Getting Started in RSS - Quick Guide

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, including Principal Investigators, Instruction Support Technicians, Lab Managers, Delegates, and/or other responsible person(s) to easily identify and manage hazards and risks on campus while meeting safety compliance.

How do I Access RSS?

RSS can be accessed 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 (see "Roles" document on EHS RSS website to determine which role you need to be assigned). If you are working in an area not previously using RSS, or if there is a change in PI, please contact Aubrey Arain in EHS at ALArain@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. Some regulated spaces (labs and Shops) may be new to using 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 Aubrey Arain in EHS to add your area to RSS if you are a new user or have a space that needs to be added to RSS.

About Profile

The Profile module within RSS centralizes and publishes shared information such as people, groups, collections and locations, to provide users with consistent data that integrates across the RSS product suite. Group information created in Profile is available in the Assessment, Inspect, Chemicals, and other RSS applications.

How to Create a New Group in RSS:

1. 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.

2. Select the icon displaying your initials in the upper right hand corner of the home screen to access your Profile account. When you log in to Profile, the summary tab displays your roles and contact information, including your system permissions or role assignments.

Click the circle and select "Profile".

3. Select the **Groups** tab.

Aubrey Arain

About

Name
Arain, Aubrey

Organization
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Group Memberships   1 - 3 of 3

Name	Owner	Role	
Aubrey's Test Group	Arain, Aubrey	● Owner	
EHS	Juarez, Christina	● Delegate	
EHS Haz Waste Shed	Juarez, Christina	● Member	08/28/2018

View More

Select "View More"

Programs   1 - 1 of 1

Name	Role	Created ↓
Lab Safety Program	● Member	02/10/2022

View More

4. Select the blue **Add Group** button.

← My Profile

👥 My Groups

🔍 Search Group Name

Name	Owner	Role	Created ↓
Aubrey's Test Group	Arain, Aubrey	● Owner	06/23/2022
EHS	Juarez, Christina	● Delegate	12/18/2018
EHS Haz Waste Shed	Juarez, Christina	● Member	08/28/2018

"Add Group"

5. Enter group name following the naming protocol depending on space (research or classroom):

Research: PI Last Name – Department –Building Number – Room Number(s).

Optional suffix: short descriptor such as "cell biology" or "rad lab"

Classroom: Learning Lab/Shop - Department – Building Number – Room Number(s).

Optional suffix: course numbers

Club or other groups: Name of Club - Department of Faculty Leader - Building Number - Room Number(s)

Click **Create**.

Create Group

Create a group on behalf of someone by searching for them and entering a group name.

Group Name

Arain-EHS--080-104

Owner

Cancel   Create

6. 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.
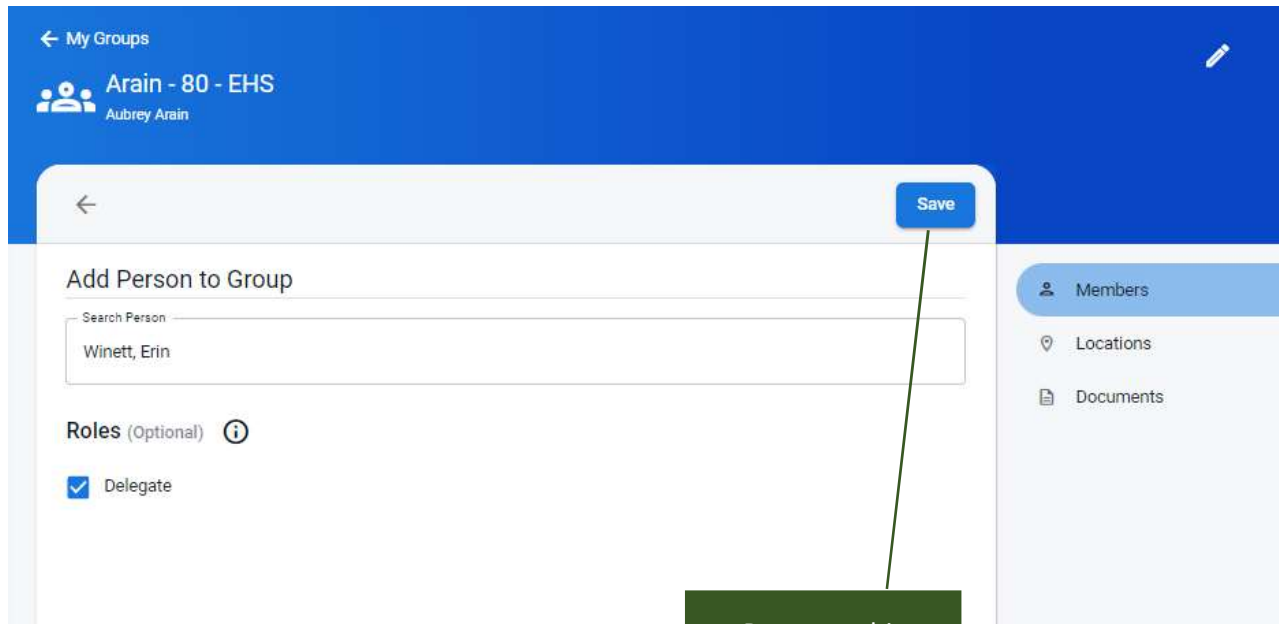
Be sure to hit "Save"

7. Select the **Locations** tab on the right side. Then, click the blue **Add Location** button. Search for your building and room. If you are unable to find it, please email Aubrey Arain in EHS to let her know which room and building needs to be added. Repeat for all locations associated with the group.
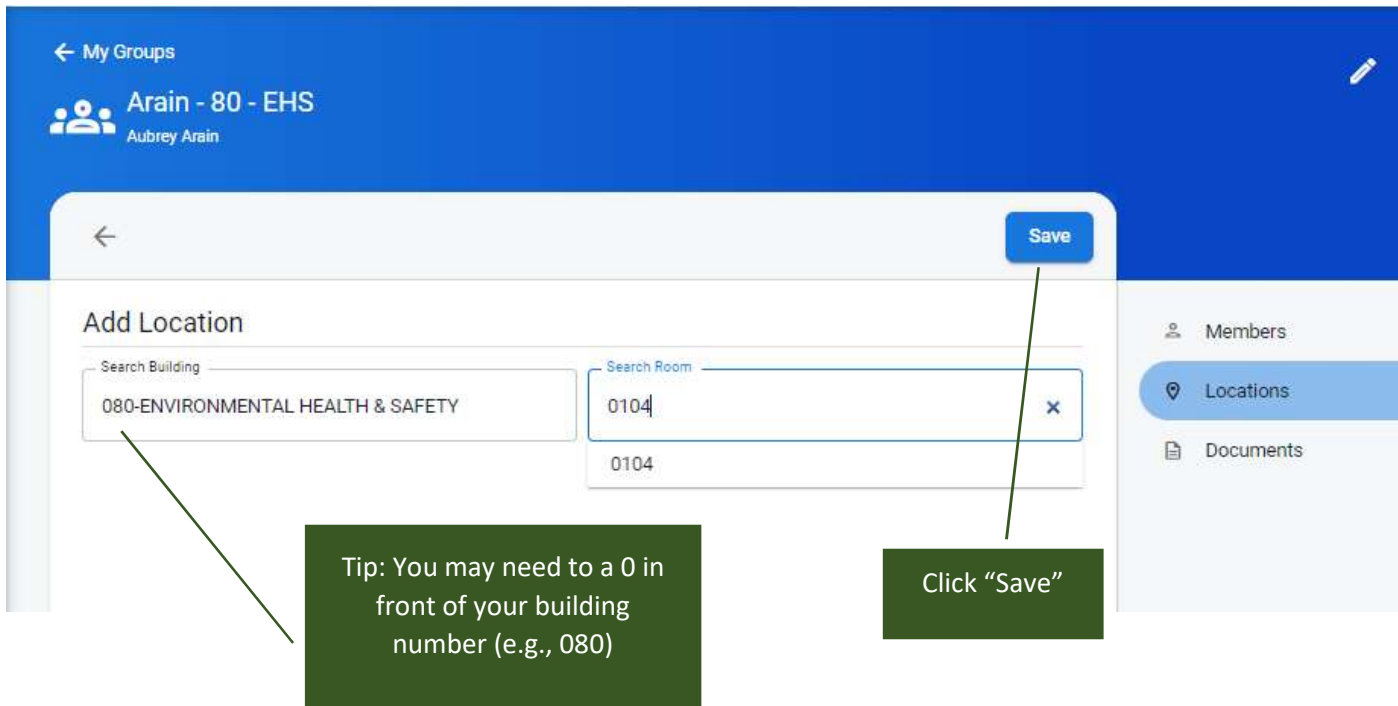
Tip: You may need to a 0 in front of your building number (e.g., 080)

Click "Save"

8. Your group is now set up and integrated throughout the RSS product suite.

About Collections

RSS has a feature called "Collections" that allows RSS Administrators to create groups of labs ("Collections") that can be associated with safety coordinators. Please contact Aubrey Arain in EHS if you would like to discuss Collections.

If you have any questions regarding the content of this reference guide, please contact Aubrey Arain at ALArain@calpoly.edu.