

Getting Started in RSS

How to Use Groups

Environmental Health & Safety

What is RSS?

Risk and Safety Solutions, RSS, is the CSU safety management system used by California Polytechnic State University, San Luis Obispo.

We use the software in spaces with laboratories and workshops to conduct hazard assessments, annual inspections, chemical inventory management, Safety Data Sheet management, and hazardous waste management.

RSS allows laboratory personnel to easily identify and manage hazards and risks on campus while meeting safety compliance.

How do I access RSS?

Access from the Cal Poly EHS website, or at Risk & Safety Solutions (riskandsafety.com).

Log in using your Cal Poly ID and password.

If you are new to RSS, you will need to arrange for your PI to add you to the system as a member of their group. If you are working in an area not previously using RSS, or if there is a change in PI, please contact Erin Winett in EHS at egwinett@calpoly.edu.

Who Should be using RSS?

Unless you are an office workspace with no hazardous materials, machinery, or processes, your area will need to be included in RSS.

If your work area has not yet been created in RSS, please contact the EH&S Department for guidance. It is the PI's, Laboratory Manager or shop area owner's duty to ensure areas which they are responsible for are accounted for in RSS.

EHS can aid new users. Information, guidance and resources regarding RSS and be found on Cal Poly's EHS website. Please contact EHS to add your area to RSS if you are a new user or have a space that needs to be added to RSS.

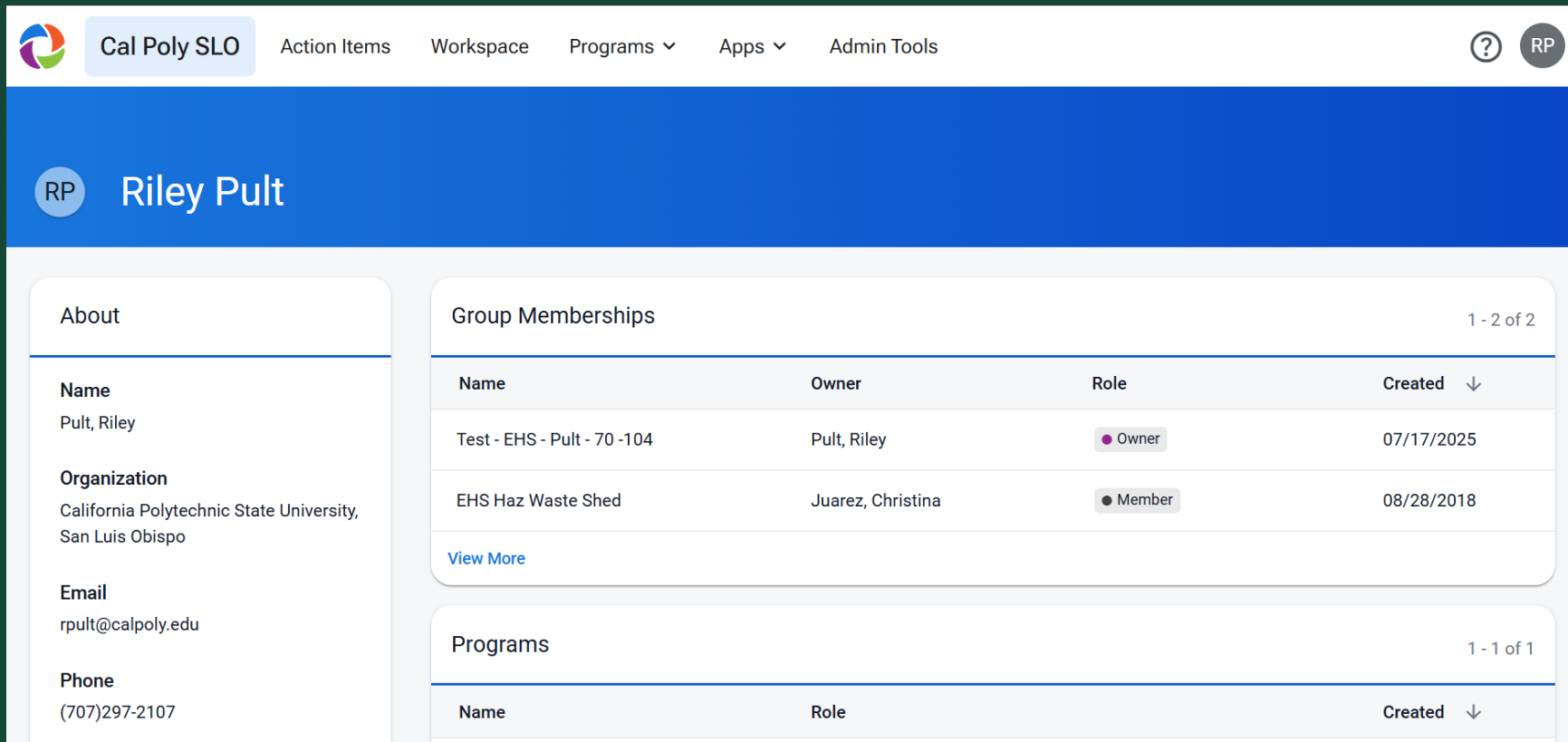
Creating a New Group in RSS

Log in to Risk & Safety Solutions using your Cal Poly credentials: Risk & Safety Solutions (riskandsafety.com) This should be done by the PI or group owner as whoever creates the group will be automatically assigned as the group owner in RSS.

Note: There is only one owner allowed per group. Lab managers can be added as Delegates or Members. See below for more information on roles.

Creating a Group

Select the icon displaying your initials in the upper right-hand corner of the home screen to access your Profile account.



The screenshot displays the Cal Poly SLO user interface. The top navigation bar includes the Cal Poly SLO logo, the text "Cal Poly SLO", and links for "Action Items", "Workspace", "Programs", "Apps", and "Admin Tools". In the top right corner, there is a help icon (?) and a circular profile icon with the initials "RP", which is highlighted by a yellow arrow. Below the navigation bar, the user's profile is shown with a blue header containing the initials "RP" and the name "Riley Pult". The profile is divided into two main sections: "About" on the left and "Group Memberships" on the right. The "About" section includes fields for Name, Organization, Email, and Phone. The "Group Memberships" section shows a table of group memberships with columns for Name, Owner, Role, and Created. Below the table is a "View More" link. At the bottom, there is a "Programs" section with a table showing the Name, Role, and Created date.

About

Name
Pult, Riley

Organization
California Polytechnic State University,
San Luis Obispo

Email
rpult@calpoly.edu

Phone
(707)297-2107

Group Memberships 1 - 2 of 2

Name	Owner	Role	Created ↓
Test - EHS - Pult - 70 -104	Pult, Riley	Owner	07/17/2025
EHS Haz Waste Shed	Juarez, Christina	Member	08/28/2018

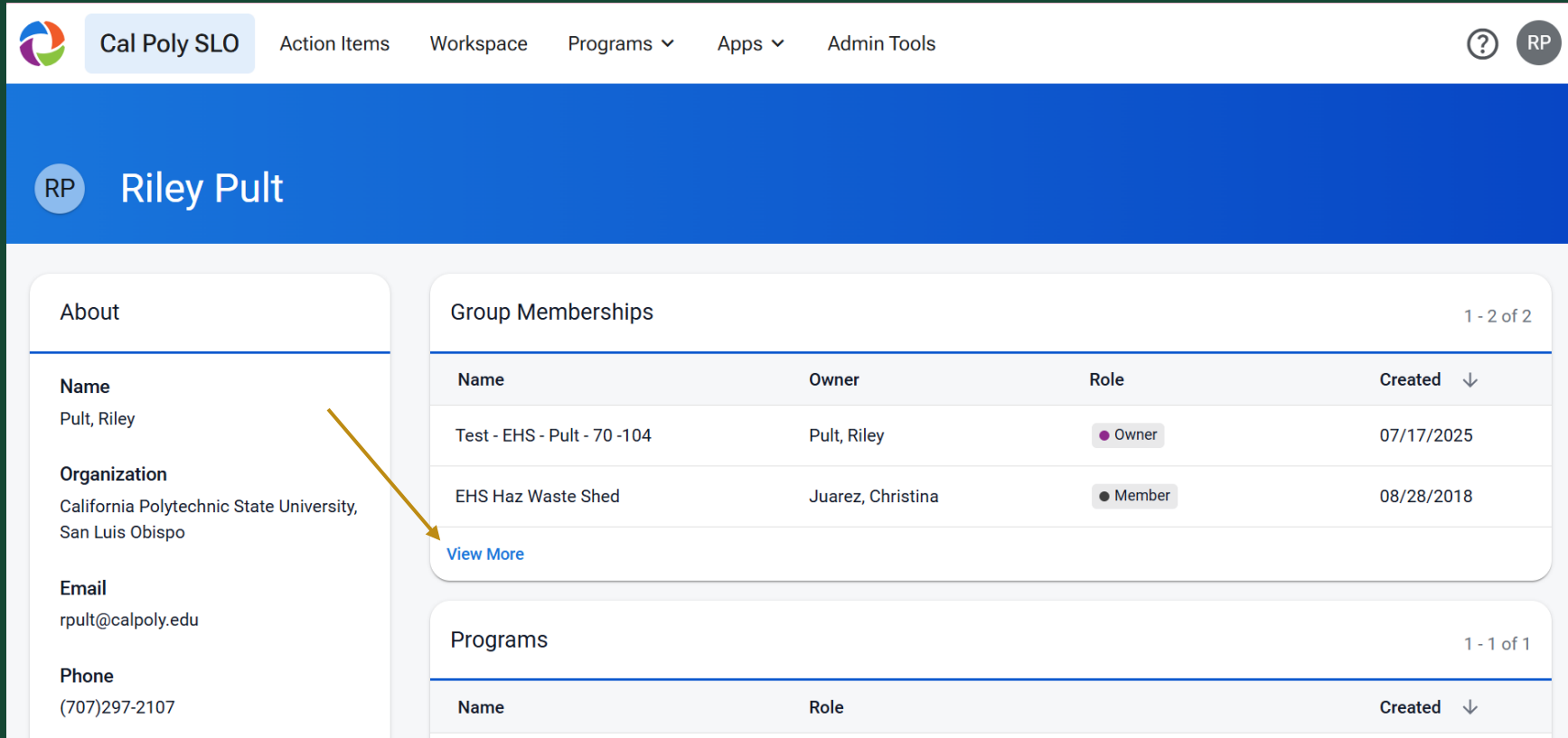
[View More](#)

Programs 1 - 1 of 1

Name	Role	Created ↓
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Creating a Group

Select the Groups tab and **View More**.



The screenshot shows the Cal Poly SLO user interface. The top navigation bar includes the Cal Poly SLO logo, the user's name 'Riley Pult', and links for 'Action Items', 'Workspace', 'Programs', 'Apps', and 'Admin Tools'. The main content area is divided into two columns. The left column contains an 'About' section with fields for Name, Organization, Email, and Phone. The right column contains a 'Group Memberships' table and a 'Programs' section. A yellow arrow points from the 'View More' link in the 'Group Memberships' section to the 'View More' link in the 'Programs' section.

Cal Poly SLO Action Items Workspace Programs Apps Admin Tools

Riley Pult

About

Name
Pult, Riley

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Phone
(707)297-2107

Group Memberships 1 - 2 of 2

Name	Owner	Role	Created
Test - EHS - Pult - 70 -104	Pult, Riley	Owner	07/17/2025
EHS Haz Waste Shed	Juarez, Christina	Member	08/28/2018

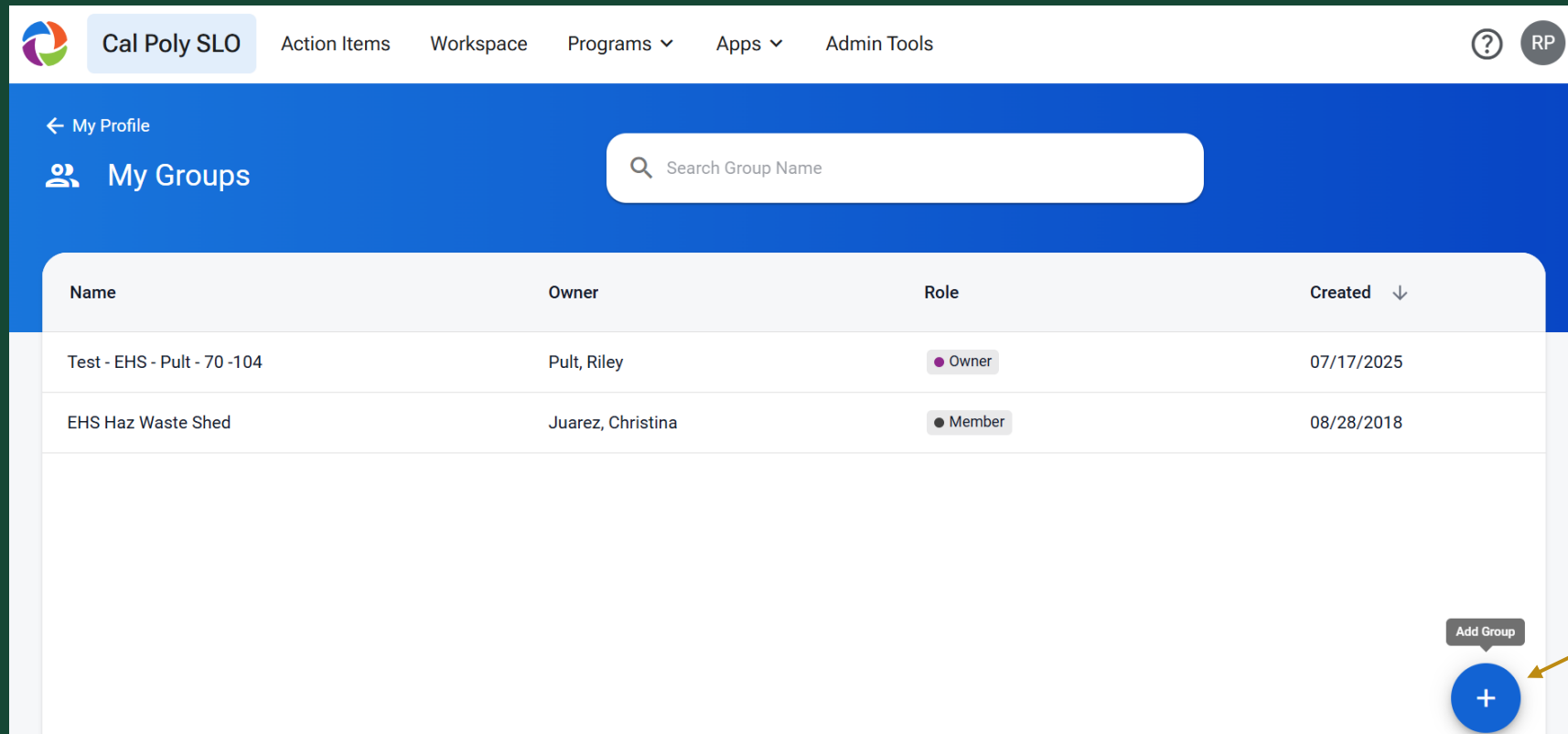
[View More](#)

Programs 1 - 1 of 1

Name	Role	Created
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Creating a Group

Select the blue **Add Group** button.



The screenshot shows the 'My Groups' page in the Cal Poly SLO system. The page has a blue header with a search bar and a table of groups. A blue button with a white plus sign and the text 'Add Group' is located at the bottom right, with a yellow arrow pointing to it.

Cal Poly SLO | Action Items | Workspace | Programs ▾ | Apps ▾ | Admin Tools | ? | RP

← My Profile | My Groups | Search Group Name

Name	Owner	Role	Created ▾
Test - EHS - Pult - 70 -104	Pult, Riley	Owner	07/17/2025
EHS Haz Waste Shed	Juarez, Christina	Member	08/28/2018

Add Group

+

Naming a Group in RSS

Depending on what your space is, there are different ways to name it. You can add a brief description at the end of the name like “– Plastics Lab”

- **Research Group:** Research Lab – Department – Last Name – Building # - Room #
- **Classroom Group:** Learning/Teaching Lab – Department – Last Name – Building # - Room #
- **Clubs/Other Groups:** Name of Club – Department – Department Faculty Leader – Building # - Room #

If you have **over one building** associated with your group, do not add the building or room. If you have **over three rooms** associated with your group, only add the building.

Creating Group

Select **Create**.

Create Group

Only Principal Investigators and Responsible Persons should create groups. People added to the group can have access to documents linked to the group.

Group Name

Research Lab - EHS - Pult - 070 - 104

Cancel

Create

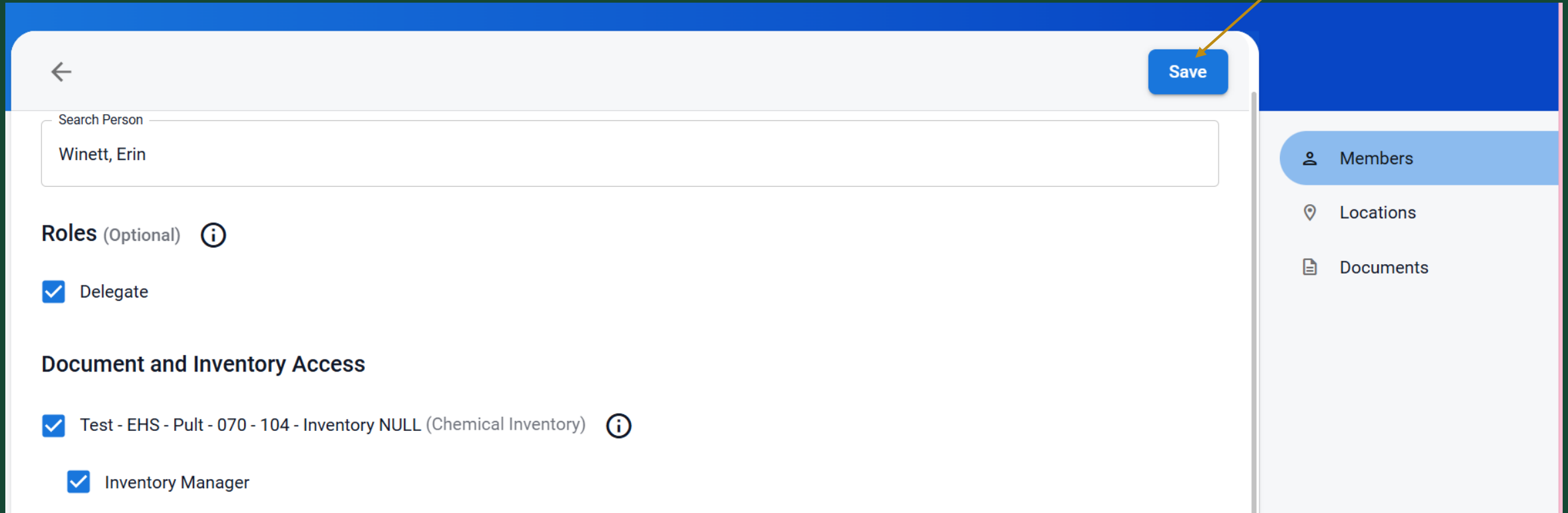
Adding People to Group in RSS

Select the blue **Add People** button and search for group member's name. Once you find the person you want to add, they are assigned the default role of "Member". Members can view items associated with the group in RSS but cannot make any changes.

For lab managers and others with an active role in RSS, please check the box labeled "Delegate", which gives the individual the ability to add/edit/remove group members and locations. Repeat for all members of the group.

Note: There can be multiple groups under the same PI/Responsible Person, and multiple locations per Group. There cannot be multiple PIs/Responsible Persons per group.

Adding People



A screenshot of a web application interface for adding people. The interface has a blue header bar. On the left, there is a white card with a back arrow in the top left corner. In the top right of the card is a blue "Save" button, which is pointed to by a yellow arrow from the top right of the image. Below the back arrow is a search bar labeled "Search Person" containing the text "Winett, Erin". Under the search bar is a section titled "Roles (Optional)" with an information icon. It contains a checked checkbox for "Delegate". Below that is a section titled "Document and Inventory Access". It contains two checked items: "Test - EHS - Pult - 070 - 104 - Inventory NULL (Chemical Inventory)" and "Inventory Manager", each with an information icon. To the right of the white card is a blue sidebar with three options: "Members" (selected, with a person icon), "Locations" (with a location pin icon), and "Documents" (with a document icon).

←

Save

Search Person

Winett, Erin

Roles (Optional) ⓘ

☒ Delegate

Document and Inventory Access

☒ Test - EHS - Pult - 070 - 104 - Inventory NULL (Chemical Inventory) ⓘ

☒ Inventory Manager

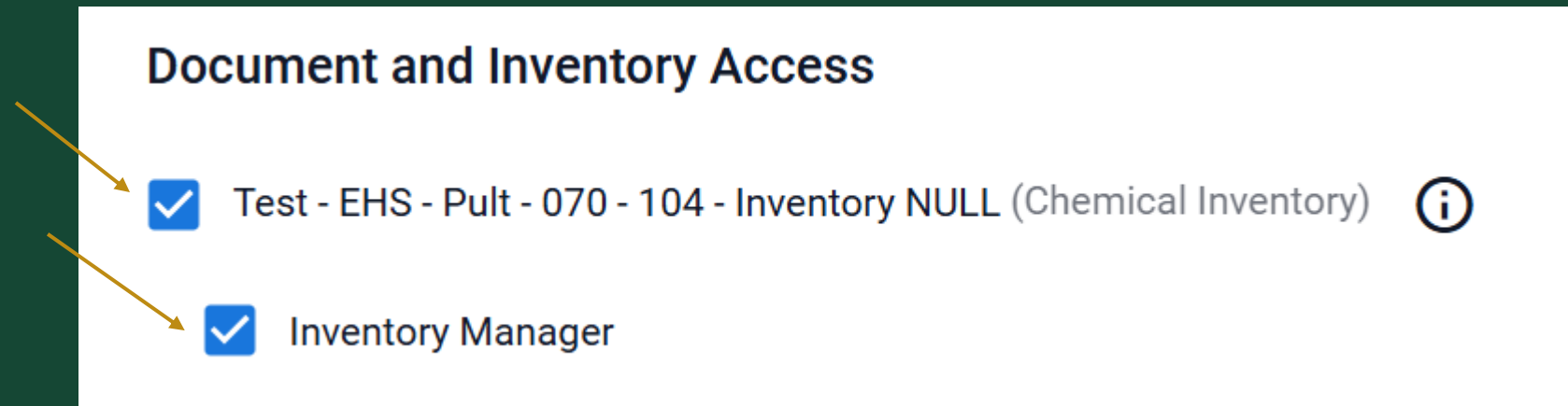
Members

Locations

Documents

Adding People

If there are documents in your group that you want someone to have access to edit (I.E. Chemical Inventory, Lab Hazardous Assessment), make sure to give them permission.



Adding Locations in RSS

Select the Locations tab on the right side. Then, click the blue Add Location button. Search for your building and room. Repeat for all locations associated with the group.

Test - EHS - Pult - 70 -104
Riley Pult

← Save

Add Location

You may need to add a 0 in front of your building number

Search Building
070-FACILITIES

Search Room
0103E

☐ Test - EHS - Pult - 070 - 104 - Inventory NULL (Chemical Inventory)

Members
Locations
Documents

Adding Locations in RSS

Locations can be associated with chemical inventories, lab hazardous assessments, and more. Be sure to click the document you want attached to the group.

← Save

Add Location

Search Building 070-FACILITIES Search Room 0103E

☒ Test - EHS - Pult - 070 - 104 - Inventory NULL (Chemical Inventory)

Members Locations Documents

Documents in RSS

Documents in RSS include chemical inventories, lab hazardous assessments, SDS management, and more.

 Test - EHS - Pult - 70 -104
Riley Pult

	Document	Type	Owner	Status	Created	
☐	Test - EHS - Pult - 070 - 104 - Inventory NULL	Chemical Inventory	Pult, Riley	—	07/30/2025	

 Members

 Locations

 Documents

Documents in RSS

Go to Cal Poly's EHS website to learn more about Chemical Inventories, Lab Hazardous Assessments, Safety Data Sheets, and WASTe.

<https://afd.calpoly.edu/ehs/rss/>