LABORATORY HAZARD ASSESSMENT TOOL TUTORIAL

- How do I assign a delegate in LHAT?
Laboratory Hazard Assessment Tool

The Laboratory Hazard Assessment Tool (LHAT) facilitates the identification of hazards and identifies Personal Protective Equipment (PPE) to be used during the specified work activities. The LHAT must be updated as hazards and personnel change, and at least once every 12 months, irrespective of changes to hazards or personnel. The LHAT will provide a summary report of hazards present in the laboratory and the PPE recommended for laboratory workers.

What Can I do in LHAT?
- Objectives for the Principal Investigator (PI)*
- Objectives for Laboratory Personnel
- Objectives for Environmental Health & Safety (EH&S)

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Select Title, enter Phone and Primary Appointment, than Update Profile
Click Add a Delegate
<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Appointment</th>
<th>Assessment Certified</th>
<th>PPE Training Certified</th>
<th>Roles</th>
<th>Change Roles</th>
<th>Remove from Roster</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demo Program PI</td>
<td><a href="mailto:itester@gmail.com">itester@gmail.com</a></td>
<td>Faculty Principal Investigator</td>
<td>11/21/2013</td>
<td>11/21/2013</td>
<td>Principal Investigator</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>UC TestResearcher</td>
<td><a href="mailto:itester@ucdavis.edu">itester@ucdavis.edu</a></td>
<td>Graduate Student</td>
<td>11/21/2013</td>
<td>11/21/2013</td>
<td></td>
<td></td>
<td>Add/Remove</td>
</tr>
</tbody>
</table>

Click Add/Remove
### Roster: Professor

<table>
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<th>Appointment</th>
<th>Assessment Certified</th>
<th>PPE Training Certified</th>
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<th>Change Roles</th>
<th>Remove from Roster</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demo Program PI</td>
<td><a href="mailto:ltester@gmail.com">ltester@gmail.com</a></td>
<td>Faculty Principal Investigator</td>
<td>11/21/2013</td>
<td>Certified</td>
<td>[Delegate] Principal Investigator</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>UC TestResearcher</td>
<td><a href="mailto:ltester@ucdavis.edu">ltester@ucdavis.edu</a></td>
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**Delegate**
- Has access to all PI functionality except certifying a hazard assessment and creating a lab.

**Lab Manager**
- Is not granted additional functionality, but is assigned this role for informational purposes only.

**Lab Safety Contact**
- Is not granted additional functionality, but is assigned this role for informational purposes only.

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Click on Delegate
Notify your appointed Delegate that they can log on to LHAT at https://ehs.ucop.edu/lhat/ and create a hazard assessment.

You will get automatic email notification when your Delegate has submitted the Hazard Assessment for PI Certification.