

Instructions for Using the EH&S HEAR Data Base

The Hazards, Equipment, Authorization and Review (HEAR) Database is a system for tracking LBNL's workplace hazards, the formal authorizations required for some of the hazards, and equipment that have hazardous potential.

Information from the Project Safety Questionnaire should be entered into the HEAR Data Base

Login to the HEAR Data Base: <https://ehswprod.lbl.gov/hear/Login.asp>, or

1. Click on **Environment, Health & Safety Division** in the A-Z Index on the LBL website
2. On the left find the section called **EHS Quick Links**, and click on **EHS Databases**
3. Click on **HEAR - Hazards Equipment, Authorizations, Reviews Database**
4. Sign in using your LDAP Userid and Password

To Edit Existing Information:

Login to the HEAR Data Base, as described above.

Click on the **Reports** option on the left, and then click on **By Division**.

Click on **Hazards/Equip**, select **[PH] Physics** from the pull down menu, and click on **View Report**.

[If your room is not listed, then click on **By Resp. Person** under **Reports**, and enter your name.]

Click on the **Room**, and a summary of the hazards in the room is displayed.

To modify the information, click on **Update above data** near the bottom of the screen.

Verify/modify **Project, Responsible Person**, and **Contact Person** at the top.

For **Annual Review by** type in your name. For **Last Review Date** type in the current date.

For the list of **Hazards**:

- Select **Yes** if the hazard is present
- If a formal authorization exists or is needed, then:
 - Select the authorization from the **Formal Auth Type** pull down menu
 - Type **Yes** for **Formal Authorization**
 - Enter the **Expiration Date**
- Enter any details or other information in the **Client Comments** box

For the list of **Equipment**:

- Select **Yes** if the equipment is present
- Enter any details or other information in the **Client Comments** box

Click **Continue** at the bottom when all done.

A list of the Hazards and Equipment is displayed. Check for any errors!

If the information is correct, then click on **Update** to update the database.

Logout, or select further options that are shown.

To Add a New Room to the Data Base:

Contact the Physics Division Safety Coordinator. Each room that has hazards must be listed in the HEAR data base, unless the only hazard is computer workstation ergonomics.