RLSS online User Dashboard Manual: Occupational Health Surveillance Forms & Respiratory Protection

Contents

RLSS online User Dashboard Occupational Health (OH) Form & Respiratory Protection Program (RPP) Modules:

Introduction & Purpose:

This manual provides explanation and instruction about how to use the RLSS online User Dashboard to complete Occupational Health (OH) and Respiratory Protection Program (RPP) forms and manage required service. The RLSS online User Dashboard will replace the "Medical Surveillance Program datasystem" (MSPd) online form system throughout Spring-Fall 2023.

This manual is divided in three (3) sections for ease of navigation.

- Section 1 - *Critical: Need to Know*
    - We need your partnership. This section informs you as to who you can count upon for assistance with the RLSS online User Dashboard, and how to use this manual for navigating within the RLSS User Dashboard to meeting your OH & RPP Form and service needs.
- Section 2 – *What You Need to Do: RLSS User Dashboard*
    - The RLSS online User Dashboard reminds you about requirements that are due via email, and graphically alerts you about what OH & RPP Forms and service requirements you need to fulfill on the dashboard. Simply click on the notification to link you to the right place to complete your requirement.
- Section 3 – *Step-by-Step Instructions: RLSS User Dashboard Instructions by Navigation Pathway*
    - You deserve to have instruction and assistance about using the RLSS online User Dashboard.
        - What you need to do, as described in Section 2, is published in this screen-by-screen navigation section of the manual to ease your use of the system, improve your compliance with required forms and actions necessary to protect yourself, and start saving time.

Section 1 - Critical: What You Need to Know

- Spring-Fall 2023: New OH & RPP Form System: The Research Laboratory & Safety Service (RLSS) online User Dashboard (https://rlss.arizona.edu/services/) will replace the online MSPd Form system for managing Respiratory Protection Program (RPP) services and Occupational Health (OH) medical form requirements throughout the Spring 2023.
  - o UArizona Research, Instruction, and Workforce staff that need to complete OH or RPP forms must first be registered into an RLSS User Dashboard "Approval" (aka PI/PC or Protocol group) to template, automate, ease and track completion of assigned staff OH and RPP form and service requirements.
    - ▪ OH & RPP forms you may need to complete include;
      - Risk Questionnaire Forms:
        - o Animal Hazard Program (AHP) for IACUC Authorized Researchers, Biosafety Level-3 Researchers, and Healthcare Workers & Clinical Researchers.
      - Tuberculosius Questionnaire Forms.
      - OSHA Respirator and Respirator Program Declination Forms.
      - Occupational Health (OH) Immunization Declination and Titer Declination Forms.
- RLSS User Dashboard Assistance:
  - o UArizona RESEARCHERS: Research Laboratory & Safety Service (RLSS)
    - ▪ Richard Wagner: RLSS User Dashboard Administrator
      - rwagner@arizona.edu
      - 520-626-5467
    - ▪ Shelby Verhyen: RLSS Respiratory Protection Program (RPP) Coordinator
      - sverhyen@arizona.edu
      - 520-626-6850
    - ▪ RLSS Personal Protective Equipment (PPE) Staff
      - rlss-ppe@arizona.edu
  - o UArizona NON-RESEARCH: Risk Management Services (RMS)
    - ▪ John Murphy: RMS Health & Safety Officer
      - murphjoh@arizona.edu
      - 520-621-1790
- How to Use this Manual to Navigate the RLSS User Dashboard:
  - o This manual defines pathways to online RLSS User Dashboard screens that users will need to access in **Green Bold** font.
  - o **Green Bold** = RLSS User Dashboard Navigation Path with Arrow Symbol "→"
    - ▪ **User Dashboard→Home** =
      - Navigate to User Dashboard (https://rlss.arizona.edu/services/) in web browser.
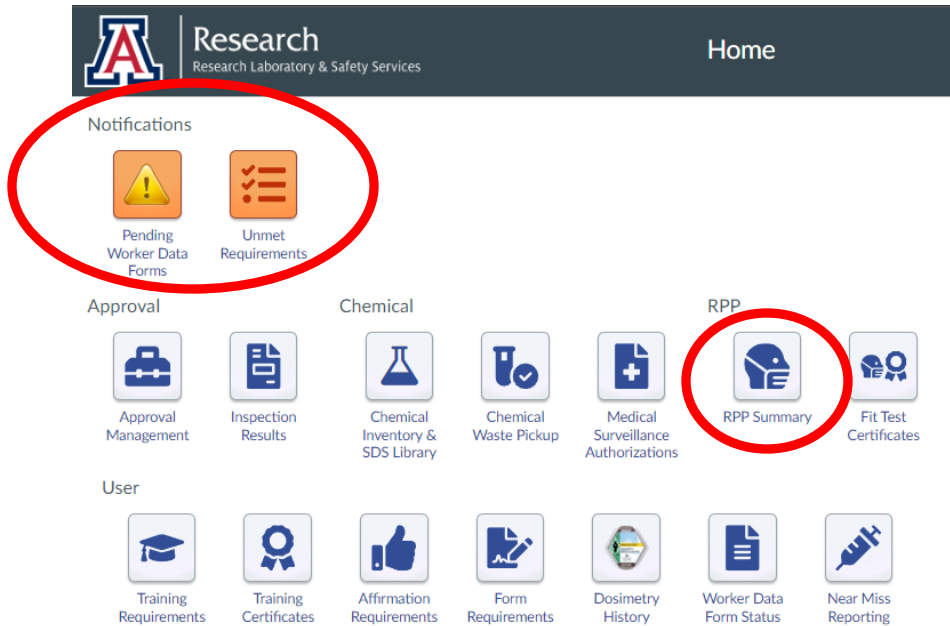   - Click on "Home" icon.
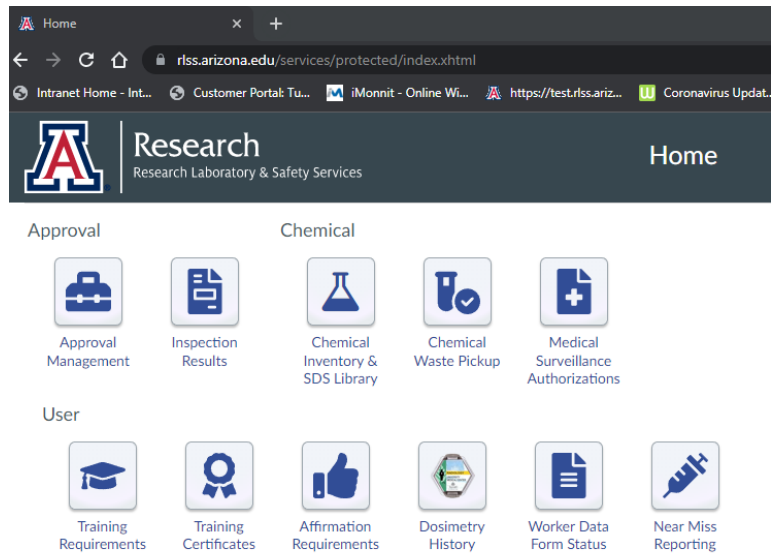
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  - Every **Navigation Path→** mentioned in this manual will have a corresponding instruction and information page in this manual.

Section 2 – What You Need to Do: RLSS User Dashboard

- Summary: Read RLSS email notifications, Login to the RLSS online User Dashboard, View & Complete Your Homepage "Unmet Requirements", View Your Homepage RPP Status (if you need a respirator), Talk to your Supervisor(s) about Current Assignments.
  - o The RLSS online User Dashboard and email notification system automate the email notifications you will receive about what you need to do, as well as link you to an online application for you to complete whatever requirements you need to get done.
  - o Your supervisor is responsible for enrolling you into their "Approval(s)" that template the forms and processes that the RLSS online User Dashboard guides you onto completing.
- Read RLSS email notifications
  - o The RLSS online User Dashboard will send you and your supervisor email messages that direct you to login to the RLSS online User Dashboard to complete required forms or processes.
    - ▪ Form Requirements email example:
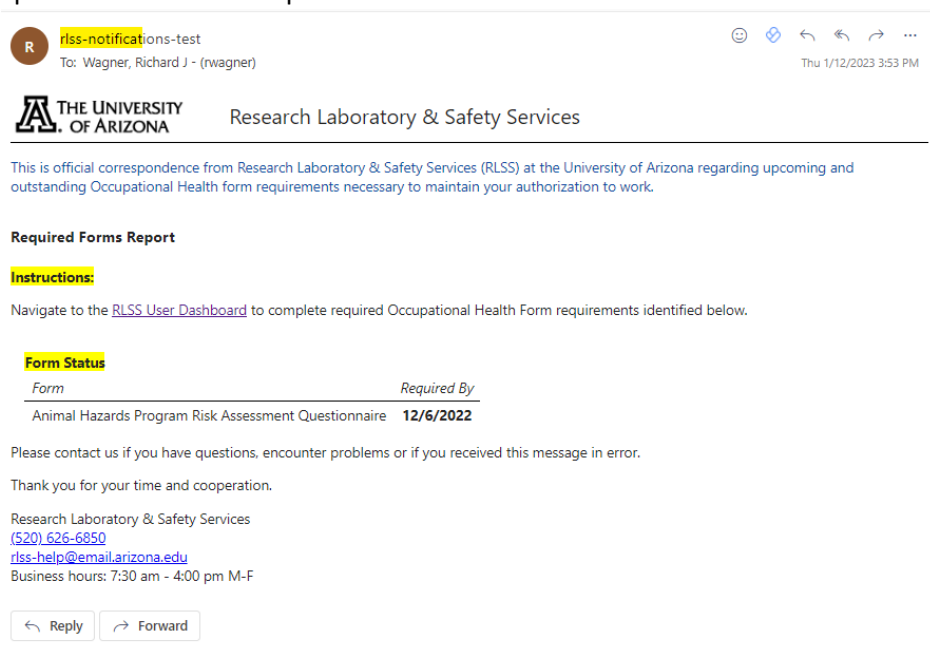
  - o Click on the email link to the RLSS User Dashboard to navigate to **User Dashboard→Home**

- Log into the RLSS User Dashboard (https://rlss.arizona.edu/services/)
  - o **User Dashboard→Home**

- Navigate to User Dashboard (https://rlss.arizona.edu/services/) in web browser.
  - Click on "Home" icon.
- If you cannot access the RLSS User Dashboard, contact:
  - Your supervisor, as the supervisor may need to "Invite" you to their RLSS "Approval".
  - Appropriate RLSS User Dashboard Assistance (Section 1, page 3) if you are currently authorized on an RLSS Approval

- View & Complete Your Homepage "Notifications" (if anything is pending your completion) on the RLSS User Dashboard
  - "Pending Worker Data Forms" Icon

- **User Dashboard→Home→Pending Worker Data Forms**
  - Allows you to view any pending forms for you to complete in order to be assigned onto a PI/PC & Supervisor (PP&S) Approval (aka group or protocol).

Pending Worker Data Forms

Home

1	2	3
Create Account	Complete Data Form	Complete Training Requirements

Press Start to begin Worker Data Form

Approval	Role	Action
71111 Animal Hazards Program (Cheryl Johnson)	Worker	→ Start
71112 Animal Hazards Program (Cheryl Johnson)	Worker	→ Start

-
  - Click the "Start" button for each pending worker data form to complete enrollment onto the indicated Approval(s).
- "Unmet Requirements" Notification Icon

Unmet
Requirements

-
  - Unmet Requirements
  - **User Dashboard→Home→Unmet Requirements**
    - Allows you to view any pending forms for you to complete in order to comply with your PI/PC & Supervisor (PP&S) Approval (aka group or protocol) OH or RPP form or service requirements.

Due and Overdue Requirements

Home

About Requirements

Due and Overdue Requirements for Richard Wagner				
Requirement Type	Required By	Due Date	Status	Action
Human Subjects and Healthcare Worker Medical Questionnaire	34224 Healthcare Workers, Clinical Researchers, and Human Subjects (Charity Madrid-Torres)	1/16/2023	Overdue	Create Form
OSHA Respirator Questionnaire	34224 Healthcare Workers, Clinical Researchers, and Human Subjects (Charity Madrid-Torres)	1/16/2023	Overdue	Create Form
Tuberculosis (TB) Screening Questionnaire	34224 Healthcare Workers, Clinical Researchers, and Human Subjects (Charity Madrid-Torres)	1/16/2023	Overdue	Create Form

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  - Users click "Create Validation" (see screenshot below-Supervisors only), "Create Form" (see screenshot above-all users), "Read & Affirm" or "Go to Training", buttons next to the requirement to affirm to a required plan, validate worker forms (Supervisors only), start a required form, or enroll into required training.
  - See Section 3:

- View Your Homepage "RPP" (if assigned a respirator) Status(es) on the RLSS User Dashboard
  - o "RPP Summary" Icon

    RPP Summary
    - **User Dashboard→Home→RPP Summary**
      - Allows you to view your overall RPP Status (top left), your previous respirator fit tests, and all assigned Approval RPP Conditions that define what kind of respirator you must use to mitigate identified hazards, as well as any pending forms or actions (i.e. Respirator Fit Test & Medical Clearance) for you to complete.

- Talk to your Supervisor(s) about Current Assignments & Status(es) on the RLSS User Dashboard
  - See your former supervisor about "Inactivating" you from their Approval(s) if you see RPP conditions, Form Requirements, or Training Due for Approval(s) you no longer belong assigned.
  - See your current supervisor about "Exempting" you from either one or all Approval RPP conditions assigned to you if not-applicable or needed.
    - Example: If you are assigned PAPR and Half-Face respirators and grow a beard, your supervisor will need to "Exempt" you from the Half-Face respirator you cannot wear with a beard.
    - Exemption is granted, following RLSS review, for 1 calendar year from form submission. You can always complete a new respirator form to end your "Exempt" status for any of your assigned RPP condition(s).

- Declining Respirator Protection Program Enrollment on the RLSS User Dashboard
  - See your current supervisor(s) before completing a "Respirator Program Declination" Form if you choose not to wear a respirator that is required for your assigned "Approval(s)". Declining to wear a respirator mandated by your supervisor may jeopardize your continued employment.
    - Example: You cannot tolerate a respirator due to injury or disfigurement and feel that you and your supervisor can limit your assignments to tasks/conditions/environments that would NOT require your use of a respirator.
    - Declination is granted, following review, for 1 calendar year from form submission for all assigned Approval RPP conditions. You can always complete a new respirator form to end your "Declined" status if you choose to wear a respirator.
      - NOTE: Declining enrollment into the RPP may adversely affect your employment, as you are declining to protect yourself as prescribed by your supervisor - who may or may not accommodate your employment without respirator use.
  - RPP Declination form instructions/explanations can be found in Section 3 **(User Dashboard→Home→Form Requirements→Other Forms)**

- New supervisors, workplaces, or learning environments requiring use of respirator(s)
  - Inform any supervisor that instructs you to complete an Occupational Health (OH) or Respiratory Protection Program (RPP) form about their need to enroll you onto their Approval so you are templated for automated form action/requirements in the RLSS User Dashboard.

# Section 3 - RLSS User Dashboard Instructions by Navigation Pathway:

User Dashboard→Home

- https://rlss.arizona.edu/services/ in web browser.
- Use/Description:
  - Homepage for all users.
  - Allows users to navigate to Icons available to them for accessing their own required information, forms, and services.
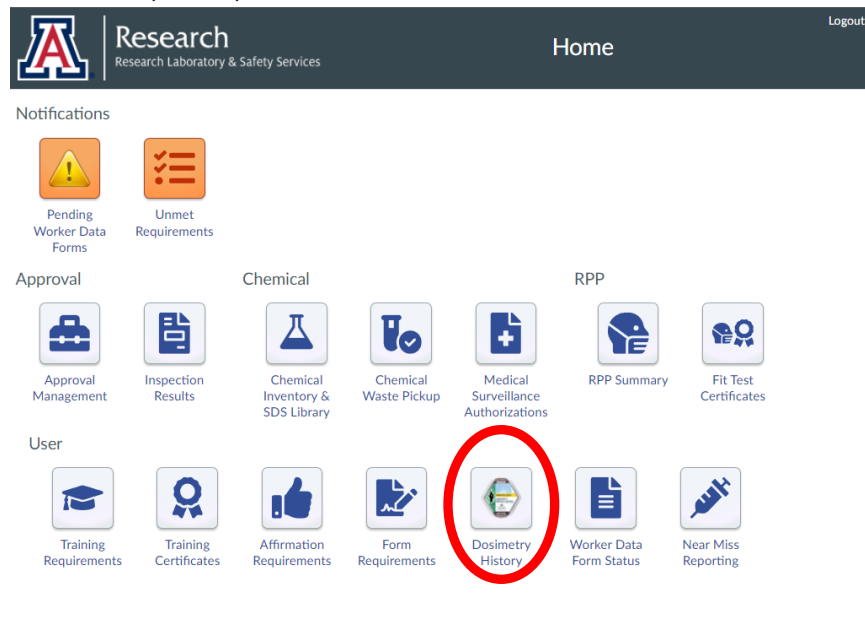
  -
    - Note - not all Homepages will look the same, for example - icons above regarding radiation dosimeters are unavailable to anyone not registered by their Supervisor as a radiation worker in a radiation Approval.
- Notification Icons:
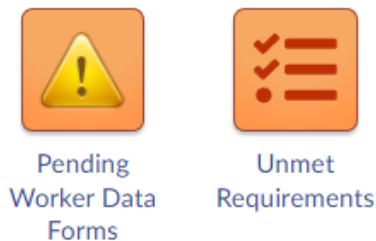
  -
  - User Dashboard→Home→Pending Worker Data Forms
    - Pending Worker Data Forms Icon: Navigates user to Worker Data Form page where, when invited to an Approval by their Supervisor, must go to complete their invitation process.

- Users click "Start" button to complete an invitation process.

○ User Dashboard→Home→Unmet Requirements
  - Unmet Requirements Icon: Navigates user to their "Due and Overdue Requirements" page.

- Users click "Create Validation" (see above-Supervisors only), "Create Form" (see below-all users), "Read & Affirm" or "Go to Training", buttons next to the requirement to validate a worker forms (Supervisors only), start a required form, affirm to a plan, or enroll into required training.

- Respiratory Protection Program (RPP) Icons:

RPP

RPP Summary   Fit Test Certificates

- o
- o User Dashboard→Home→RPP Summary
  - RPP Summary Icon: Navigates user to their "RPP Status" page. This page summarizes all Approval RPP Conditions assigned to user that define what kind of respirator they must use to mitigate identified hazards/RPP Conditions.

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RPP Requirements

Logout

Home

RPP Status: Fit test due Schedule Fit Test

Respirator Status

Respirator	Coverage	Filtration	Clearance	Fit Test	Next Due
3M 6900	Full-Face Air-Purifying Cartridge, Tight Seal	Air Purifying Cartridge	✓	!	7/28/22
3M 7503	Half-Face Air-Purifying Cartridge, Tight Seal	Air Purifying Cartridge	✓	✓	7/5/23
3M 8516	Half-Face Disposable Mask, Tight Seal	Nuisance Acid Gas, N95 - Multi-Shift Particulates without oil	✓	✓	7/5/23
3M Aura 1870+	Half-Face Disposable Mask, Tight Seal	N95 - Multi-Shift Particulates without oil	✓	✓	7/5/23

RPP Conditions

Approval	Condition	Coverage	Filtration	Cleara	Fit Test	Due	Status	Valid Respirators[‡]
13111 BSL 3 (Richard Wagner)	PAPR - COVID BSL3 Protocol	PAPR (Powered Air Purifying Respirator)	High Efficiency (HE)	✓	✓	12/6/23	Current	PAPR 3M 6900*‡
13111 BSL 3 (Richard Wagner)	N95 - COVID BSL3 Protocol	Half-Face Disposable Mask, Tight Seal	N95 - Multi-Shift Particulates without oil	✓	✓	7/5/23	Current	3M 8516 3M Aura 1870+ PAPR* 3M 7503* 3M 6900*‡
21111 Hazardous Chemical (Richard Wagner)	Full Face Respirator - Acid Gas Cylinder Team	Full-Face Air-Purifying Cartridge, Tight Seal	Acid gas	✓	!	7/28/22	Fit test due	3M 6900‡

- o User Dashboard→Home→Fit Test Certificates
  - Fit Test Certificates Icon: Navigates user to their "Fit Test History" page.

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Fit Test Certification

Logout

Home

Fit Test History

Respirator ⇕	Size ⇕	Fit Method ⇕	Method Agent ⇕	Fit Test Date ⇕	Expiration Date ⇕	Result ⇕
3M 8516	Standard	Quantitative	Generated Aerosol	12/5/22	12/5/23	Pass
3M Aura 1870+	one size fits most	Quantitative	Generated Aerosol	7/21/22	7/21/23	Pass
3M 7503	Large	Quantitative	Generated Aerosol	7/21/22	7/21/23	Pass
3M 6900	Large	Quantitative	Generated Aerosol	7/28/21	7/28/22	Pass
3M 7503	Large	Quantitative	Generated Aerosol	7/28/21	7/28/22	Pass
3M Aura 1870+	one size fits most	Qualitative	Bitrex	7/28/21	7/28/22	Pass

6 records |◄ ◄ **1** ► ►| 15 ▼

-
  - Click on Blue Highlighted Respirator in table to view/download a fit test certificate.

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Richard Wagner

has undergone Respirator Fit Testing for

3M 8516
Half-Face Disposable Mask, Tight Seal
Size: Standard

Fit Test Details

Method: Quantitative   Method Agent: Generated Aerosol   Result: Pass
Fit Factor: 4555.00

December 5, 2022
Date

- •
- • User Icons

  - ○
  - ○ User Dashboard→Home→Form Requirements
    - ▪ Form Requirements Icon: Navigates user to their "Form Requirements & History" page.

    - ▪
      - • Click on "Create Form" button in "Form Requirements" table to complete/update a form if necessary or if the information on the form has changed. "Due Date" in the table will be in red font if form is required.

- User Dashboard→Home→Form Requirements→Other Forms

  - Click on the pull down menu next to the "Other Forms" prompt to select the "RPP Declination" form. Click on the "Create Other Form" button to initiate & complete an "RPP Declination Form".
    - Declining the RPP program may affect your employment or ability to be present in the workplace and/or learning environment that has respiratory hazards requiring respirator use.

- User Dashboard→Home→Affirmation Requirements
  - Affirmation Requirements Icon: Navigates user to their "Current Affirmation Requirements & Affirmation History" page.

- Users click on "Read" button to re-read any plan requiring their affirmation.
- Users click "Read and Affirm" button read and affirm to a plan that requires either initial or periodic affirmation. Note that the "Status" and "Due Date" columns will indicate what approval plans are due for affirmation.