**HazID Generator**

**User Guide**

*CERN CMS Safety Team*

## 1. Introduction

The HazID Generator is a specialized desktop application designed for CERN CMS Safety activities. It streamlines the process of creating comprehensive hazard identification documents by providing an intuitive interface for activity management, hazard assessment, and document generation.

### Key Features:

* Activity form completion with project details
* Comprehensive hazard selection and risk assessment
* Document upload and management system
* Contact information management
* Automated Word document generation
* Cross-platform desktop application

## 2. Getting Started

### 2.1 System Requirements

* Windows 10 or later
* macOS 10.12 or later
* Linux Ubuntu 18.04 or equivalent
* Minimum 4GB RAM
* 500MB free disk space

### 2.2 Installation

* Download the appropriate version for your operating system:
  + Windows: HazID Generator.exe
  + macOS: HazID Generator.app
  + Linux: HazID Generator (executable)
* Run the executable file
* No additional installation required - the application is portable

## 3. User Interface Overview

The HazID Generator interface consists of several main sections:

### 3.1 Header Section

* Application title and CERN CMS Safety branding
* Version information

### 3.2 Activity Form

* Project identification fields
* Date selection
* Personnel information
* Activity type selection
* Location information

### 3.3 Hazard Selection

* Categorized hazard lists
* Risk assessment tools
* Preventive measures selection

### 3.4 Document Upload

* Drag-and-drop file upload
* File categorization
* Document preview

### 3.5 Contact Management

* Safety personnel contacts
* Role assignments
* Contact information fields

## 4. Step-by-Step Guide

### 4.1 Starting a New Hazard Identification

1. Launch the HazID Generator application
2. The main interface will open with an empty activity form
3. Begin by filling out the Activity Form section

### 4.2 Completing the Activity Form

1. Project Information:

* Enter project name and description
* Specify project leader and team members
* Set project dates (start and end)

1. Activity Details:

* Select activity type from dropdown menu
* Choose location from available options
* Add any specific activity notes

### 4.3 Selecting Hazards

1. Navigate to the Hazard Selection section
2. Browse through categorized hazard lists:

* Physical hazards
* Chemical hazards
* Biological hazards
* Ergonomic hazards
* Environmental hazards

1. Select relevant hazards by checking boxes
2. Review risk assessments for each selected hazard
3. Modify risk levels if necessary
4. Select appropriate preventive measures

### 4.4 Uploading Supporting Documents

1. Go to the Document Upload section
2. Drag and drop files onto the upload area, or click to browse
3. Supported file types:

* PDF documents
* Word documents (.docx)
* Excel spreadsheets (.xlsx)
* Image files (.png, .jpg, .gif)

1. Categorize uploaded documents
2. Add descriptions for each document

### 4.5 Managing Contacts

* Navigate to the Contacts section
* Add safety personnel information:
* Name and title
* Contact information (email, phone)
* Role in the project

1. Responsibilities

* Assign roles such as:

1. Safety Coordinator
2. Technical Safety Officer (TSO)
3. Project Leader
4. Emergency Contact

### 4.6 Generating the Final Document

1. Review all entered information for completeness
2. Click the 'Export Document' button
3. Choose save location for the generated Word document
4. The application will create a formatted document containing:
   * Complete activity information
   * Selected hazards and risk assessments
   * Preventive measures
   * Contact information
   * References to uploaded documents

## 5. For CMS Safety Team

### 5.1 Administrative Features

As a CMS Safety Team member, you have access to:

* + Complete hazard database with all safety measures
  + TSO recommendation templates
  + Advanced risk assessment tools
  + Document templates and formatting options

### 5.2 Data Management

The application uses Excel files for data management:

* + CMS\_Safety-List\_Preventive\_Protective\_Measures.xlsx
  + CMS\_Safety-Location\_TSO\_Links\_Reference.xlsx

To update hazard data:

1. Modify the Excel files in the data/excel/ directory
2. Restart the application to load new data
3. Verify that new hazards appear in the selection interface

### 5.3 Review and Approval Workflow

1. Review submitted hazard identification documents

2. Verify completeness of risk assessments

3. Check preventive measures are appropriate

4. Approve or request modifications

5. Maintain records of approved documents

### 5.4 Training and Support

• Provide training to other teams on application usage

• Assist with hazard identification questions

• Update safety procedures and guidelines

• Maintain application documentation

## 6. For Other Teams

### 6.1 Before You Start

Before using the HazID Generator:

• Familiarize yourself with CERN safety policies

• Identify your project's safety coordinator

• Gather all relevant project documentation

• Understand your project's scope and activities

### 6.2 Getting Help

If you need assistance:

1. Contact your assigned Technical Safety Officer (TSO)

2. Reach out to the CMS Safety Team

3. Refer to CERN safety documentation

4. Use the built-in help features in the application

### 6.3 Best Practices

• Be thorough in hazard identification

• Don't skip any sections of the form

• Include all team members in the safety discussion

• Upload all relevant supporting documents

• Review the generated document carefully

• Submit for safety team review before project start

### 6.4 Common Mistakes to Avoid

• Rushing through the hazard selection process

• Underestimating risk levels

• Forgetting to include emergency procedures

• Not updating contact information

• Skipping document uploads

## 7. Troubleshooting

### 7.1 Application Won't Start

• Verify system requirements are met

• Check if antivirus software is blocking the application

• Ensure you have sufficient disk space

• Try running as administrator (Windows)

### 7.2 Data Not Loading

• Check that Excel files are present in data/excel/ directory

• Verify Excel files are not corrupted

• Ensure files are not open in another application

• Restart the application

### 7.3 Document Generation Fails

• Ensure all required fields are completed

• Check available disk space

• Verify write permissions to save location

• Try saving to a different location

### 7.4 File Upload Issues

• Check file size (maximum 10MB per file)

• Verify file format is supported

• Ensure file is not corrupted

• Try uploading a different file

## 8. Support and Contact

### 8.1 Technical Support

For technical issues with the HazID Generator:

• Check the troubleshooting section above

• Contact the CMS Safety Team

• Report bugs through the project repository

### 8.2 Safety Questions

For safety-related questions:

• Contact your assigned TSO

• Reach out to the CMS Safety Team

• Refer to CERN safety policies

### 8.3 Feature Requests

To suggest improvements or new features:

• Submit feedback through the application

• Contact the development team

• Discuss with the CMS Safety Team

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