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# **BSAS Portal Applicant Tutorial**

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# Creating a new BSAS application

Log on to the RSS platform at <u>https://app.riskandsafety.com</u>. After completing SSO verification, you will see the platform dashboard.

Select "Apps" from the top navigation bar, then select "BSAS/VAMP" from the drop-down menu that appears.

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Select the blue circle with three white dots in the lower right corner of the screen to open the context menu.

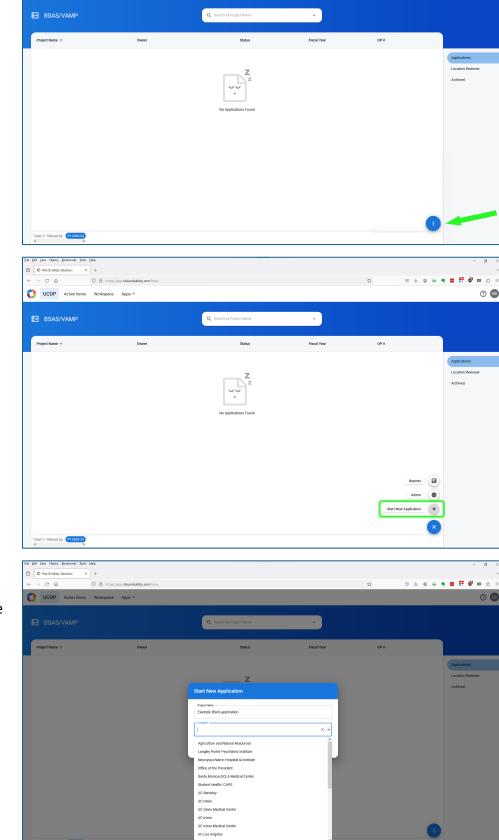
E O Risk & Safety
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UCOP Action Items Workspace Apps ~

Click the + button on the context menu to start a new application.

Enter the name of your project in the Project Name field and select the appropriate location from the drop-down menu that appears.



Select Start.

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# Funding Application

Enter the following information:

- Applicant Name and Title
- Applicant's Department Name
- Phone Number
- Short Project Description (500-character limit)
- Select whether request is specific to the department
- Upload a detailed project proposal as an attachment (optional)

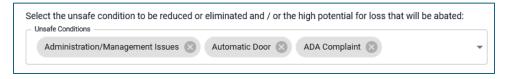
Select Save & Continue.

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### Loss Prevention

Click the arrow at the right of the "Unsafe Conditions" field to display the dropdown list and select the unsafe condition(s) this project will address. Note: more than one condition can be selected. If more than one condition applies, click the down arrow to display the dropdown list again and select the additional condition. Repeat if needed until all applicable conditions are indicated.

For quicker entry, you can begin typing the name of a condition and the entry box will filter the possibilities to show only the ones that match what you enter.



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bsent/Delayed/Incomplete/Incorrect Diagnostic/Tst	
nesthesia Complication	
completed Operations	
ncomplete Test Performed	
nfection Control - Non-Compliance	

Click the arrow at the right of the "Prior Losses" field to display the dropdown list and indicate what kind of prior loss(es) have occurred that this project will address. Note: multiple kinds of prior losses can be selected. If there is more than one kind of prior loss, click the down arrow to display the dropdown list again and select the additional kind of loss. Repeat if needed until all applicable kinds of prior loss are indicated.

For quicker entry, you can begin typing the name of a kind of prior loss and the entry box will filter the possibilities to show only the ones that match what you enter.

For VAMP applications only, use the "VAMP application only" field to describe the unsafe conditions to be reduced or eliminated (6000character limit).

In the "Prior Loss or Injury Description" field describe prior losses or injuries (6000-character limit).

Identify prior losses or injuries that have occurred as a result of this condition:	
Bruise 🛞 cont	× •
Contagious Disease All Other - Active	
Contagious Disease All Other - Exposure	
Contagious/Infectious Disease	
Contusion	
Non-Contagious Disease or Condition Other - Active	
Non-Contagious Disease or Condition Other - Exposure	
Physical Contact	

(VAMP application only) Unsafe Conditions to be Reduced or Eliminated (5911 of 6000 characters left.)

Here is a brief description of the conditions, explaining the key issues to be addressed.

Prior Loss or Injury Description (5834 of 6000 characters left.)

Injury Descripti

Here is a description of prior losses or injuries and an explanation of how similar losses could be avoided or mitigated in the future if this project is implemented.

Please either provide losses or injuries description or attachment

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Add attachments (optional).

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Select probability of future loss if not addressed.

Enter funding information.

Select whether the application is a continuation from prior year(s). If yes, use the dropdown to select the first year the program began and enter the amount of funds spent from prior year's proposal.

Select whether the request is for Is this request asking for salary funding? (Either partial salary funding. or in full) Yes No
 No
 Total cost of salary and benefits being requested \* \$1,000 Enter Measurable Goal Measurable Goal information (6000-character limit). Measurable Goal(s) (5906 of 6000 characters left.) Use SMART goals - Specific, Measurable Goal(s) Measurable, Achievable, Relevant, Description of goal(s) including details such as target dates, locations, people involved, etc and Time-Bound. Upload any additional supporting documents (optional). Please either provide measurable goals or attachment Add one or more measurable goals for your proposal that meet the SMART criteria (S - specific, M - measurable, A -Select Save & Continue. achievable R- realistic, and T - time-bound). These goals will be used to measure the success of your initiative. (i) UPLOAD Drop here/click upload button to upload files (Allowed extensions: png, jpg, jpeg, pdf, docx, doc) (Allowed size: 10MB) Attachment List Ô **Example supporting** graphic.png Ō Additional supporting graphic example.jpg

## **Funding Program**

Indicate funding sources and amounts.

Indicate funding types and amounts.

Enter Destination Account Number.

Projects submitted for BSAS funding must obtain all required local approvals before submission. Enter the contact information for local approver in the "Approved Party information" field.

If more information needs to be added, select **Save** to save the application as a draft to complete and submit later. Draft applications can be accessed from your application dashboard.

Or select **Submit** when all sections are completed.

#### Indicate Funding Sources and Amounts

Auto 0	- Employment
General Liability \$2,500	Worker's Comp
Property	Professional Liability
- VAMP	Cyber
0 \$0 left, it all adds up!	0

#### Indicate Funding Types and Amounts

BSAS\$5,000	Internal Carryover 0
VAMP           0	0

#### **Fund Location**

Budget

Approved Party Information	
First Name	- Email
G. Olden	golden.bear@ucop.edu
Last Name	Physical Address
Bear	1111 Franklin Street, Oakland
Title	Phone Number
Facility Manager	(555) 555-1212 🛄
Depending on the type of program, these	e are the suggested approvals for your locations
• EH & S	Workers Compensation
<ul> <li>Risk Management</li> </ul>	<ul> <li>Administration</li> </ul>

When you have secured the appropriate approvals required by your location, please click the Submit for approval button below to send your application to OPRS for consideration.

• UCPD & Emergency Management (VAMP only)

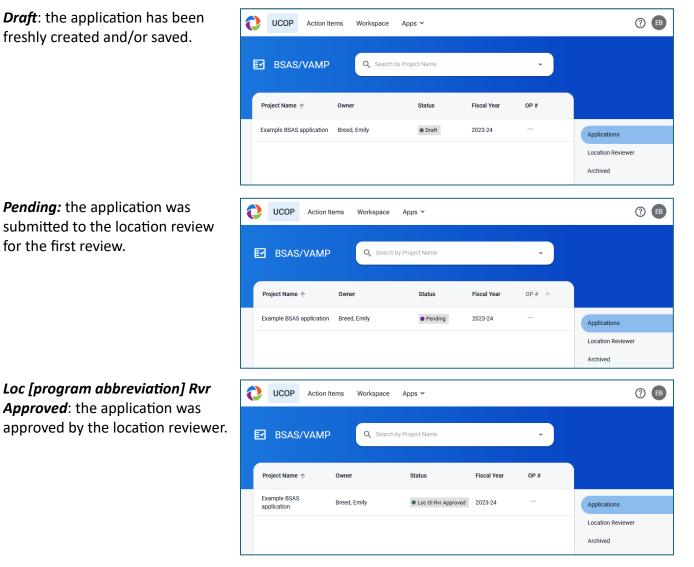
Note: Approved projects are funded by UCOP after receipt of appropriate documentation. Applications not approved by campus or medical centers will also be archived in OPRS.

## **Reviewing the Application Status**

To review the current status of an application, login to the RSS Platform at <u>https://app.riskandsafety.com/</u>, select "Apps" from the top navigation bar and then select "BSAS/VAMP".

Applications you have submitted will be listed on the BSAS/VAMP app dashboard. The application status will display to the right of the Project Name and Owner.

#### **Application Statuses**



revApproved: the application was approved by the first reviewer.

deptApproved: the application was approved by the program reviewer.

**sndrevApproved**: the application was approved by the second reviewer.

Returned: the application was returned by a reviewer.

approved: the application was approved by the final reviewer.

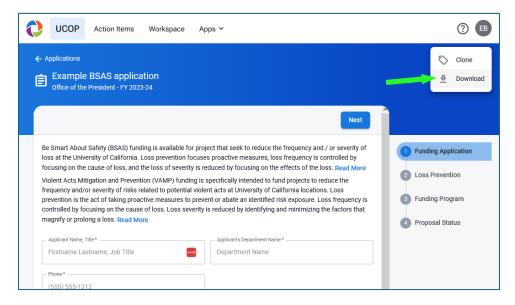
not approved: the application was rejected at any stage and returned to the end user.

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## Downloading an Application

Login to BSAS/VAMP directly at <u>https://app.riskandsafety.com/bsas</u>. Select the desired application.

When the application opens, select the three dots at the top right of the page to display the drop-down menu, then select **Download**.



## Creating a New Application from a Prior Application

Login to BSAS/VAMP directly at <u>https://app.riskandsafety.com/bsas</u>. Select the desired application.

When the application opens, select the three dots at the top right of the page to display the drop-down menu, then select **Clone**. Complete or amend the cloned application using the steps above.

