**LionSafe Risk Assessment Guidance**

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# Purpose

The LionSafe Risk Assessment (LRA) is an online tool that captures information about the types of hazards in each work area across the university and provides a customized LRA Summary Report outlining safety requirements for the work area based on the hazards identified. This report can be accessed at any time through LionSafe or printed and posted in the work area. The LRA is intended to provide an accurate hazard profile for the University and raise awareness of the University safety requirements across the Penn State Community.

The LRA was designed as part of EHS’ ongoing modernization initiative to improve safety and services across the university. The LRA replaces the Unit Specific Plan for research and laboratory spaces and serves multiple other functions. It provides a university-wide hazard inventory that reflects the type and distribution of hazards across all campuses, informs development of safety services, allows for customized compliance profile for work units based on their hazard inventory, and provides a clear set of instructions to simplify and streamline safety compliance.

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# Scope

The LRA applies to all Penn State University locations and work performed by Penn State employees regardless of job site location. The Hershey Medical Center and the College of Medicine are exempt from this program. The LRA must be completed by academic units (research laboratories and work areas such as art studios, machine shops, farms, theatres, teaching laboratories, and common facilities shared by more than one researcher) and non-academic units that use, store, or work with hazardous material or physical hazards. Operations with no environmental health or safety hazards are not required to complete the LRA.

# Background

The LRA replaces several paper-based processes such as the Unit Specific Plan (for academic units) and the Compliance Requirements Guide. However, if an item is not covered by the LRA, the CRG applies. Other recordkeeping and documentation requirements such as training records, safety data sheets, standard operating procedures, etc. are not altered by the LRA process. The Integrated Safety Plan (ISP) is not changed by the LRA and should be maintained as it has been in the past.

The concept model used to create the assessment begins with an EHS topic applicability statement. If the initial EHS topic is applicable, more questions related to training, medical surveillance, internal workflows (such as chemical inventory) and external workflows (such as regulatory permitting) will appear in the assessment and the LRA Summary Report. If the initial EHS topic or hazard is not applicable to a Responsible Person’s operations, the additional questions will not appear on the assessment or the LRA Summary Report. If assistance is needed to determine applicability of an EHS topic or program, the Definitions Report can be used as a reference to explain the intent behind the point of entry statements and provides additional details related to the questions.

# Requirements/Instructions

## When Does the LRA Need to Be Completed?

The LRA must be completed initially and when a work unit is established or when a work unit relocates to a new location. The existing LRA will not be considered valid for the new space or if new hazards are introduced to the work group. The LRA must be updated when new hazards are introduced, and/or every three years.

## Who Completes the LRA?

Completion of the LRA is the responsibility of the Responsible Person, typically the direct supervisor or manager of a work group. This would be someone who specifically oversees staff or operations.

In the case of shared/core facilities, the director, coordinator, or designated facility supervisor for the center is considered the Responsible Person for the space and shall complete a LRA for the space. Keep in mind, each individual PI or direct supervisor that may utilize a shared/core facility is responsible for capturing all hazards associated with the individuals they oversee on a respective LRA.

A delegate may complete the LRA in coordination with the Responsible Person, provided the delegate has full understanding of the hazards present in the work unit and is registered as a delegate in the LionSafe Platform. To learn more about delegates and roster members functionality in LionSafe, please visit the EHS website. The Responsible Person is accountable and responsible for completing this assessment as well as ensuring the safety of their operations.

## How To Complete the LRA?

To start the LRA process, create a new assessment in LionSafe. Use the [Community Led Assessment User Guide](https://ehs.psu.edu/lionsafe/resources) for instructions on navigating a community led assessment.

Note the following:

* Save frequently while conducting the assessment. The system will time-out after a few minutes, and you will lose any work you have not saved.
* The “findings” feature (which you may have encountered in other assessments) has been inactivated for the LRA. This means that you will not be able to assign findings to this assessment, therefore you will not need to follow up on findings.

The LRA is comprised of high-level statements about hazards. Answer “Applicable” if the statement is true for your work area(s). Otherwise, answer “Not Applicable”. If you answer “Applicable,” additional second level statements may appear as stated in the Background section above.

The second level statements are more specific about hazards present. Answer “Applicable” if the statement is true for your work unit. When you answer “Applicable,” third level statements may appear.

Third level statements are answered with “Acknowledge” or “Need EHS Assistance.” If you are aware of the requirement mentioned in the statement and understand how to implement it in your work unit, select “Acknowledge.” However, if you are unaware of the requirement or need assistance from EHS regarding that requirement, select “Need EHS Assistance.” An EHS General Request will be created for responses indicating Need EHS Assistance. You can contact EHS for immediate assistance on any item. Otherwise, EHS will be notified of any “Need EHS Assistance” statements through a routine report.

Questions with highlighted text indicate the ability to visit an external link. The external links may include references to an EHS program, system of record, or other resource relevant to the subject. Responsible Persons must ensure that systems of record are up to date prior to completion of the LRA (such as LionSpace, etc.)

You have the option to choose “Save” or “Finalize” at the top of the assessment. “Save” indicates that you are not finished with the assessment and wish to return to it later. “Finalize” indicates that you are finished with the assessment and are ready to obtain the LRA Summary Report. When you are ready to submit the assessment and obtain the LRA Summary Report ensure notifications are sent by checking the checkboxes once the report is completed.

An automated email response will be sent to the responsible person and the inspector’s email addresses with a link to download the LRA Summary Report as a PDF. Additionally, responsible persons or their delegates can log into LionSafe and open and reference the completed assessment.

EHS expectations include sharing the LRA Summary Report with all workers as well as identifying and addressing any potential compliance gaps and consulting with EHS when needed. The report must be accessible to all appropriate workers.

The LRA will need to be updated and/or reviewed every three years or whenever new hazards are added and/or removed. A new LRA can be opened, or you can select “Create Similar” on the screen to automatically populate some information (such as space and responsible person). From there, you will be expected to complete the assessment in its entirety.

If assistance is needed to perform the assessment, please contact EHS for additional assistance and/or training.

# References

As stated above, the Definitions Report can be used as a reference to adequately complete the LRA. The Definitions Report can be found at <https://ehs.psu.edu/lionsafe/resources>.

You can find instructional videos and user guides on how to complete a LionSafe Community Led Assessment on the EHS website at <https://ehs.psu.edu/lionsafe>.

Other EHS references include Chemical Hygiene Plan, Biosafety Manual, Integrated Safety Plan, and other EHS Programs found at <https://ehs.psu.edu/>.