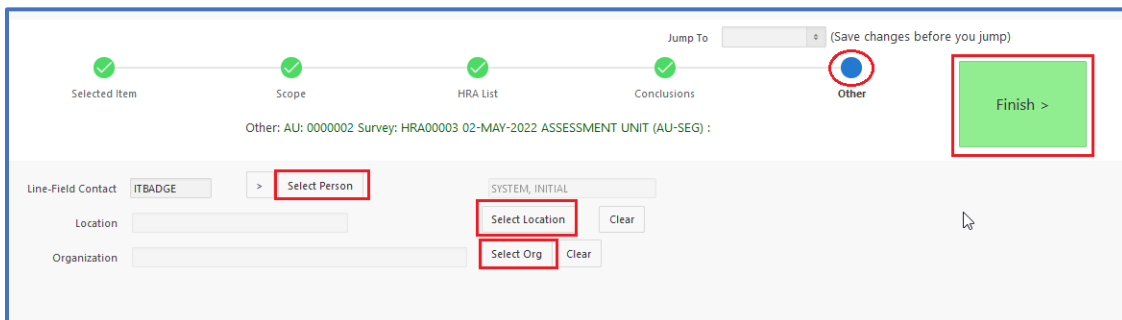
Other

Click **Select Person** button to change *Line-Field Contact*.

Click **Select Location** button to select *Location*.

Click **Select Org** button to select *Organization*.

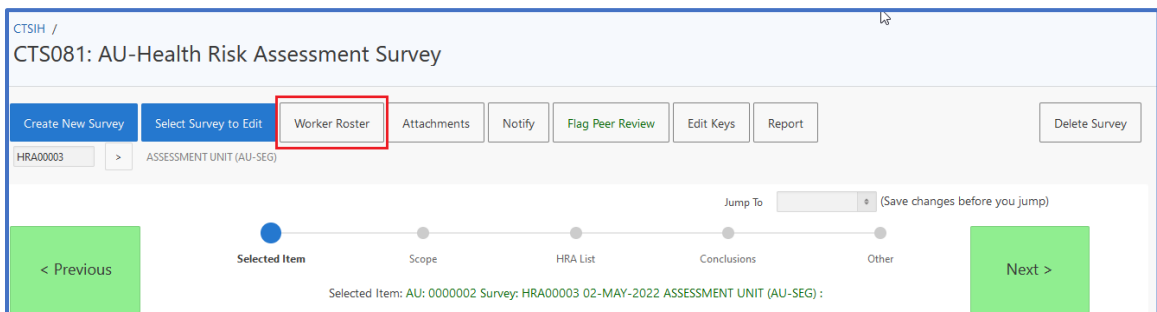
Click **Finish** button.



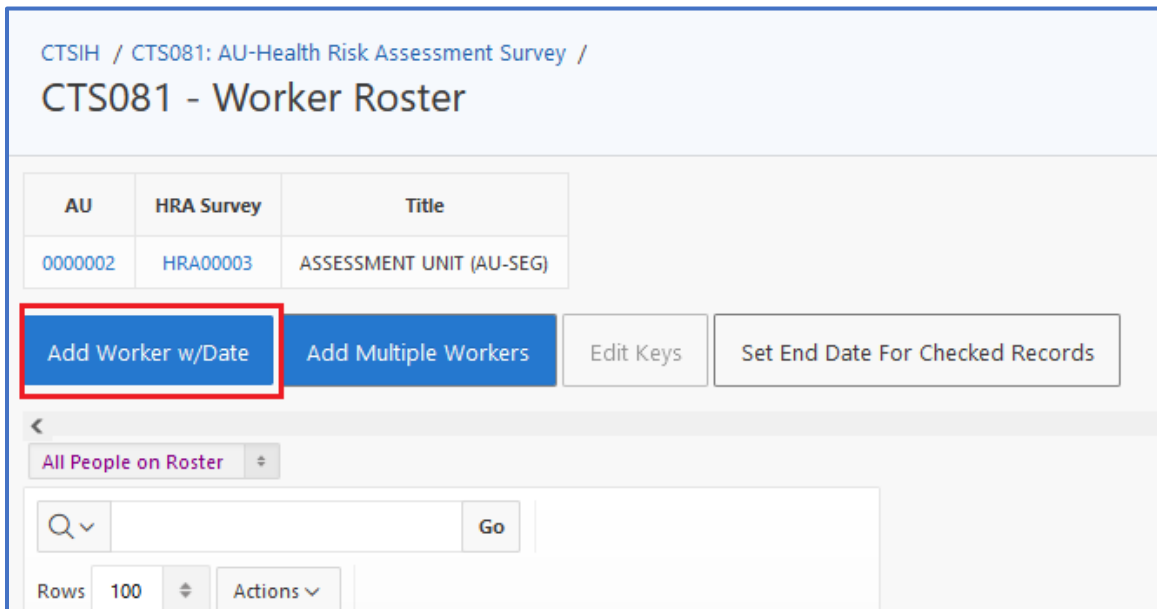
Field	Description
<i>Line-Field Contact</i>	Select person as contact
<i>Location</i>	Select location
<i>Organization</i>	Select organization

Worker Roster

Select an existing survey to edit. Click **Worker Roster** button.



Click **Add Worker w/Date** button.



Click **Select Person** button to select *Worker*.

Click **Select Job Title** to select *Job Title*.

Use pulldown menu to select *Work Activity*.

Click **Select Org** button to choose *Organization*.

Use calendar buttons to select *Approximate Start* and *Approximate End* dates.

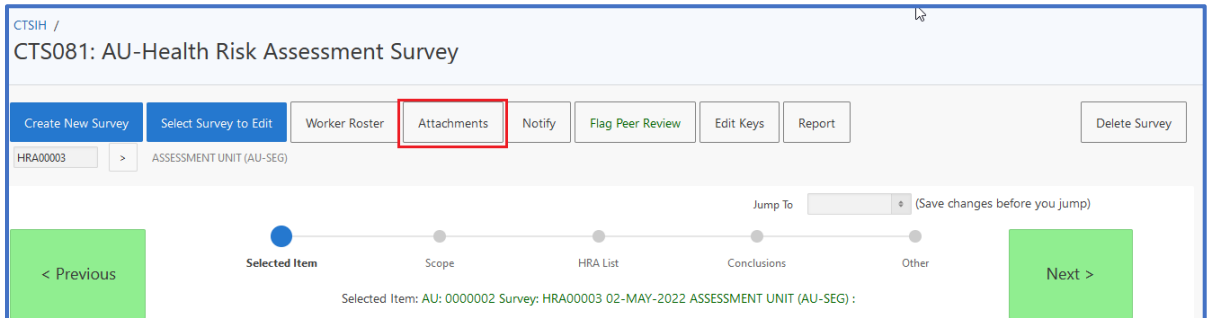
Click **Save and Continue** button.

Field	Description
<i>Worker</i>	Select person as worker
<i>Job Title</i>	Select job title
<i>Work Activity</i>	Select work activity
<i>Organization</i>	Select organization
<i>Approximate Start</i>	Select estimated start date
<i>Approximate End</i>	Select estimated end date

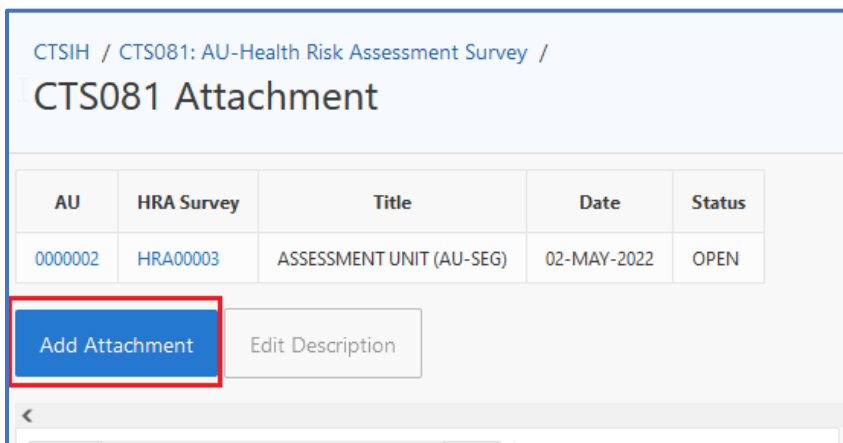
Click **CTS081: AU-Health Risk Assessment Survey** / breadcrumb to return to main survey screen.

Attachments

Click **Attachments** button.

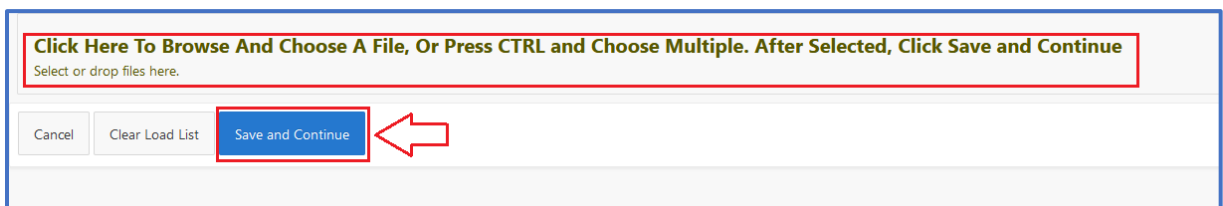


Click **Add Attachment** button.

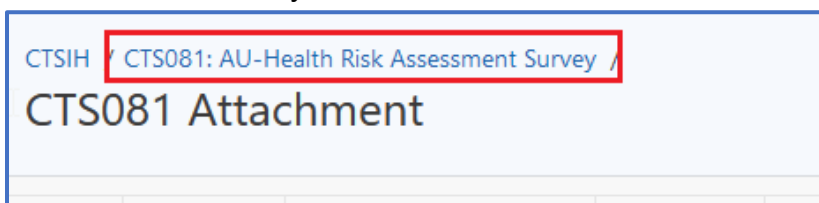


Click to browse local machine for a file to upload or drag and drop.

Click **Save and Continue** button.

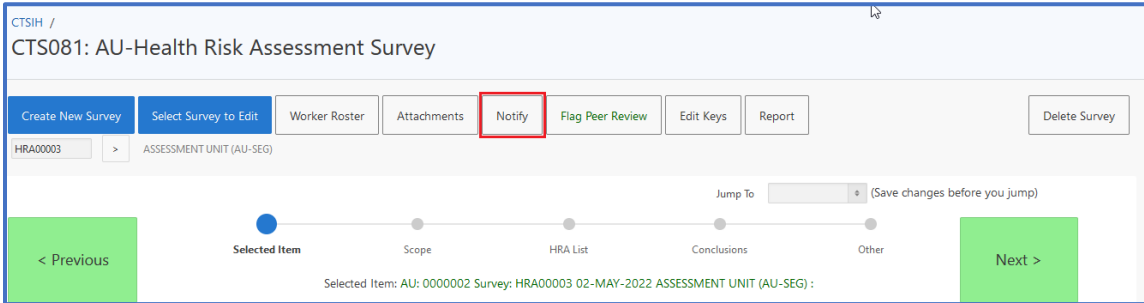


Click **CTS081: AU-Health Risk Assessment Survey** / breadcrumb to return to main survey screen.

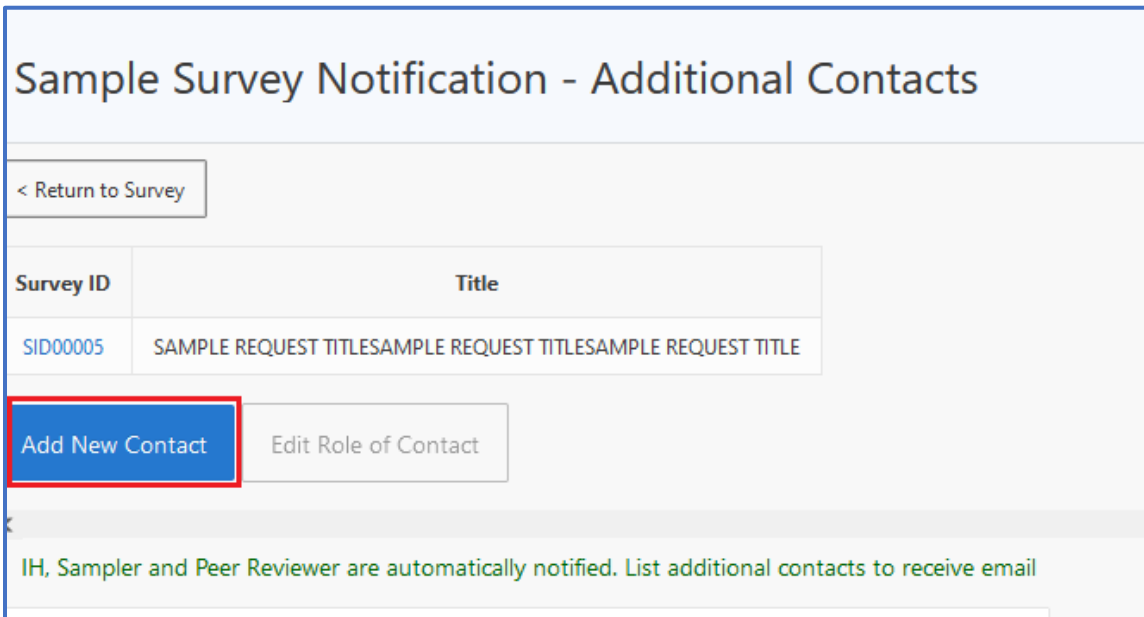


Notify

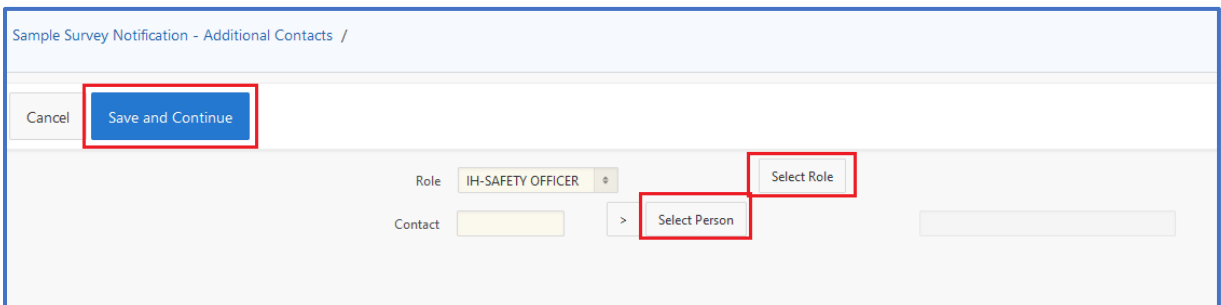
Select an existing survey. Click **Notify** button.



Click **Add New Contact** button.



Enter *Role* and *Contact* options using **Select Role** and **Select Person** buttons. Click **Save and Continue** button.

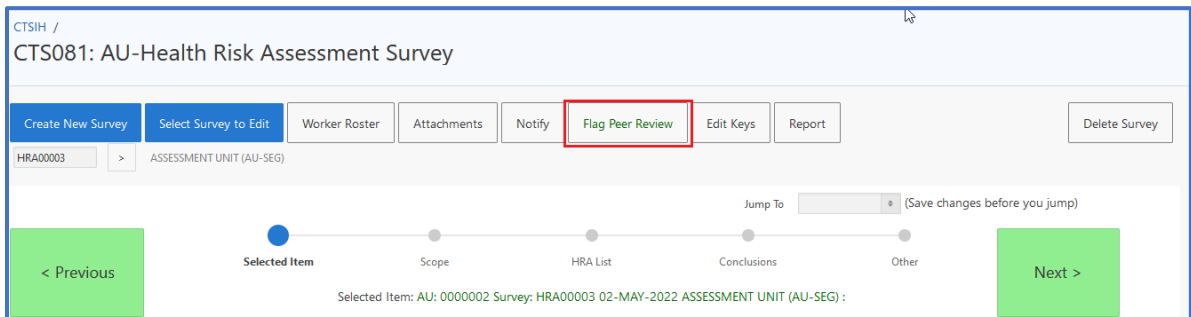


When finished adding contacts, click **< Return to Survey** button.

Field	Description
Role	Select role
Contact	Select contact

Flag Peer Review

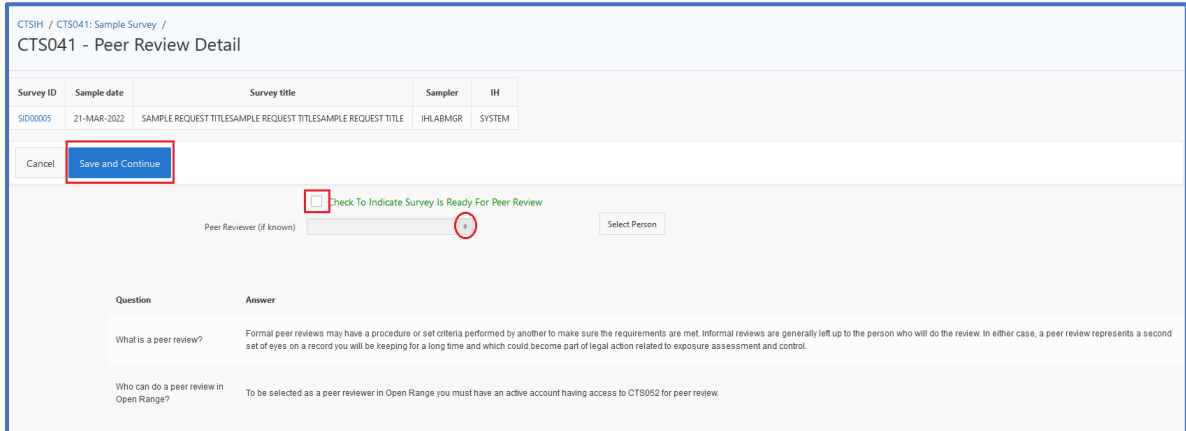
Click **Flag Peer Review** button.



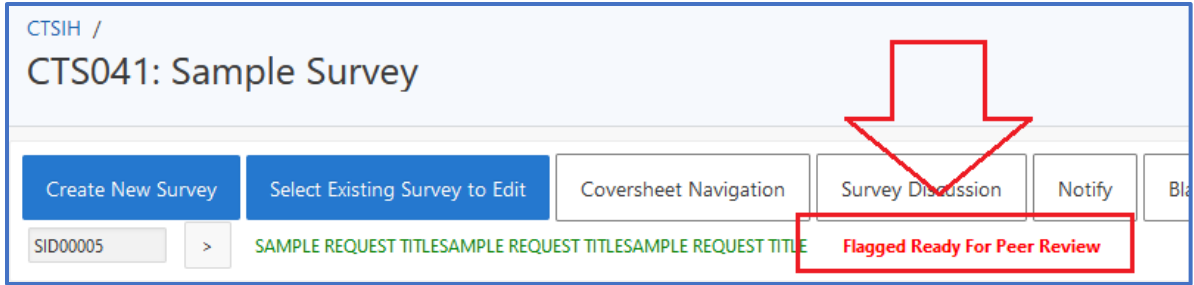
Click the checkbox to the left of *Check To Indicate Survey Is Ready For Peer Review* text.

Use pulldown menu to select *Peer Reviewer (if known)*.

Click **Save and Continue** button.

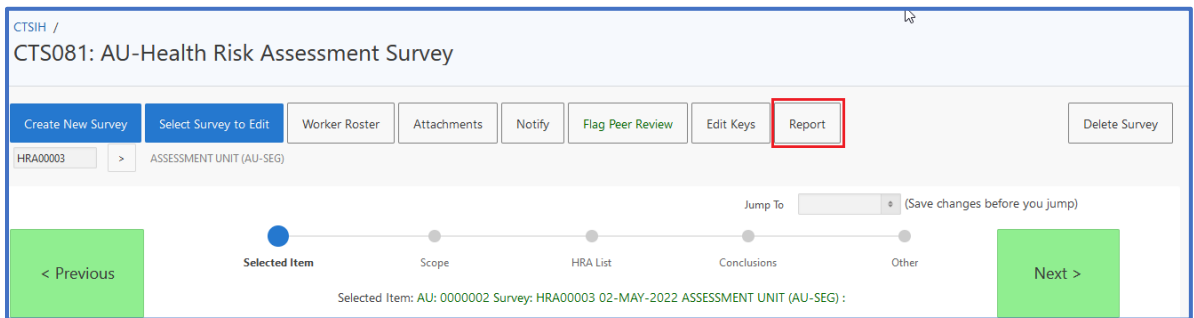


On main Sample Survey screen, red text is visible that reads “Flagged Ready For Peer Review”.



Survey Report

Select an existing survey.
Click **Report** button.



Click blue **CTS081: AU-HRA Survey Profile Report** text to view report in new browser tab.



Health Risk Assessment Survey Report

HRA Survey Report

Survey ID	AU ID	Title	Status
HRA00003	0000002	ASSESSMENT UNIT (AU-SEG)	OPEN

IH-Safety Officer: **SYSTEM,INITIAL (ITBADGE)**
 Field Contact: **SYSTEM,INITIAL (ITBADGE)**
 Site: **SITE**
 Company: **COMPANY**

Scope/Description

Description (include tasks and key jobs or groups)

Summary

Summary and survey conclusions.

Recommend

Recommendations going forward..

Peer Review

Ready For Peer Review: **No**

AU Linked Samples

Date	Survey ID	Sample ID	Assessment	Result Type	Location	Monitored Worker
21-MAR-2022	SID00005	SID0000502	PERSONAL AIR	8 HOUR TWA	AREA 1 BUILDING 1 ROOM 1	SUPERVISOR
17-JUN-2022	SID00046	SID0004604	PERSONAL AIR	8 HOUR TWA	AREA 1 BUILDING 1 ROOM 2	IHSAFETYPRO
21-MAR-2022	SID00005	SID0000509	PERSONAL AIR	8 HOUR TWA	AREA 1 BUILDING 1 ROOM 1	COX

HRA Summary

Hazard-Material	Primary Hazard Source	Work Description Summary
1-BROMOPROPANE	TEST	
1-BUTYL ACETATE	FUMES	

HRA SUMMARY DETAIL

Survey ID: HRA00003

HRA Hazard: 1-BROMOPROPANE HRA ID:0000002

Description of How Hazard Involved in Work

test

Typical Amount: **3 KG**

Hazard Controls

Risk Rating

Are Existing Controls Effective at Reducing and Keeping Exposure to an Acceptable Level? **Yes**

Severity Rating: 1 -- **Reversible effects of little concern, or no known or suspected adverse health effects** (inherent property of the hazard)

Exposure Rating: 2 -- **0.1xOEL to 0.5xOEL (1/10th the OEL to 1/2 the OEL) (LOW)**

RAC: **4**

Certainty Rating: 1 -- **CERTAIN**

Information Gathering (IG) Rating: **3** (Calculated Value-(sr+er*cert=ig) higher value indicates greater need for additional information to increase certainty, validate or reduce exposure)

Interpretation:

Other

Primary Hazard Source: **TEST**

HRA Linked Samples

Survey ID	Sample ID	Sample Date	Assessment	Result Type	Agent	Result	OEL	Unit
SID00005	SID0000502	21-MAR-2022	PERSONAL AIR	8 HOUR TWA	1-BROMOPROPANE	1	0.1	PPM
SID00046	SID0004604	17-JUN-2022	PERSONAL AIR	8 HOUR TWA	1-BROMOPROPANE	2	0.1	PPM

HRA SUMMARY DETAIL

Survey ID: HRA00003

HRA Hazard: 1-BUTYL ACETATE HRA ID:0000008

Description of How Hazard Involved in Work

description

Hazard Controls

Sample Strategy

Meet Compliance/Other Requirement: **Required**

Sampling Notes or Strategy

Notes or strategy here.

Other

Primary Hazard Source: **FUMES**

Close browser tab when finished viewing report.