RRAMP User Guide

For Principal Investigators, Lab Managers, & Lab Safety Captains

Texas Tech University Environmental Health & Safety

SafetyStratus

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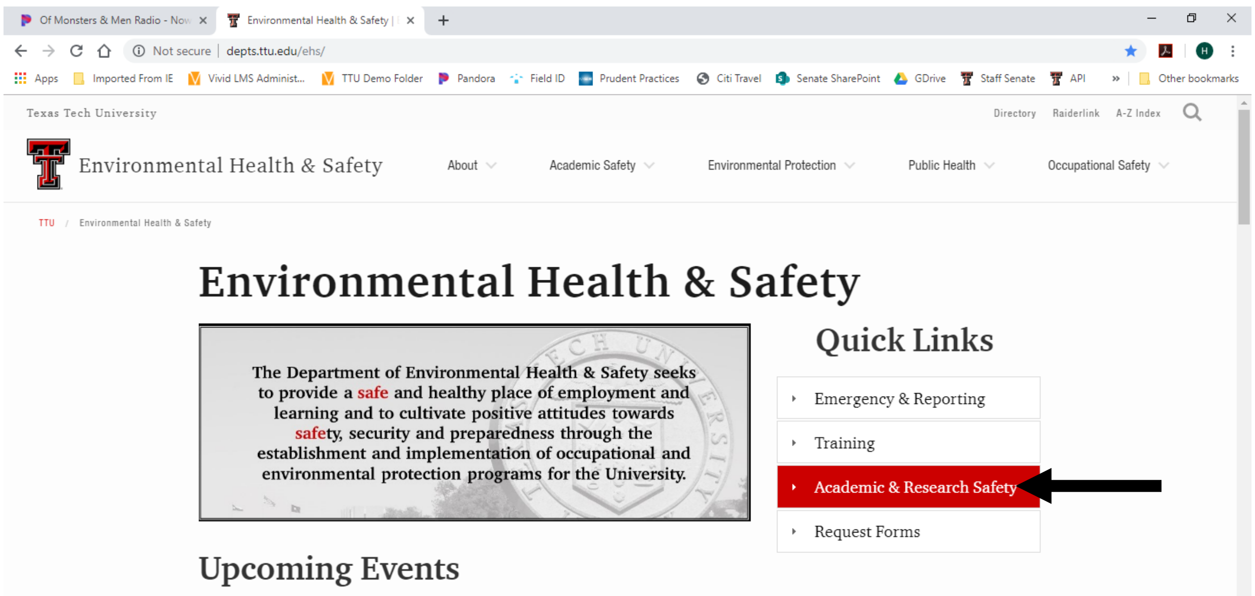
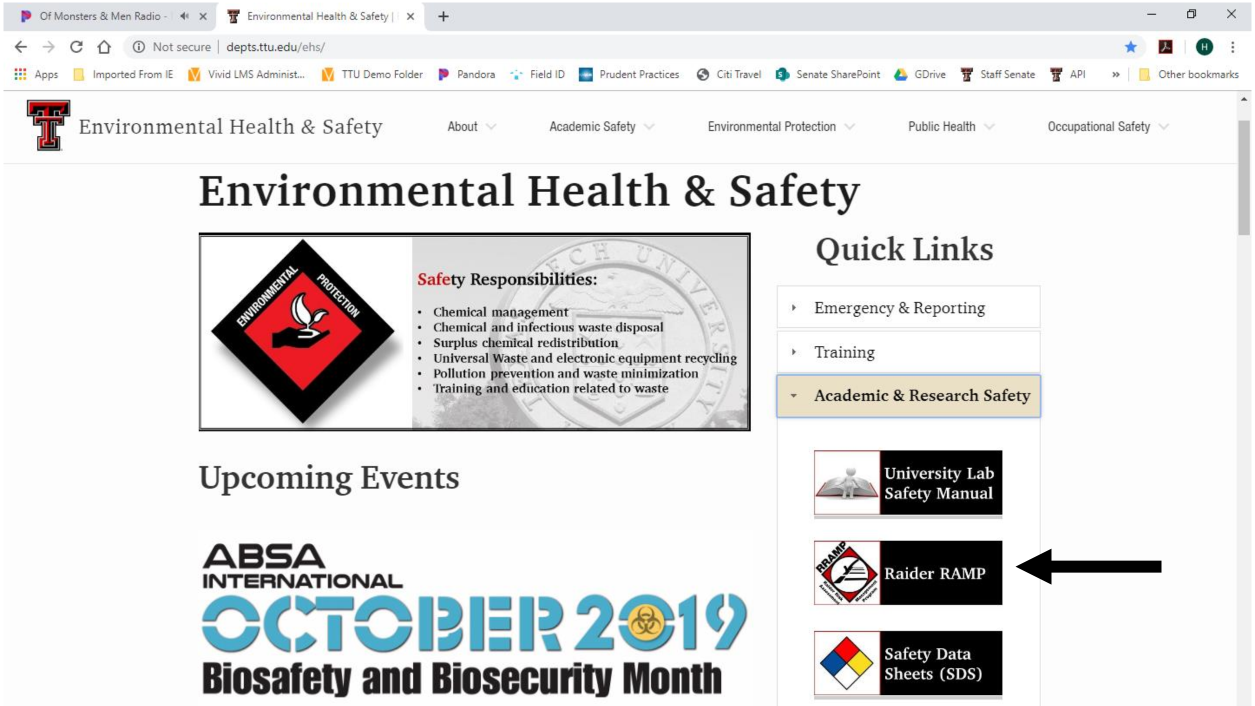
If you have questions about this process, please email safety@ttu.edu.

ACCESSING YOUR ACCOUNT

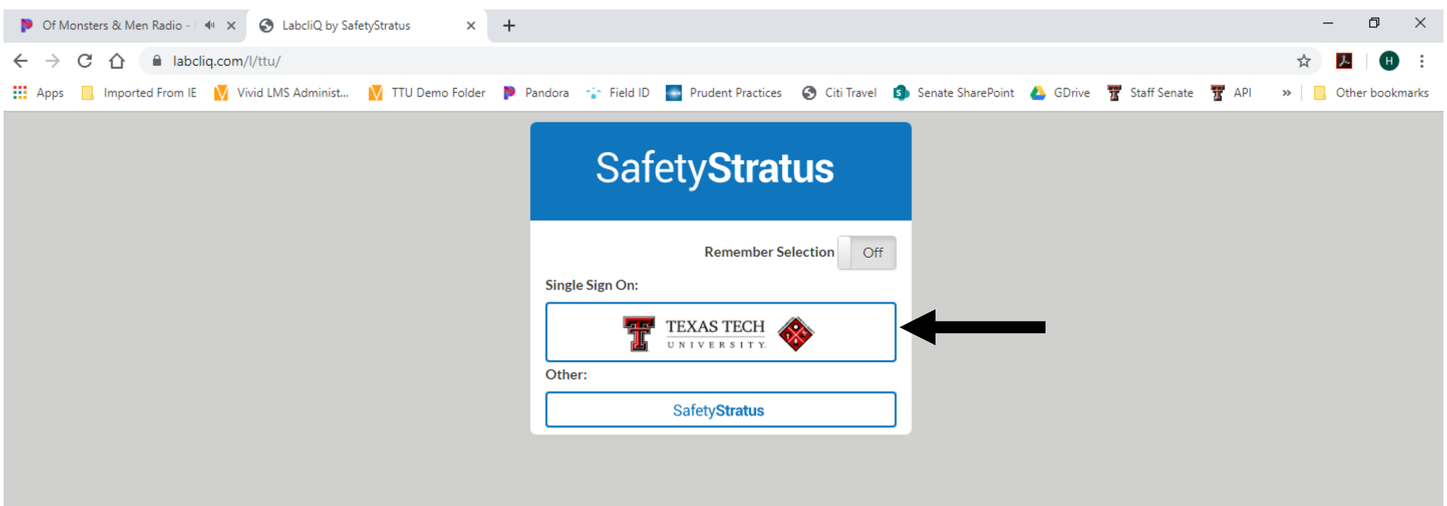
Part 1: Accessing your account & verifying information.

1. Access your account through the EHS website www.ehs.ttu.edu. Find the **Raider RAMP** Quick Link under **Academic & Research Safety**.

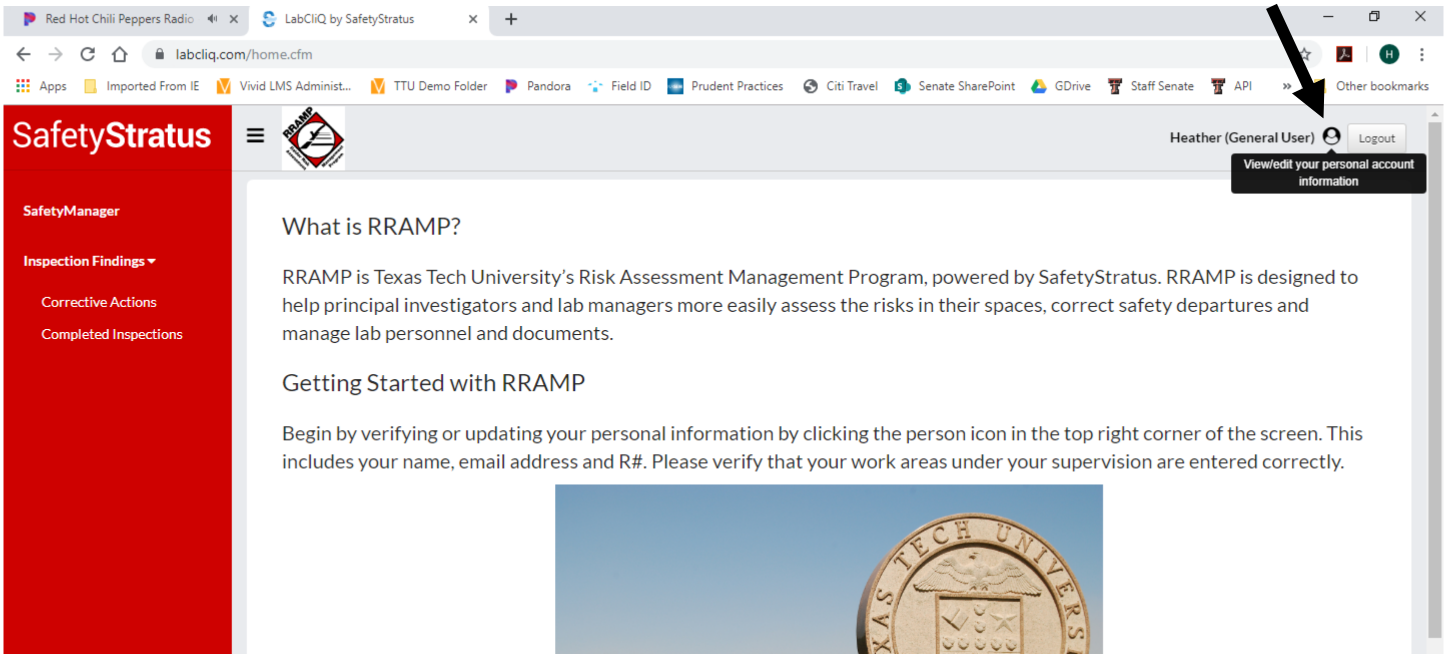




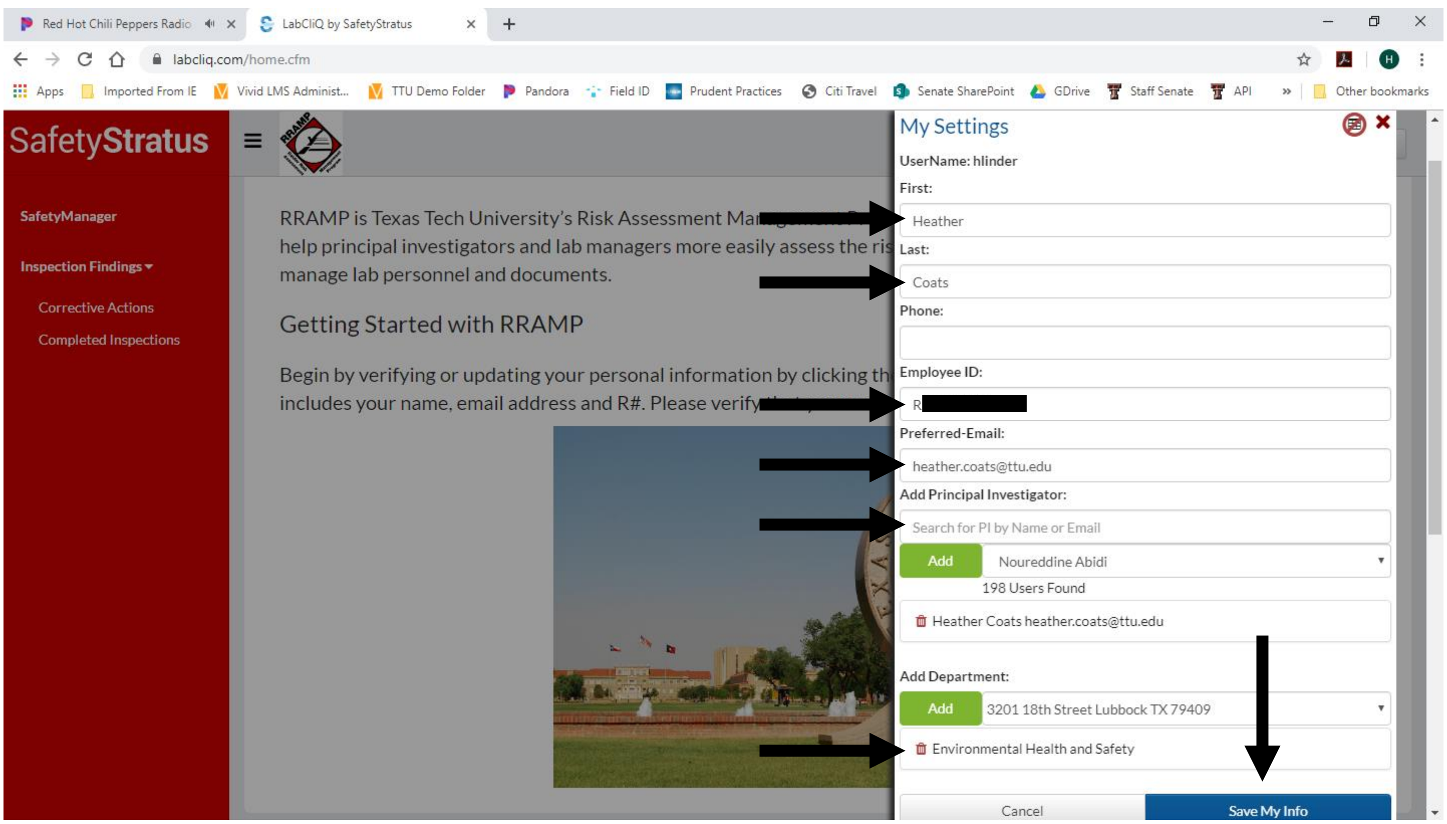
2. Click the **Single Sign On** button labeled Texas Tech. It will direct you to sign in with your eRaider information.



3. Verify your personal information by clicking the  icon in the upper right-hand corner of the screen.



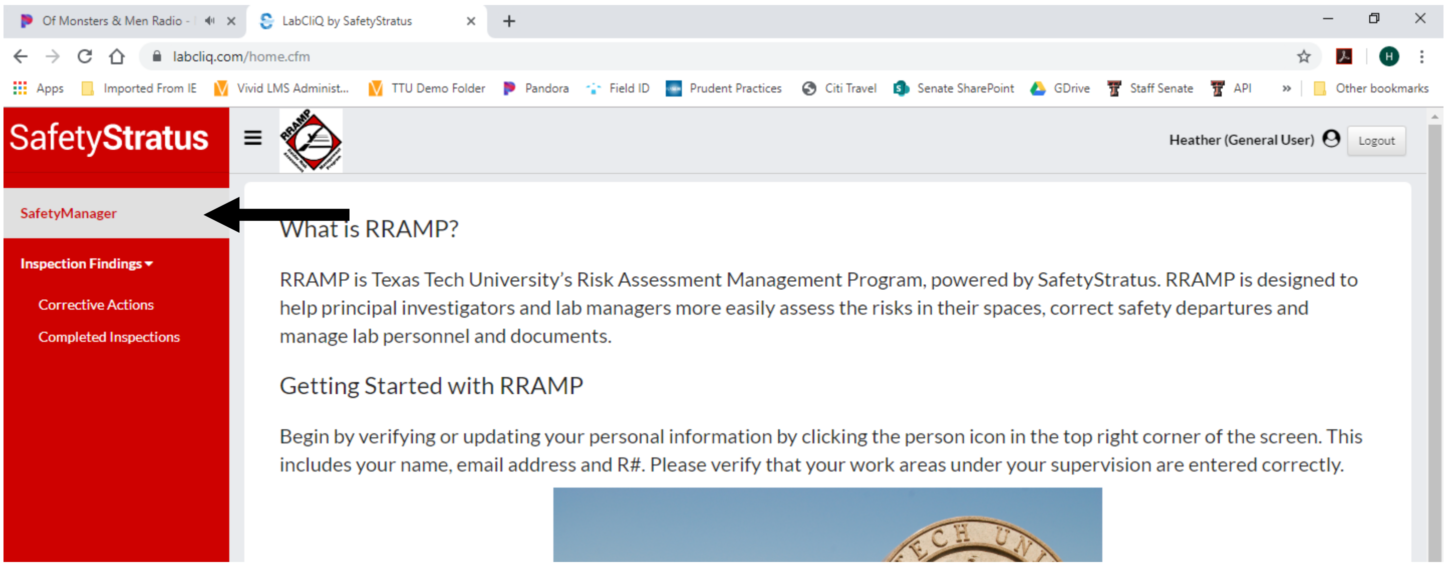
4. Please ensure that your **email**, **R#** and **Department** are correct. Make changes by typing into the field or selecting from the drop-down menu. If you are a lab worker, please select your **Principle Investigator** if it is not selected for you. Click **Save My Info** when you are done.



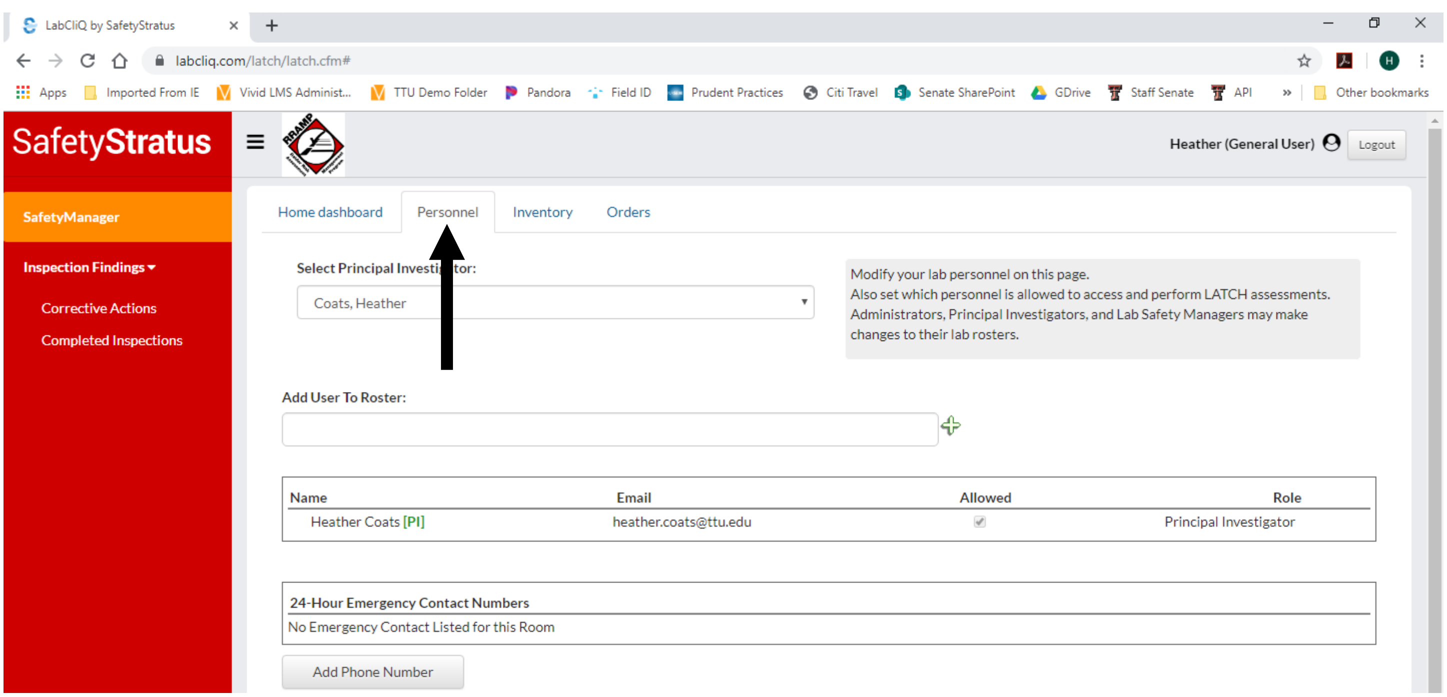
PERSONNEL MANAGEMENT & INVENTORY VIEW

Part 2: Adding personnel to your lab roster.

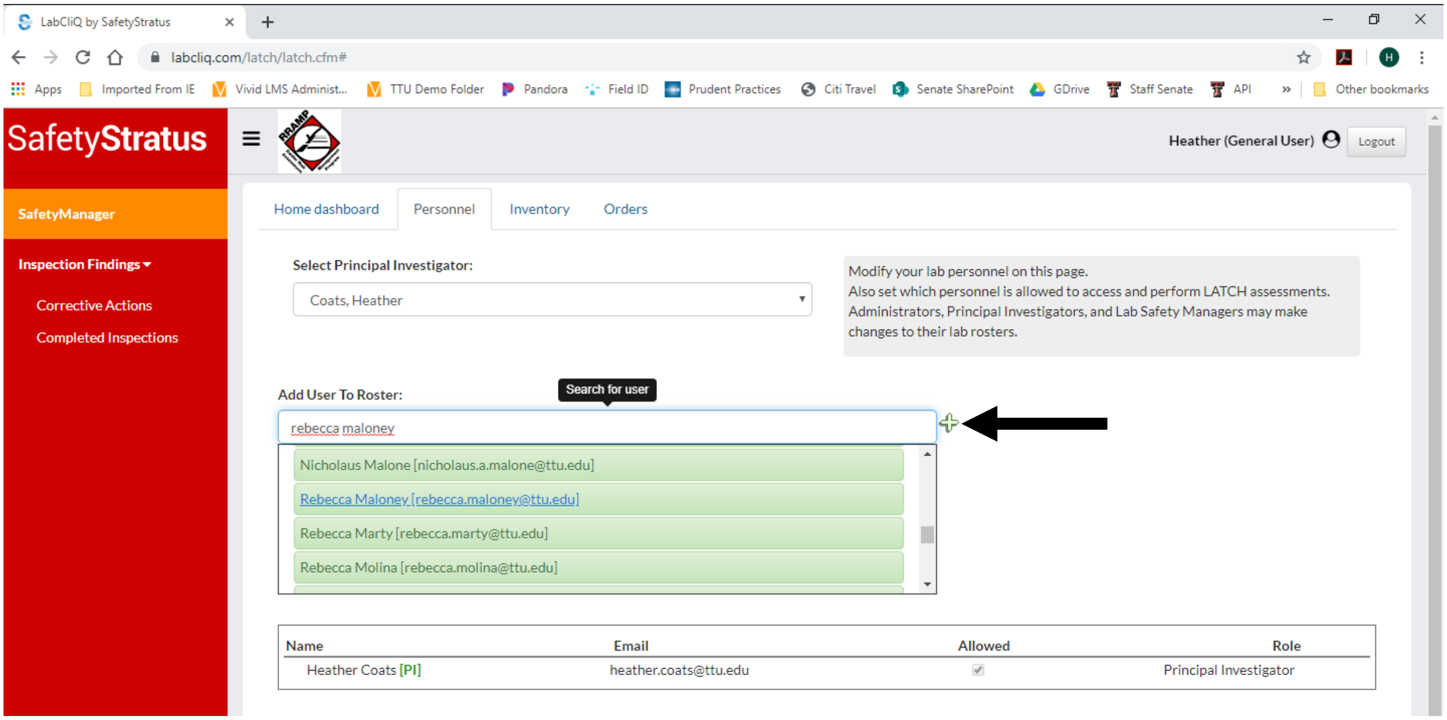
1. Click the **SafetyManager** tab in the left-hand menu to access your personnel roster and inventory lists.

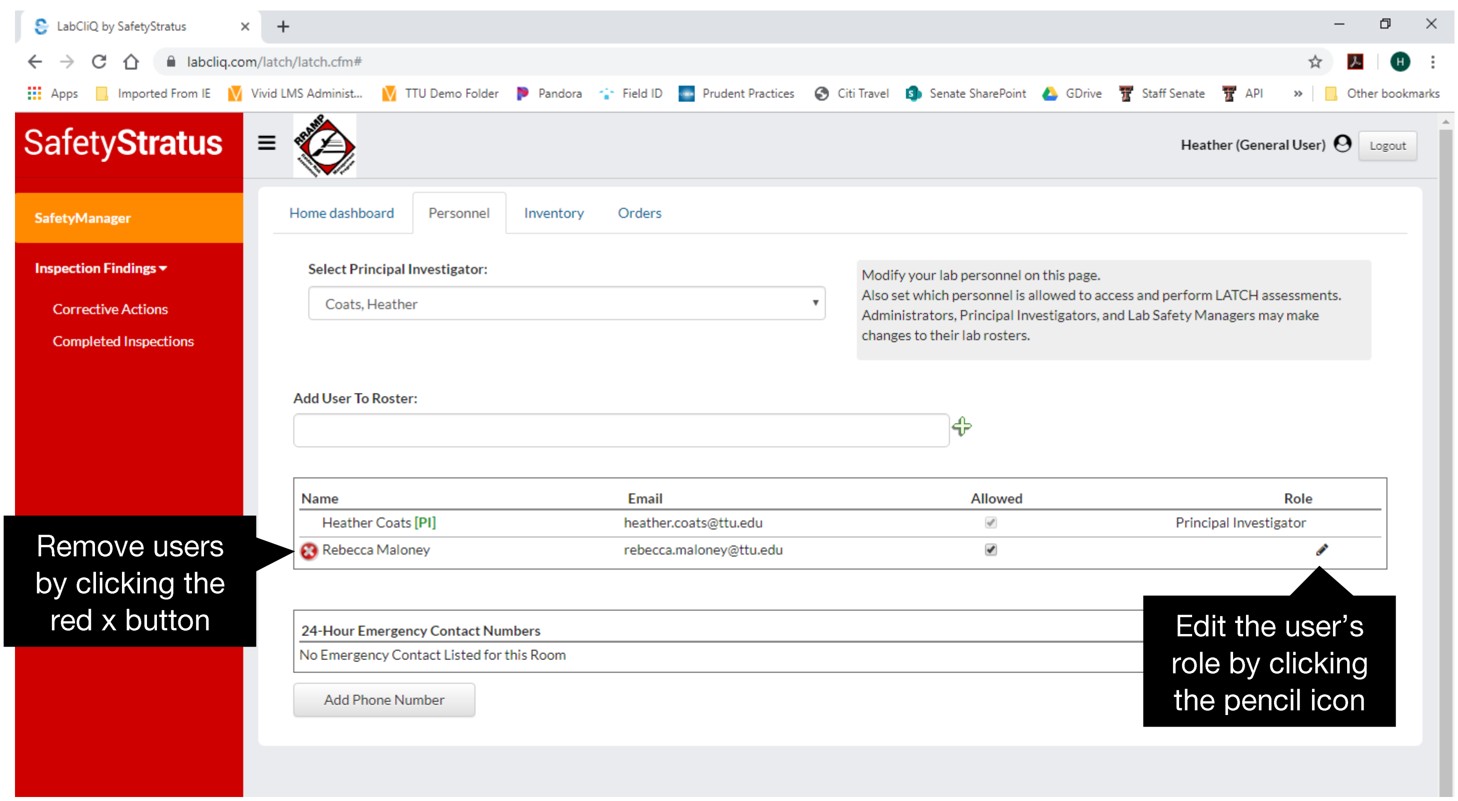


2. Select the **Personnel** tab to manage your lab roster.



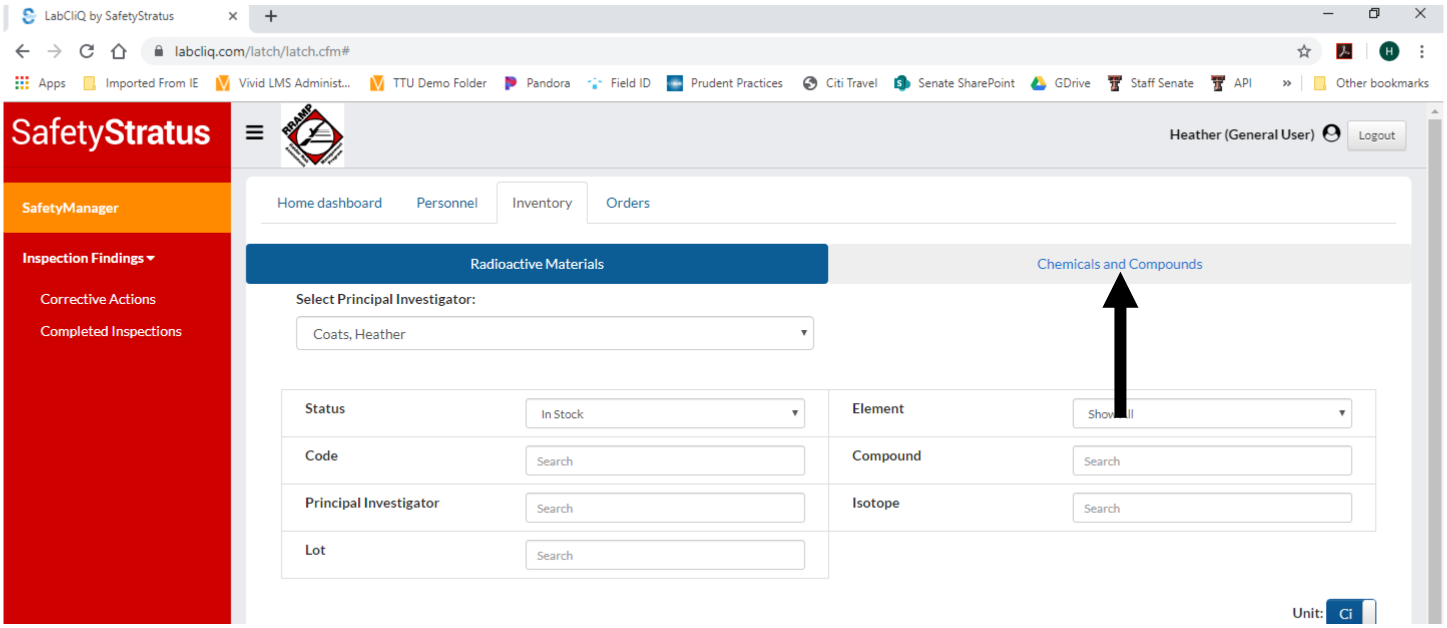
3. Type the name or email of the individual to be added to your lab roster into the **Add User To Roster** box. Click the **plus sign** when you find the correct individual.

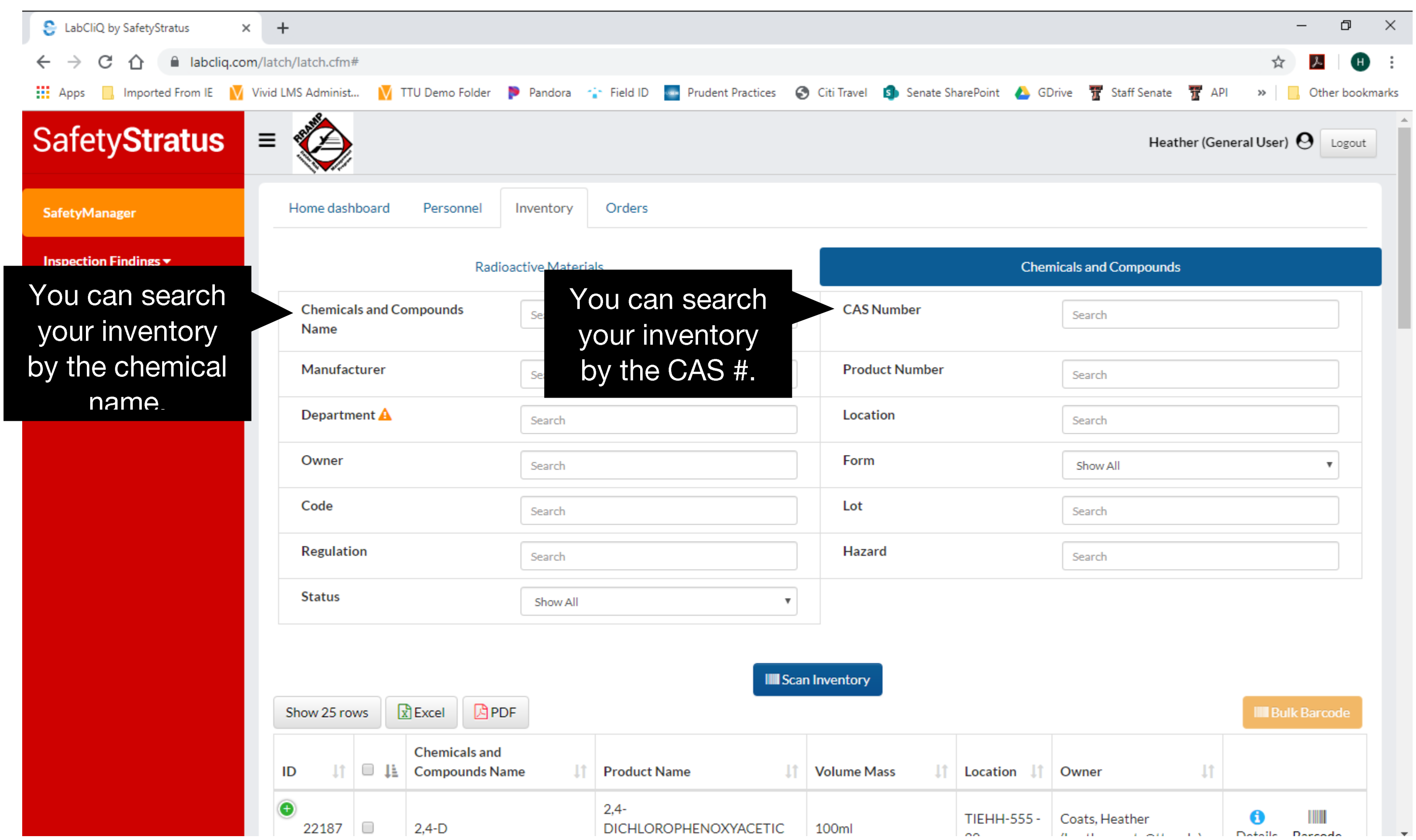




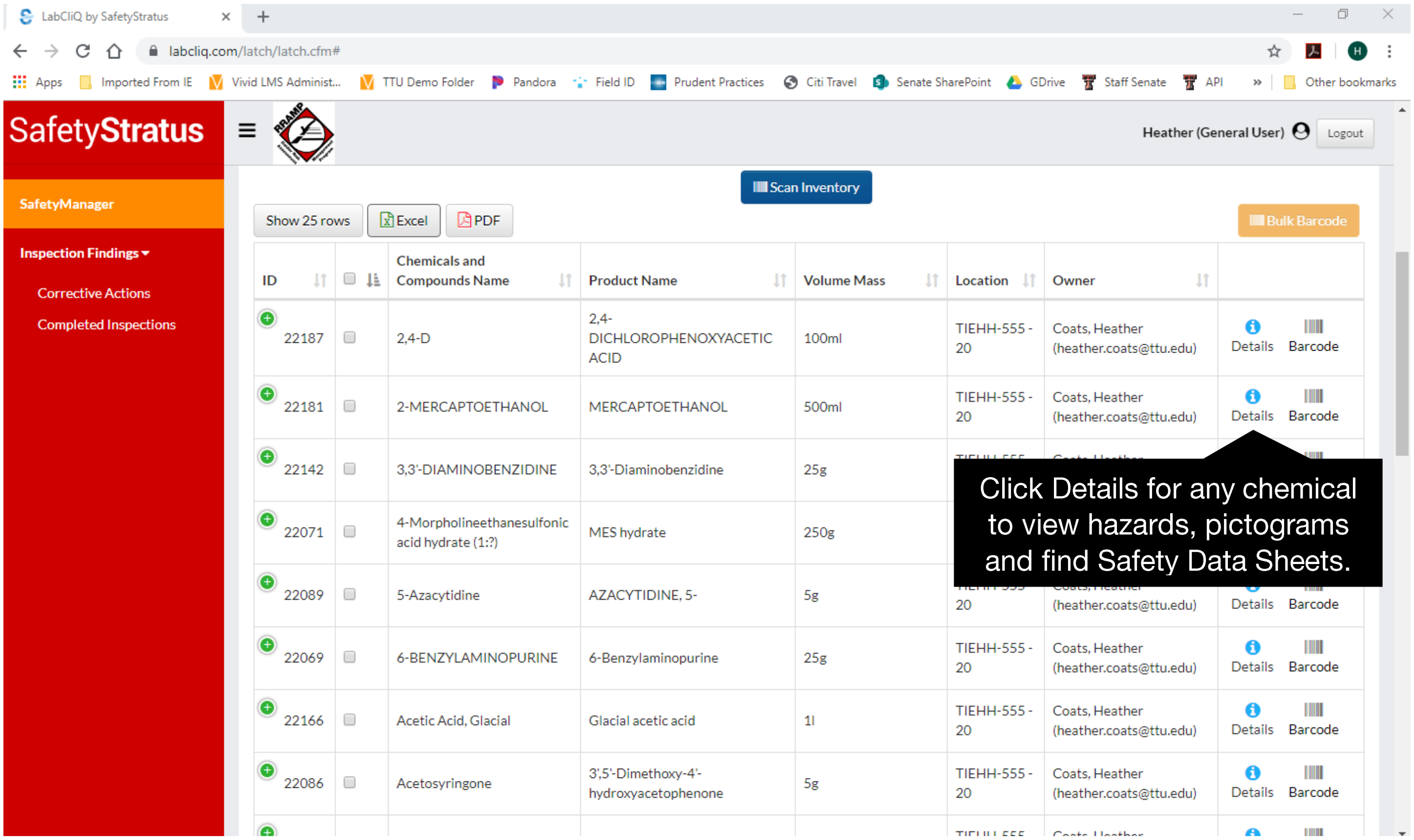
Part 3: Viewing your radioactive materials or chemical inventory.

1. Click the **Inventory** button at the top of the page. Toggle between the **Radioactive Materials** and **Chemicals and Compounds** tabs to view your inventories.





Note: You will have Read Only access and cannot edit your online inventory. EHS will enter items into your inventory upon receipt at the Chemical Gateway. If you receive a chemical without a barcode, request one from EHS using the Barcode Request Form. Once items are empty, return the barcode to EHS by affixing it to the Barcode Return Form.

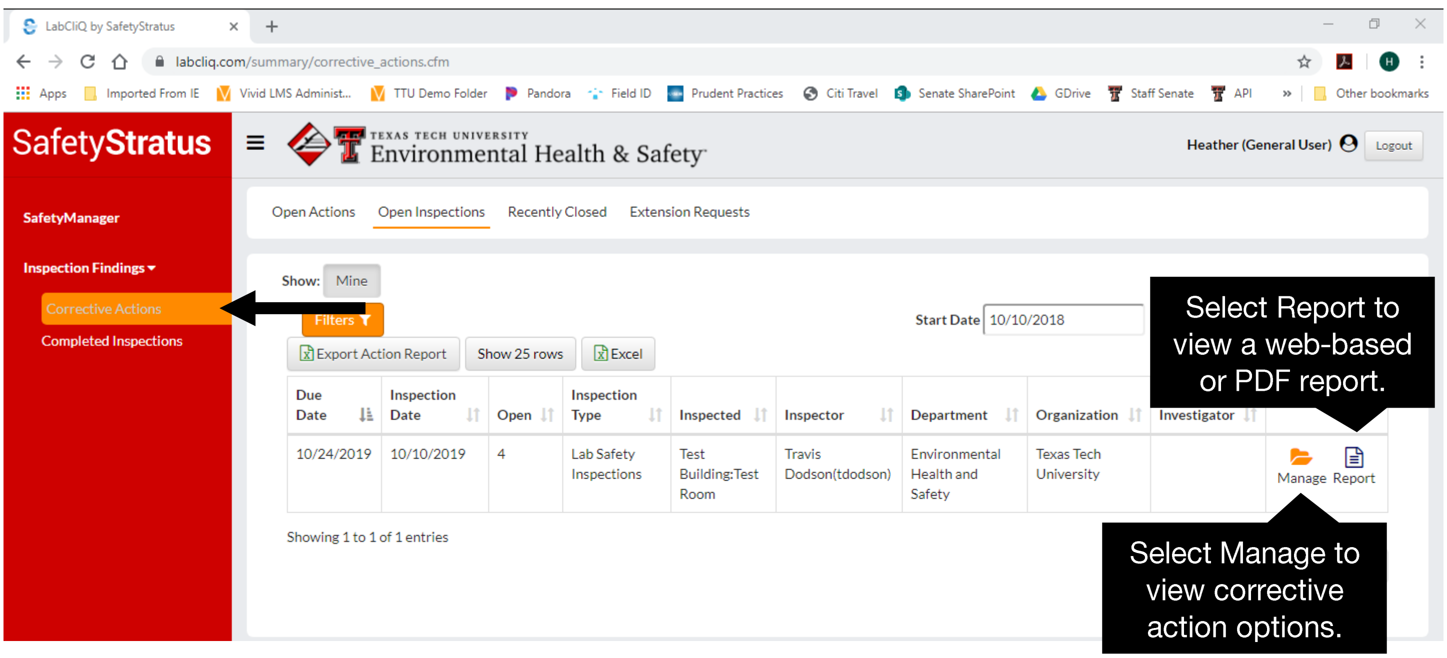


ADDRESSING CORRECTIVE ACTIONS

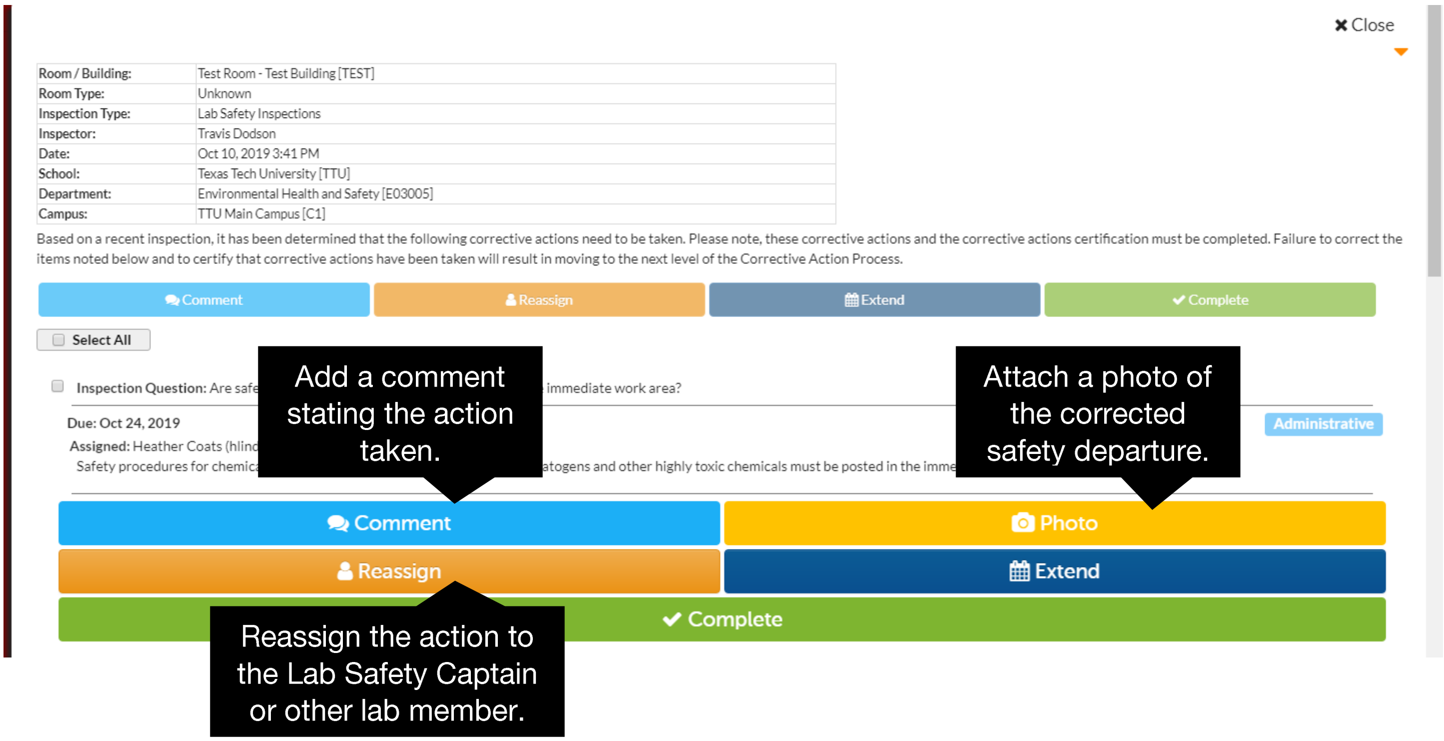
Part 3: Accessing corrective actions and possible options to address them.

All corrective actions assigned by EHS and subsequent follow up must be completed through the RRAMP system.

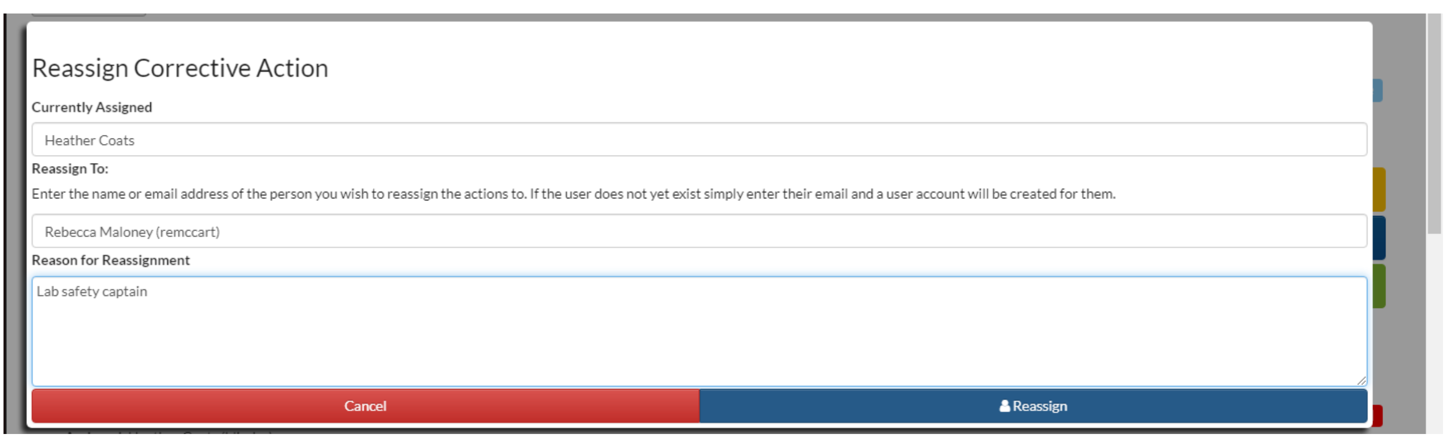
1. Access the corrective actions for your lab spaces by clicking the **Corrective Actions** tab in the left-hand menu. If you have corrective actions to complete, this means there were safety departures found in your work area. If you have more than one work area, you will have a separate report for each space.

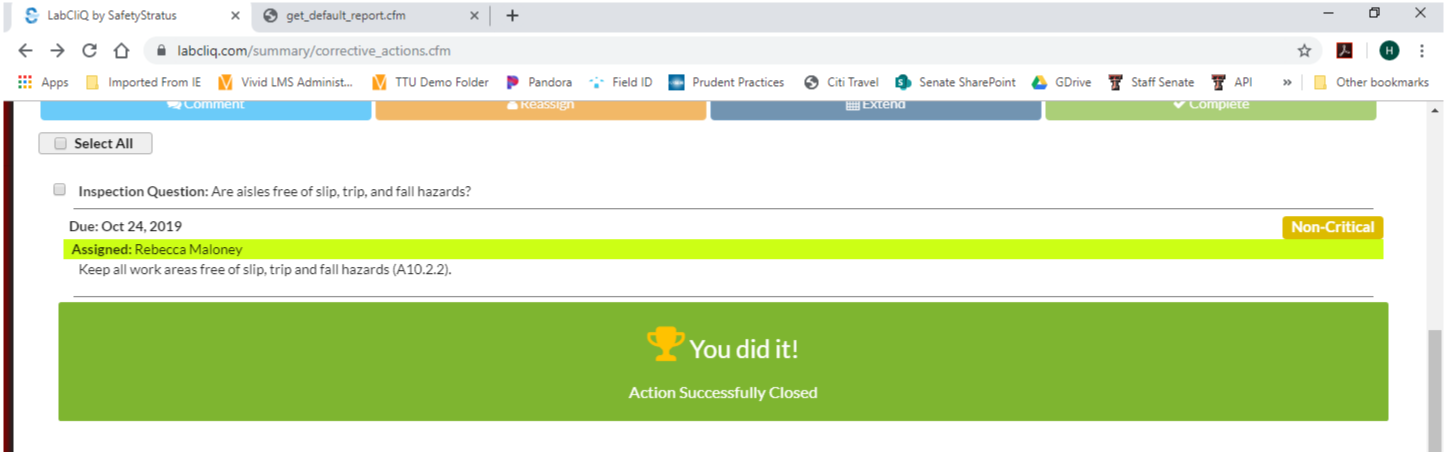


2. There are several options that can be taken for corrective actions. The **Inspection Question** will list the safety departure that was found. The individual **Assigned** the action will be shown (typically the PI). The action needed to correct the safety departure is outlined underneath the assigned individual. The reference is from the Chemical Hygiene Plan (e.g., A17.4.1). Each action is coded as Administrative, Non-Critical or Critical.



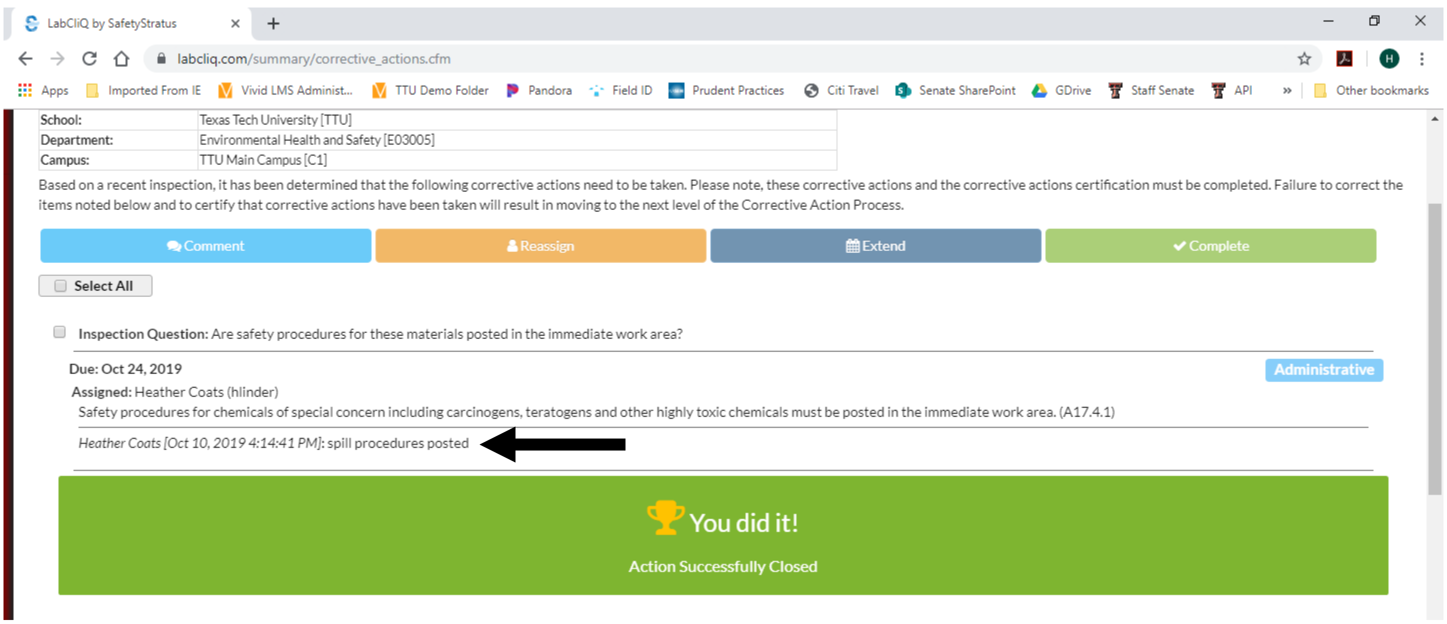
a. Type the name or eRaider of the person you wish to **Reassign** the corrective action to. This can be a Lab Safety Captain or other lab member. Remember all Banner users can be found here so use caution selecting individuals.





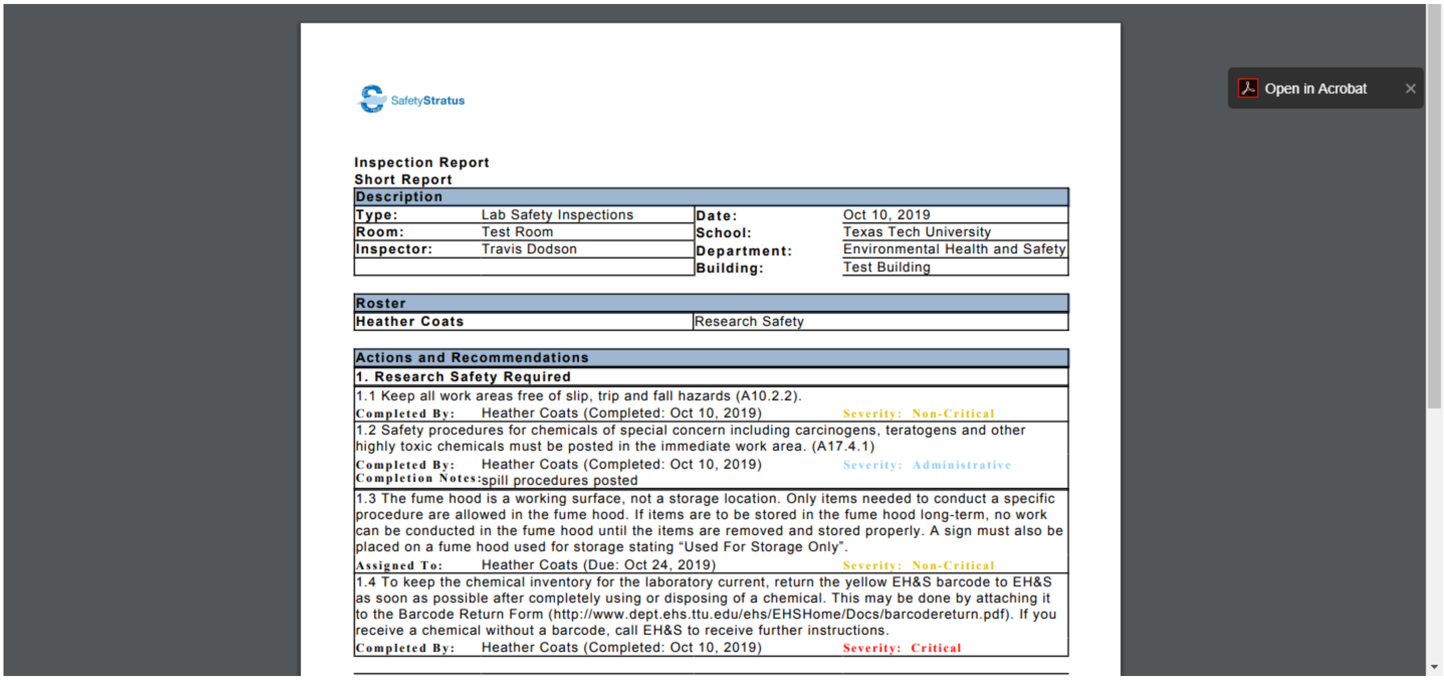
b. Upon reassignment, the newly assigned individual can complete the appropriate action choice to close the safety departure.

c. Adding a **Comment** to the required action can also complete the correction action. A photo can also be attached.



3. You must **Complete** for each action to close the action on your part. When EHS performs follow up surveys after 30 days, we can accept the closure or reopen the action if it is found to be uncorrected.

4. Selecting the **Report** icon on the Corrective Action main page will produce a PDF version of the report showing only the corrective actions that must be taken.



Inspection Report
Short Report

Description			
Type:	Lab Safety Inspections	Date:	Oct 10, 2019
Room:	Test Room	School:	Texas Tech University
Inspector:	Travis Dodson	Department:	Environmental Health and Safety
		Building:	Test Building

Roster	
Heather Coats	Research Safety

Actions and Recommendations

1. Research Safety Required

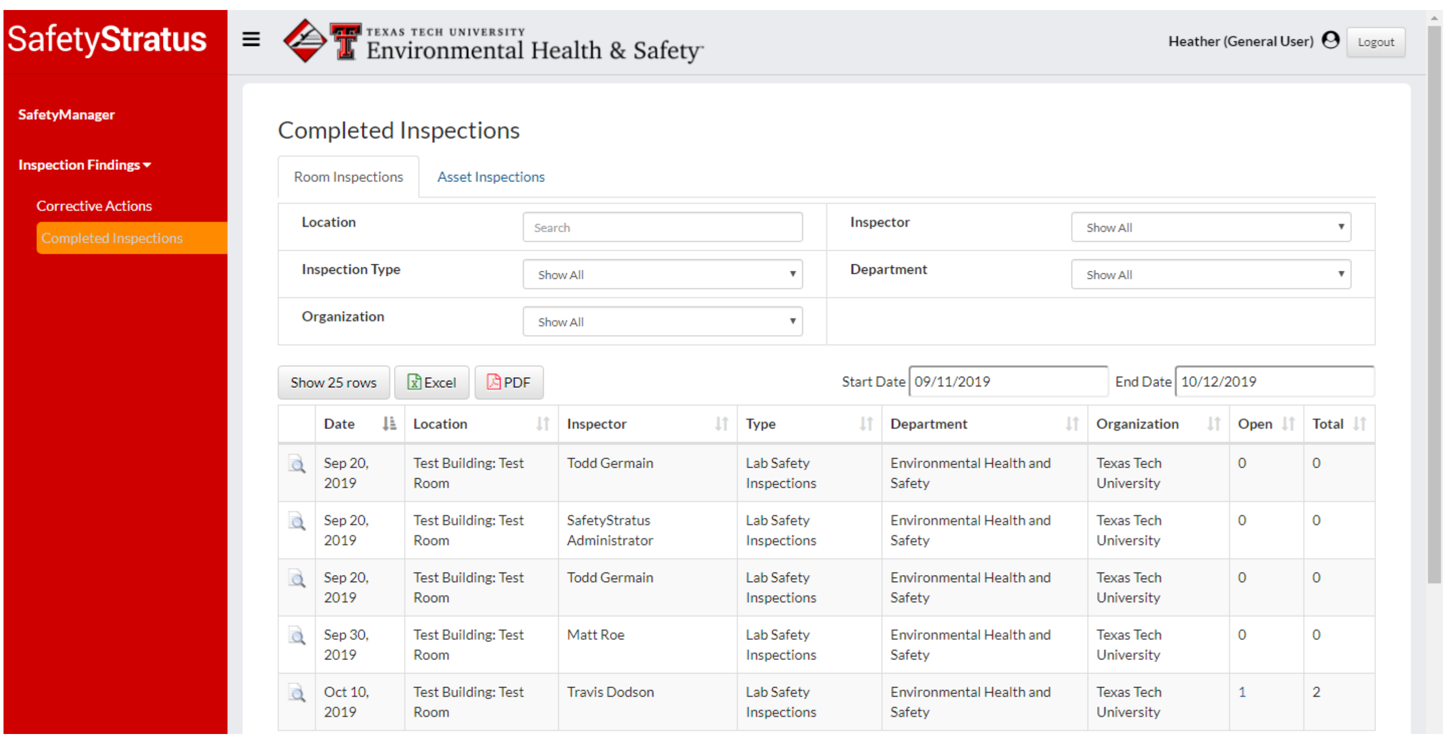
1.1 Keep all work areas free of slip, trip and fall hazards (A10.2.2).
Completed By: Heather Coats (Completed: Oct 10, 2019) Severity: Non-Critical

1.2 Safety procedures for chemicals of special concern including carcinogens, teratogens and other highly toxic chemicals must be posted in the immediate work area. (A17.4.1)
Completed By: Heather Coats (Completed: Oct 10, 2019) Severity: Administrative
Completion Notes: spill procedures posted

1.3 The fume hood is a working surface, not a storage location. Only items needed to conduct a specific procedure are allowed in the fume hood. If items are to be stored in the fume hood long-term, no work can be conducted in the fume hood until the items are removed and stored properly. A sign must also be placed on a fume hood used for storage stating "Used For Storage Only".
Assigned To: Heather Coats (Due: Oct 24, 2019) Severity: Non-Critical

1.4 To keep the chemical inventory for the laboratory current, return the yellow EH&S barcode to EH&S as soon as possible after completely using or disposing of a chemical. This may be done by attaching it to the Barcode Return Form (http://www.dept.ehs.ttu.edu/ehs/EHSHome/Docs/barcodereturn.pdf). If you receive a chemical without a barcode, call EH&S to receive further instructions.
Completed By: Heather Coats (Completed: Oct 10, 2019) Severity: Critical

5. You can view all past inspections by selecting the **Completed Inspections** tab in the left-hand menu. This will provide you information on the date, room, inspector, and total and open corrective actions.

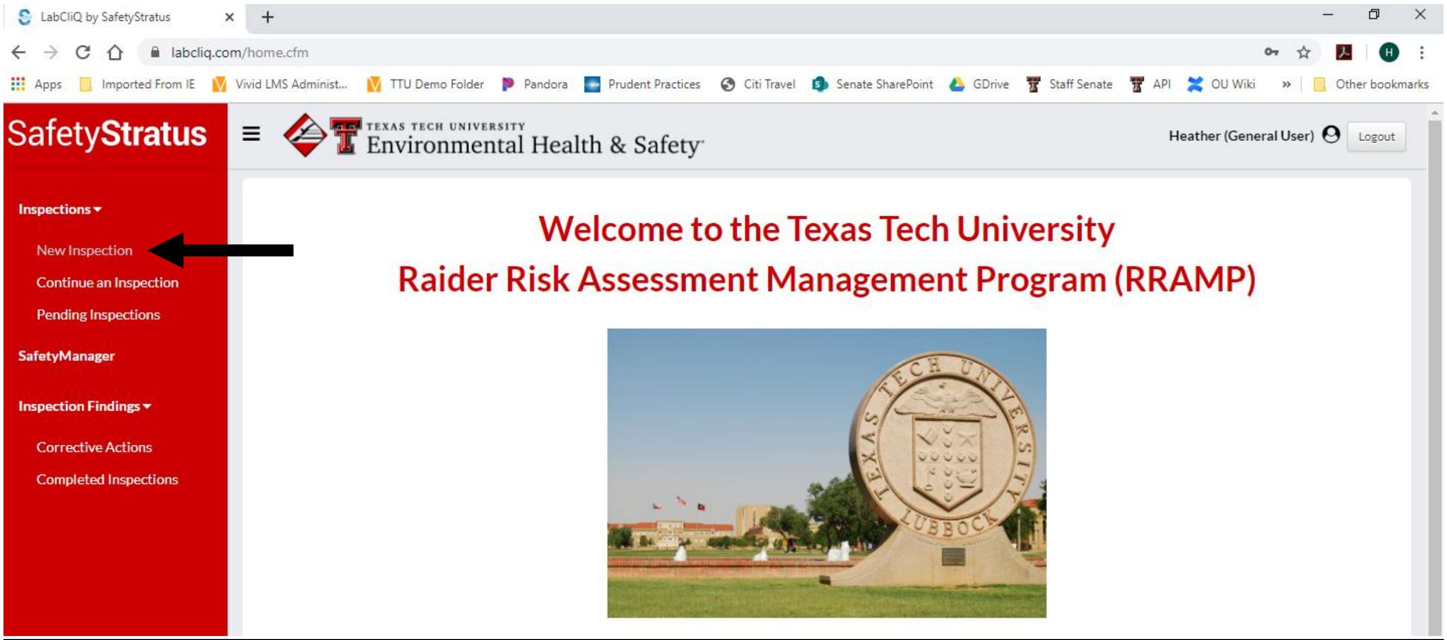


	Date	Location	Inspector	Type	Department	Organization	Open	Total
	Sep 20, 2019	Test Building: Test Room	Todd Germain	Lab Safety Inspections	Environmental Health and Safety	Texas Tech University	0	0
	Sep 20, 2019	Test Building: Test Room	SafetyStratus Administrator	Lab Safety Inspections	Environmental Health and Safety	Texas Tech University	0	0
	Sep 20, 2019	Test Building: Test Room	Todd Germain	Lab Safety Inspections	Environmental Health and Safety	Texas Tech University	0	0
	Sep 30, 2019	Test Building: Test Room	Matt Roe	Lab Safety Inspections	Environmental Health and Safety	Texas Tech University	0	0
	Oct 10, 2019	Test Building: Test Room	Travis Dodson	Lab Safety Inspections	Environmental Health and Safety	Texas Tech University	1	2

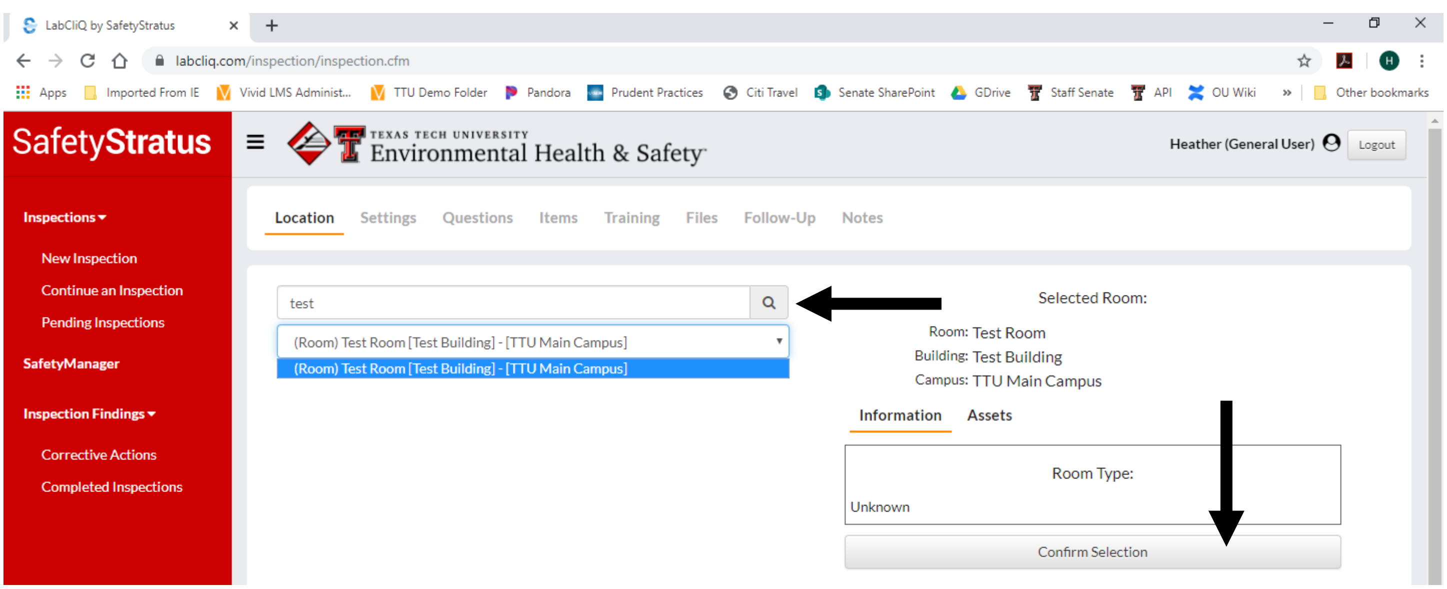
COMPLETING SELF INSPECTIONS

Part 4: Creating and completing self-lab safety inspections.

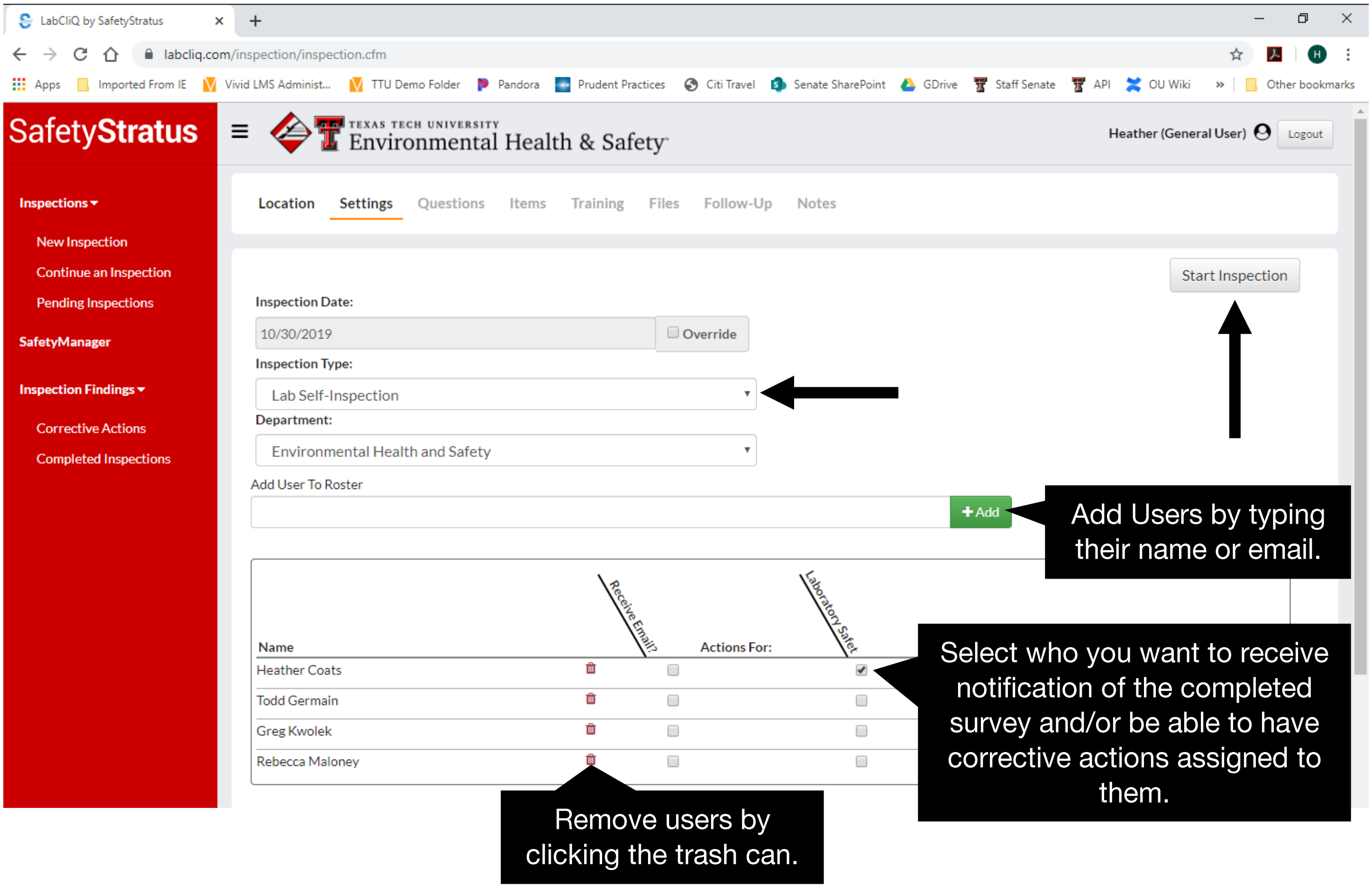
1. Click **New Inspection** in the left-hand menu.



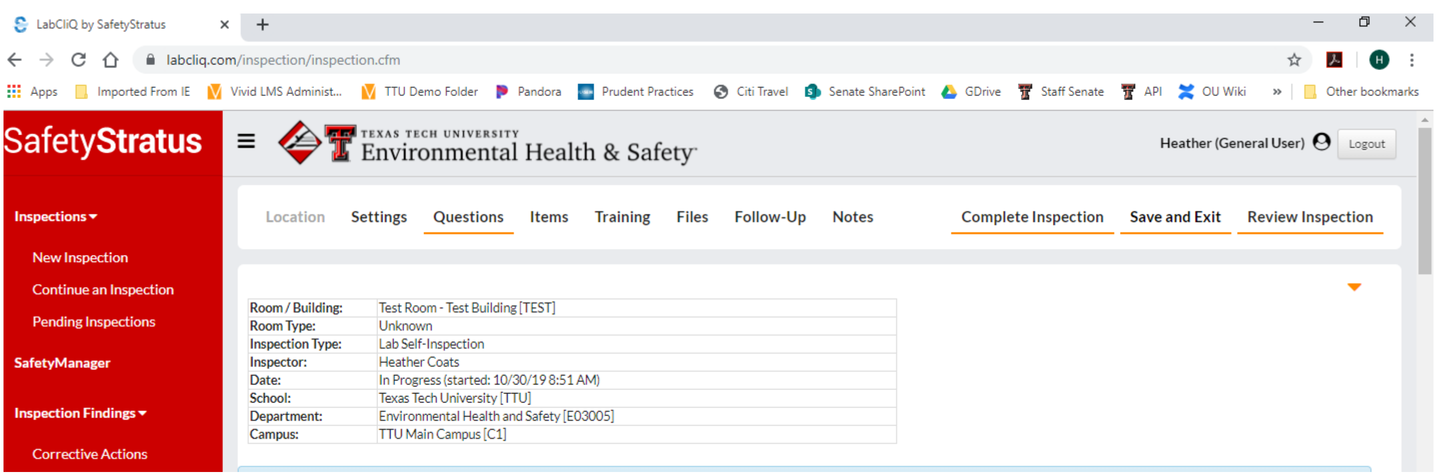
2. Type in your building name in the search bar. A drop-down menu with available work areas will populate. Select the work you want to inspect. Confirm the room details and click **Confirm Selection**.



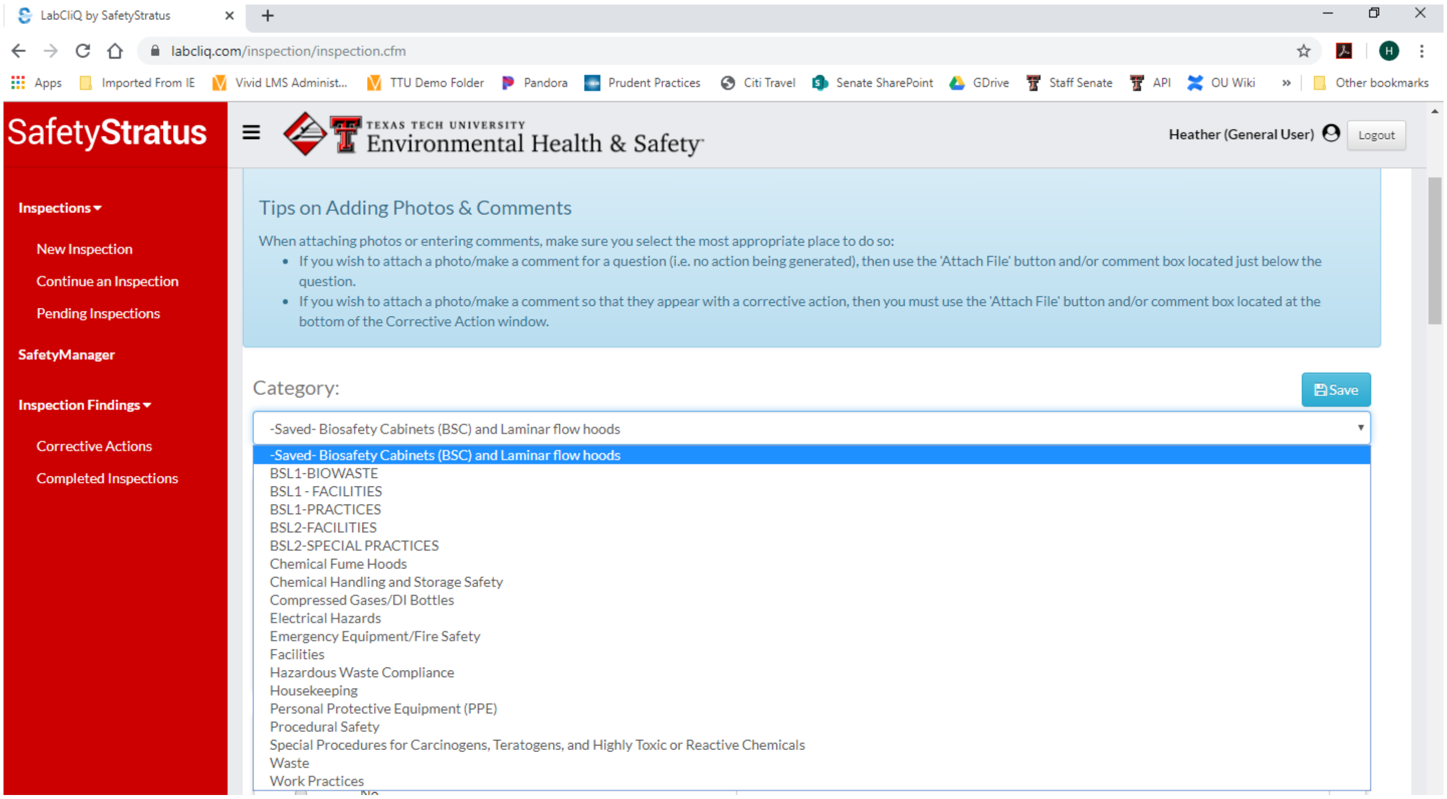
3. Select **Lab Self Inspection** in the **Inspection Type** drop-down menu. Edit your lab roster by adding or removing users to the work area and selecting notification preferences. Click the **Start Inspection** button.



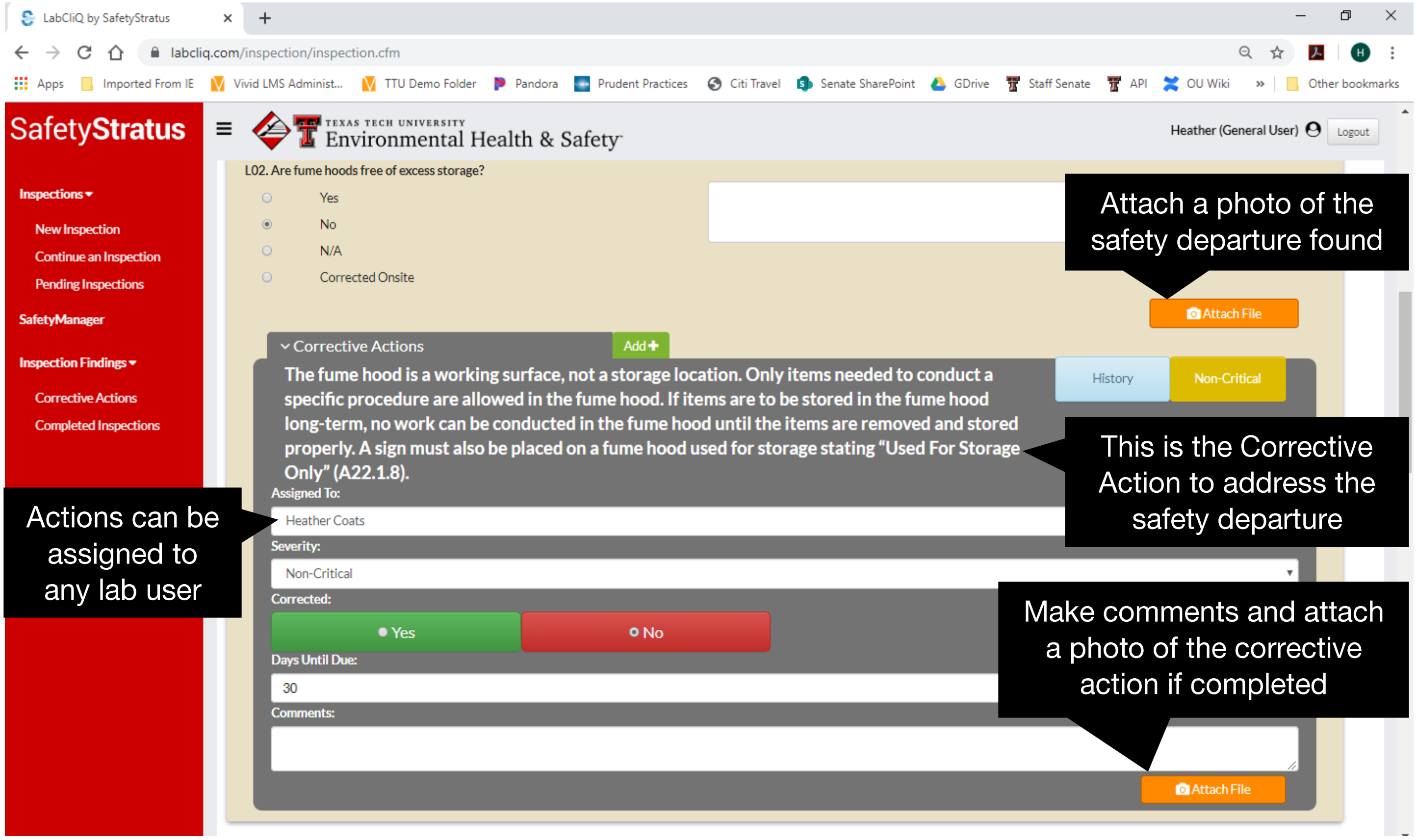
4. Confirm the work area's details such as room type and department. Notify EHS if these details are incorrect.



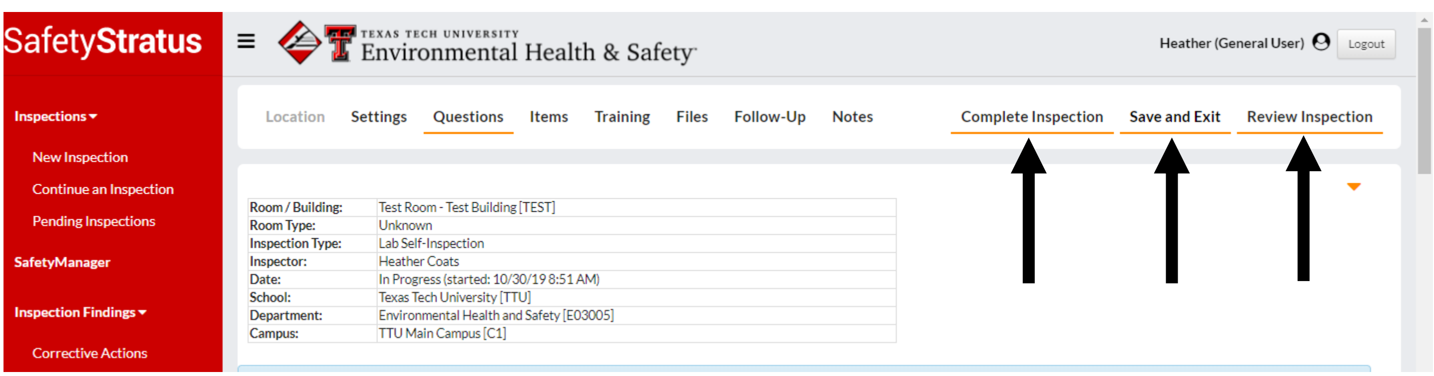
5. Select each applicable **Category** for your work area from the drop-down menu to access each category's questions. Only categories that apply to your work area must be answered.



6. Answer each question in the selected category. If the question is answered in such a way that a corrective action is needed, the **Corrective Action** dialogue box will generate. A description of what action(s) is/are needed to correct the safety departure are outlined. Here you can assign the action to a lab user or mark is as corrected if you correct it immediately. Corrective Actions must be addressed within 30 days.
    a. Attach a photo of each safety departure that generates a corrective action and attach it to the question.
    b. If you correct items on site, also attach a photo of the correction.



7. When you have completed your survey, click **Complete Inspection** in the right-hand corner of the screen. You can also **Save and Exit** to complete the survey in portions if needed and **Review the Inspection** before submission to ensure accuracy.



COMPLETING A HAZARD ASSESSMENT

Part 5: Creating and completing hazard assessments.

Hazard Assessments provide an opportunity to identify hazards within a work area. An Assessment for each Principal Investigator is required annually and may be completed by the PI or Lab Safety Captain (LSC). If you oversee multiple work areas, you *can* submit one Assessment for all work areas and differentiate the hazards found in each.

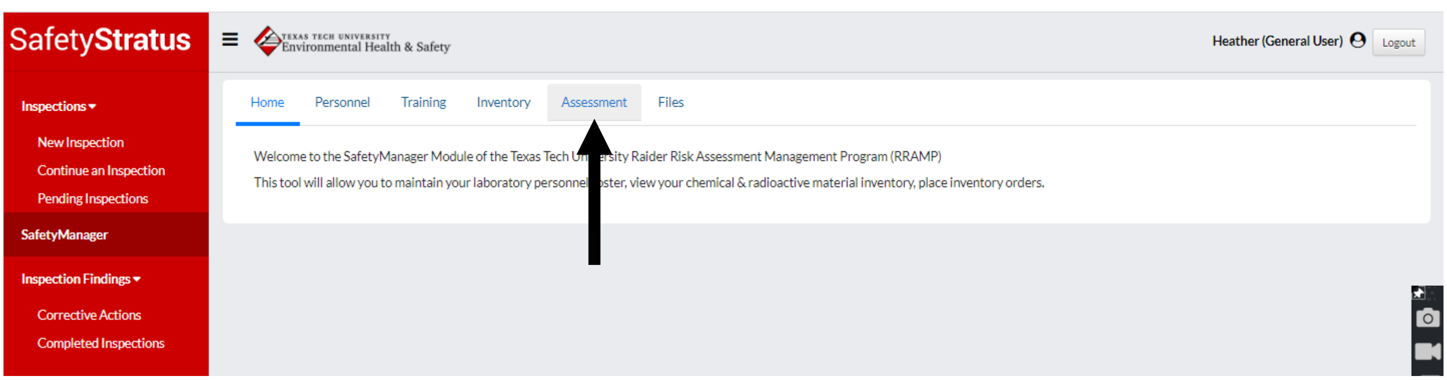
Before Beginning

Your room assignments must be current prior to beginning your assessment.

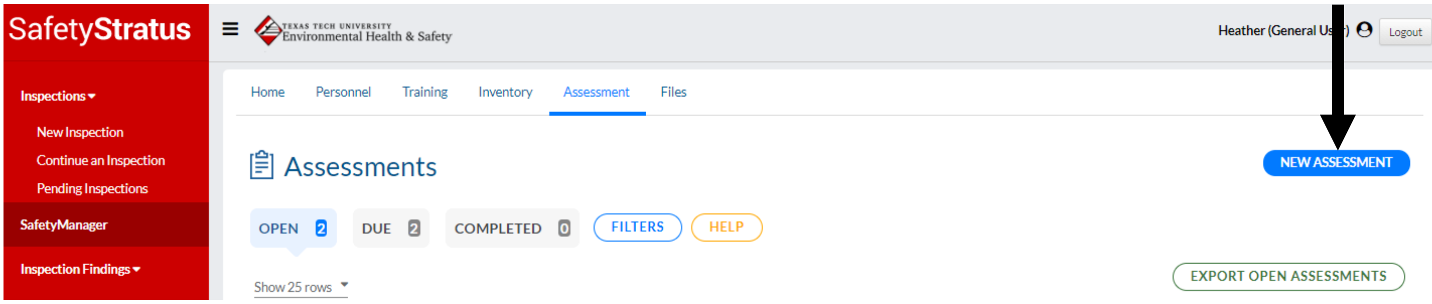
Your lab roster must be current prior to completing the Assessment because each lab member working in the space(s) is required to review and sign the final document. You can update your roster under **Safety Manager > Personnel** (see Part 2).

Starting Your Hazard Assessment

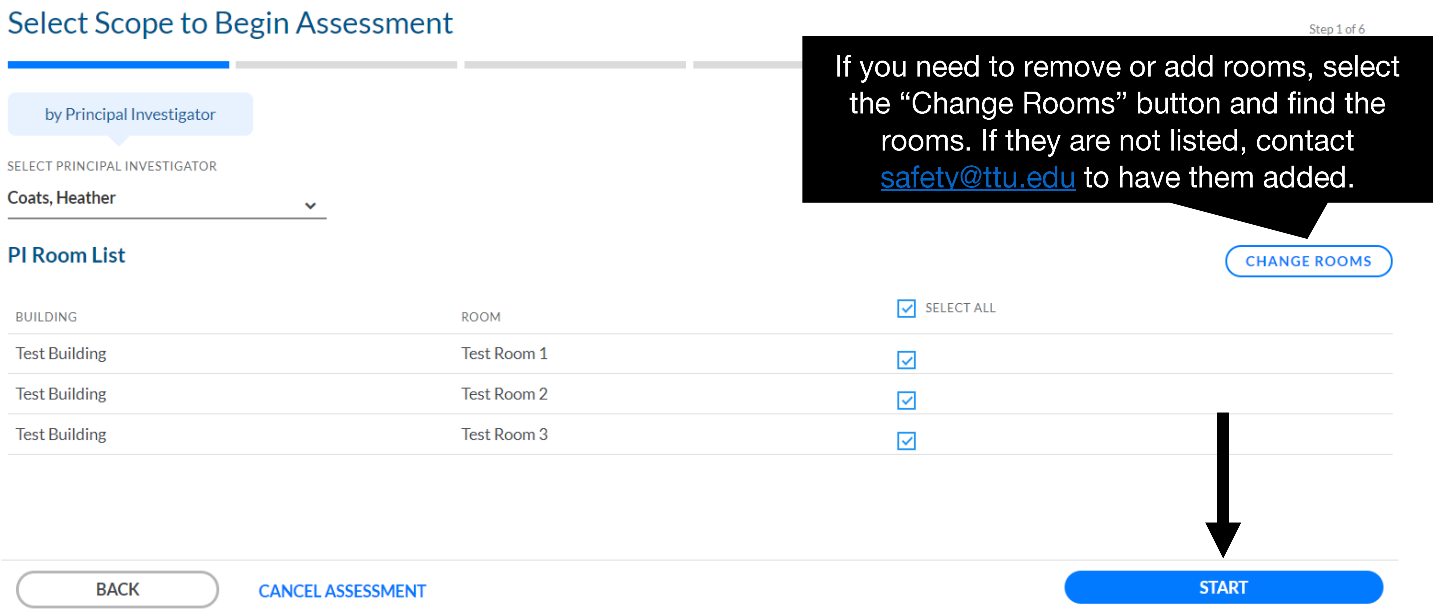
1. Click the **SafetyManager** tab in the left-hand menu to access the Assessment window.
2. Click the **Assessment** tab at the top of the screen to begin.



3. You can begin a **New Assessment** by clicking the button at the top of the page.

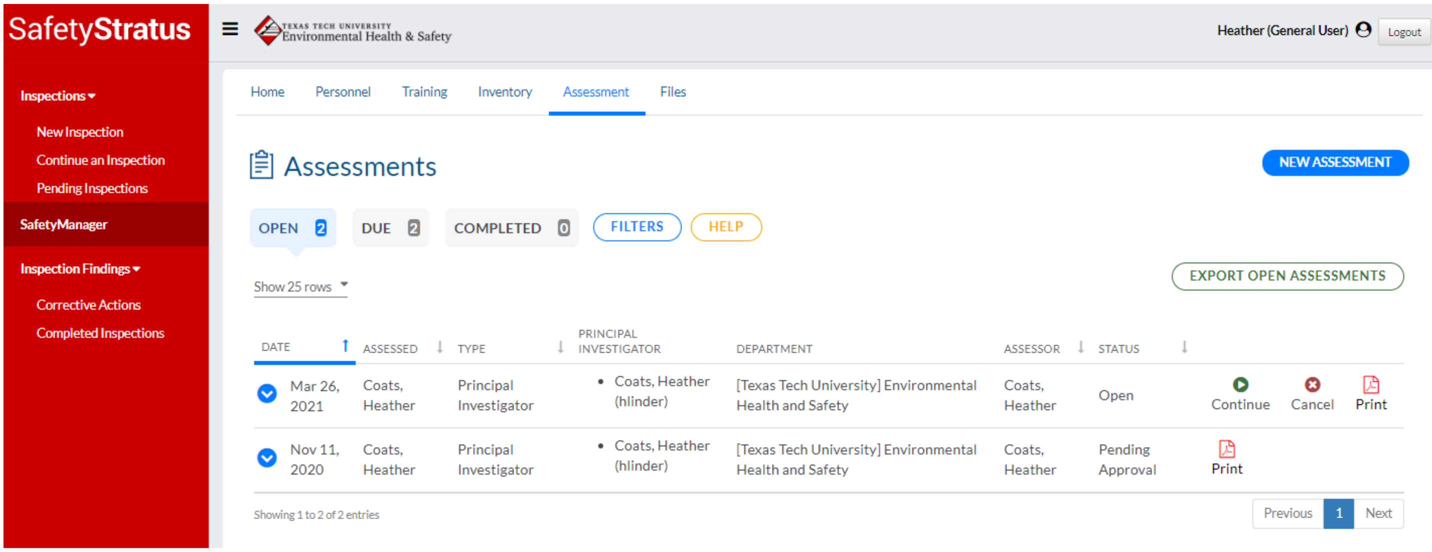


a. On the next screen, make your room selections. You may list all spaces on ONE assessment.

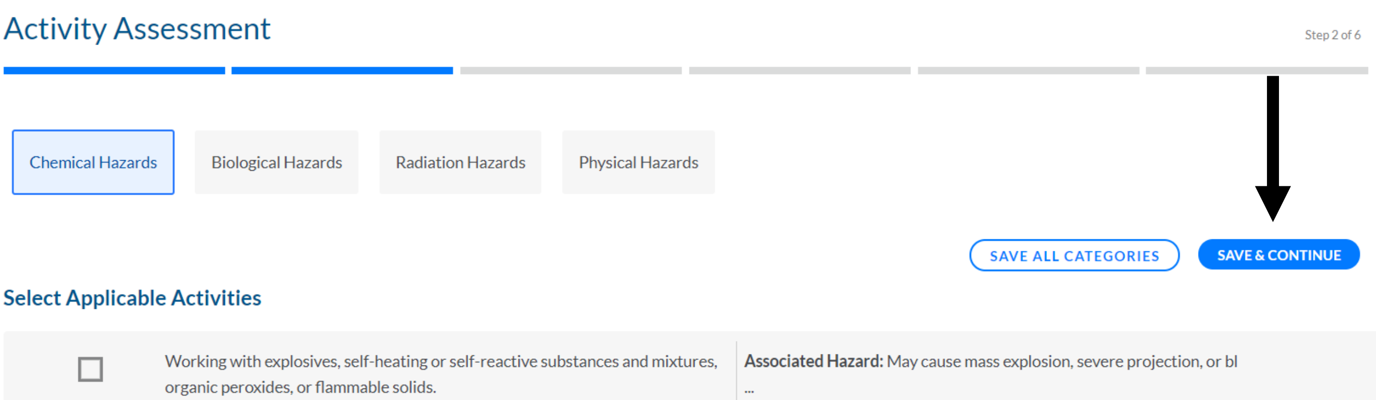


b. Click **Start**.

4. You may also have **Open**, **Due** or **Completed** Assessments.
   a. **Open** Assessments include those that have been started by a Lab Safety Captain or PI but not submitted to EHS, or an Assessment that submitted and pending EHS approval.
   b. **Due** Assessments will auto-assign annually.
   c. **Completed** Assessments have been approved by EHS.
   a. If continuing an **Open** or Due Assessment, select the green Continue button next to the item.

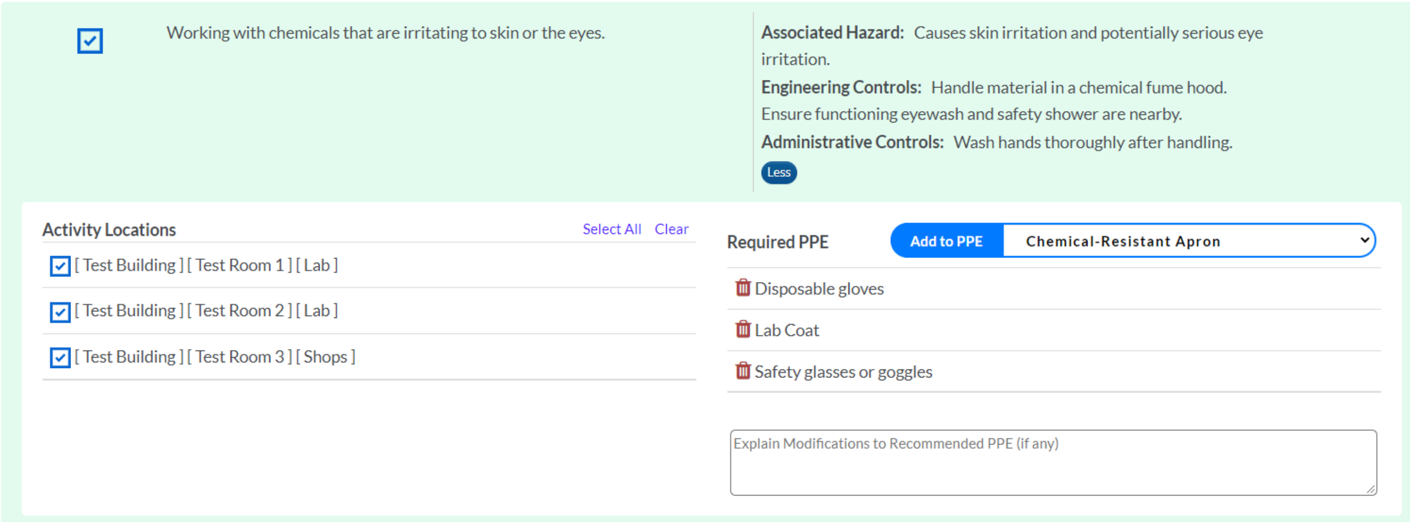


5. Step 2 opens the **Activity Assessment**. Visit each applicable section. You can click **Save & Continue** to proceed to the next section without visiting it if you do not have that hazard category in your space.

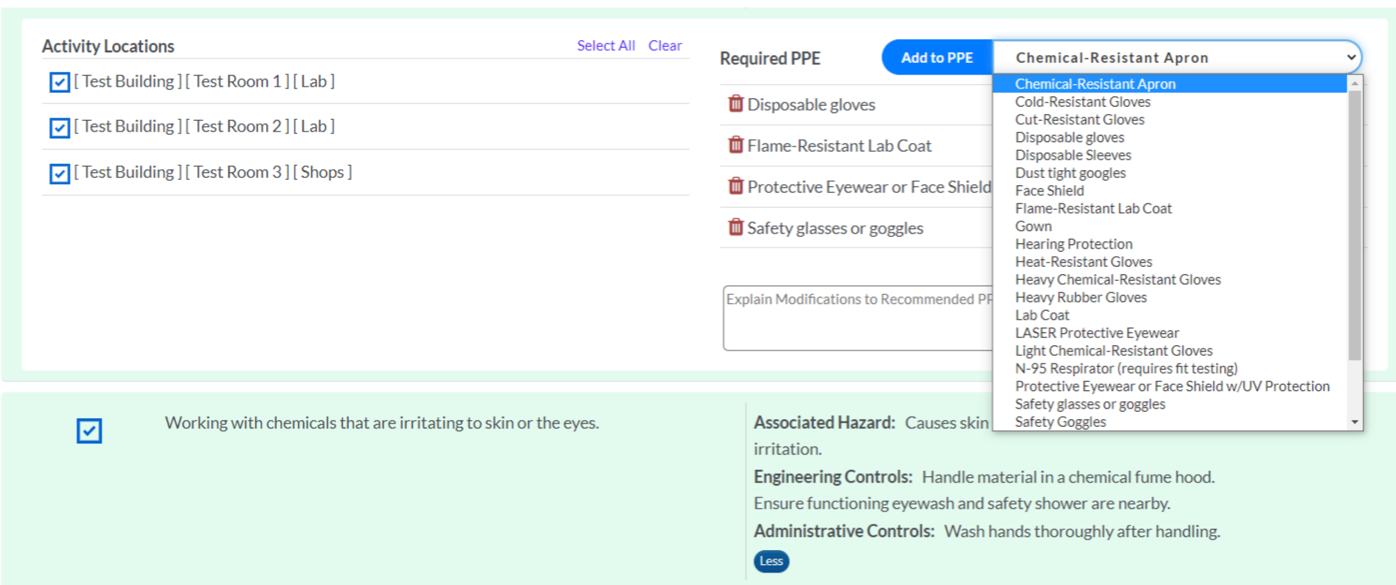


Read through all the **Activities** listed in applicable sections and select the checkbox next to ones that will be performed in the work area(s) for which you are conducting the Assessment.

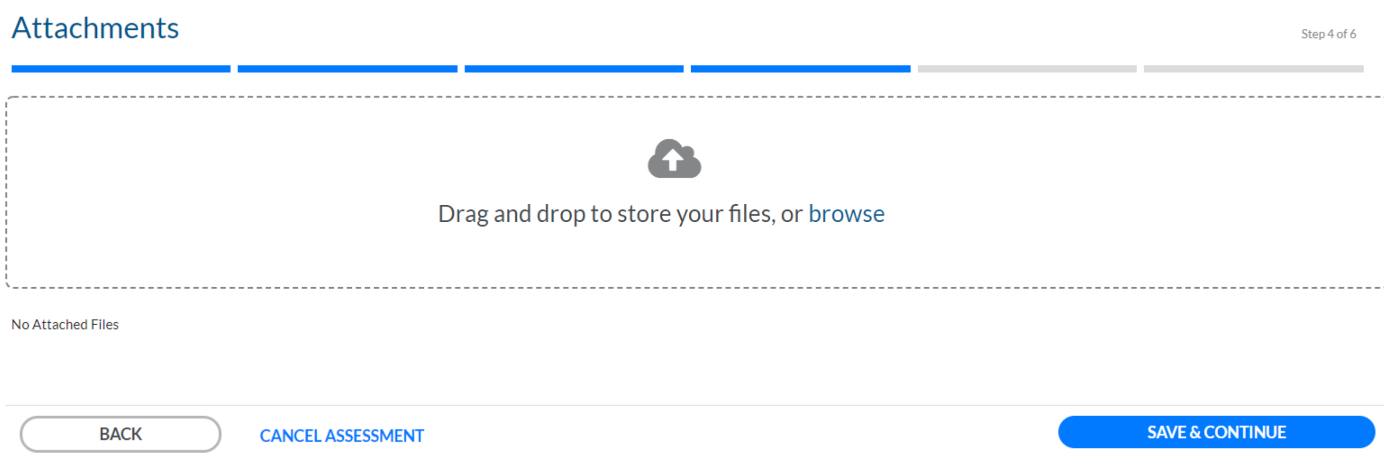
a. Each selected hazard may list applicable Associated Hazards, Engineering Controls, Administrative Controls, and Additional Information. These are set by EHS.



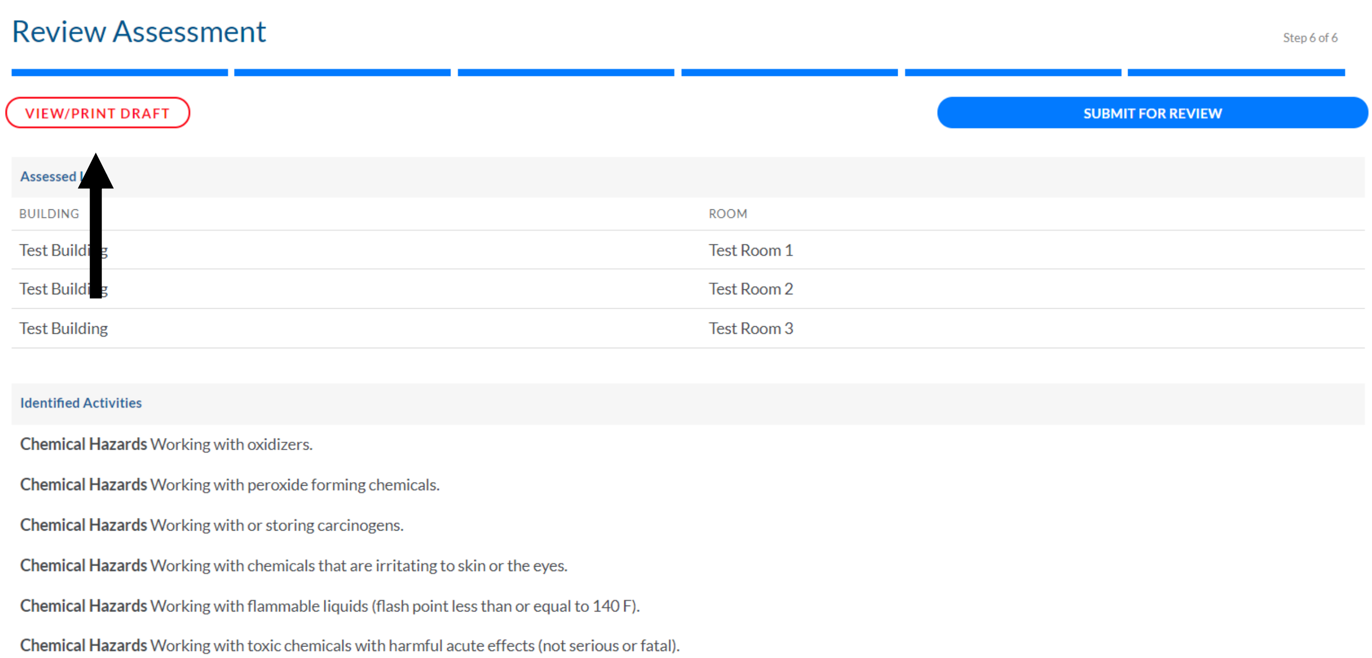
b. You can edit the Required PPE list but must provide an explanation for EHS review in the comment box if you make changes. The dropdown menu provides additional PPE items.



6. Proceed until you complete all hazard sections.
7. On Step 4, you may attach additional documents you want your lab personnel to review such as SOPs for the identified hazards and equipment, emergency contact lists, etc.



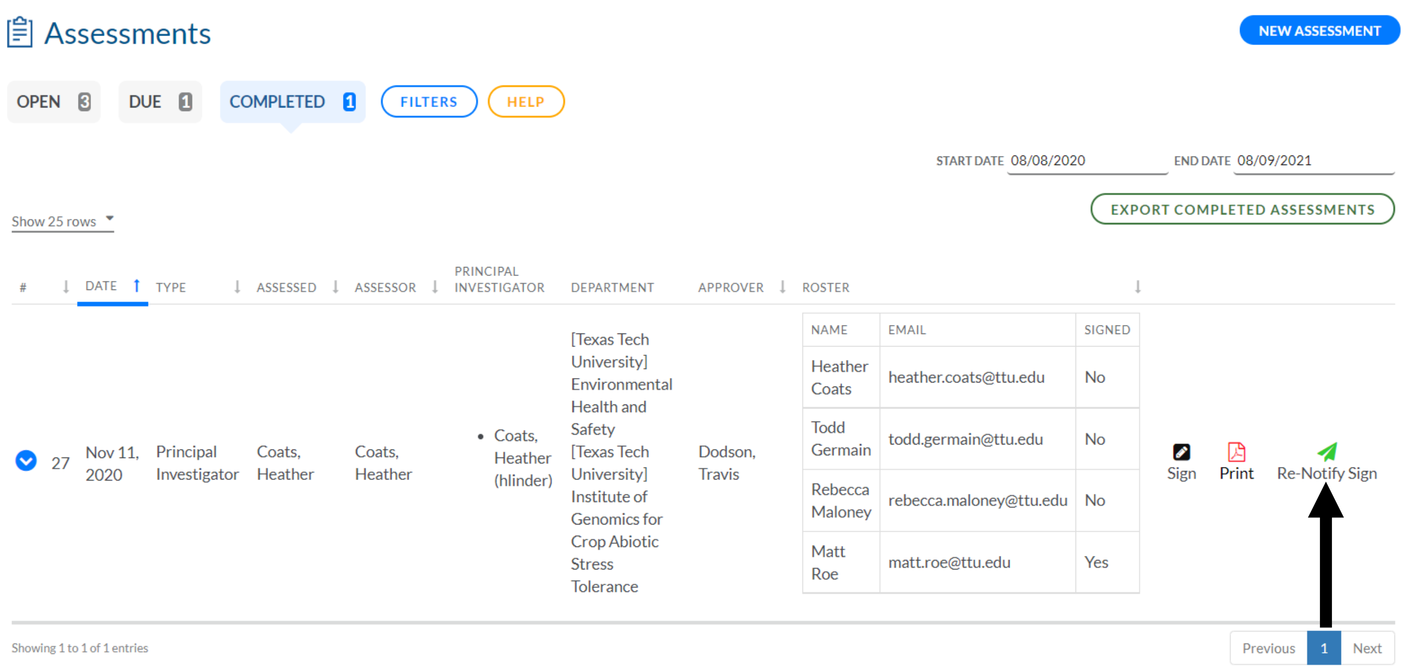
8. Step 5 allows you to make any comments about your assessment.
9. Step 6 allows you to review your Assessment and the document that will be produced. **Submit for Review** when you are ready. You cannot make changes after submission. Until EHS approval is granted, you can view the Assessment under **Open** Assessments.



After Submission

An appropriate staff member from EHS will review submitted the Assessment. The annual EHS safety survey will be scheduled after submission of the laboratory's Assessment so identified hazards may be verified and reviewed. During surveys, EHS will also offer guidance on modifications to ensure optimal safety. If the laboratory group and EHS staff member(s) is satisfied with the Assessment and survey, the Assessment is approved by EHS. The EHS Survey Workflow page details the survey process and integrated Hazard Assessment process. An email notification is sent from the RRAMP system upon approval.

The Assessment can then be viewed under **Completed** Assessments. Each member of the laboratory group must then sign the electronic document to signify review and understanding of the hazards and controls to be taken. Supervisors and EHS can send Re-Notify Sign notifications.



The document should be added to the Work Area Safety Plan (WASP) for the lab group.

After initial completion of an assessment, submitters will have the option to copy a previous assessment.