

SAFETY ALERT

June 28, 2017

Documenting “On The Job Training” in Activity Manager

Activity Manager is the system LBNL uses to authorize personnel to perform work. Part of the authorization process involves training. Each Work Activity has built-in controls that trigger required training courses. Another aspect of training is specific “On The Job Training” (OJT) that involves one-on-one interaction between the Activity Lead/Principal Investigator and the worker. This can involve instruction on the use of a specific piece of equipment or an experimental procedure.

A new feature was recently added to Activity Manager that allows for the identification of OJT and tracking of completion for each affected worker. Here’s how to use:

1. Access Activity Manager by going to: <https://wpc-am.lbl.gov>
2. Open the applicable Work Activity.
3. Go to the blue “Choose an Action” pull down and select the “Manage OJT” option.
4. On the “Manage OJT” screen, use the “Describe OJT” box to identify specific OJT. There can be one or multiple OJT requirements for a Work Activity. Examples may include, but are not limited to, use of: glove boxes, pressure reactors, Schlenk lines, ovens/furnaces, hazardous chemicals, pressurized systems, vacuum chambers, etc.
5. Click on the green “add OJT” button below the description box to enter.
6. Use the “paper clip” logo to add any relevant documents such as checklists, instruction manuals, or training slides.
7. Click on the up/down “arrow” on the far right of the screen to access assigned workers. The OJT training date, trainer information, and comments can be added.
8. Always select the “save” button when finished on each screen.

Documenting OJT is important means of ensuring workers are aware of specific hazards and controls in the lab areas they work in. If you have any questions about OJT or use of the Activity Manager system, please contact the ETA Safety Manager, Ron Scholtz at X8137.

MANAGE OJT

EE-0114 - ETA LAB AREA SAFETY LEADS
ACTIVITY STATUS: ACTIVE
RENEWAL DATE: OCTOBER 15, 2018



Activity Risk Level

Renew Activity Activity Summary Choose An Action Save

Describe OJT

Add OJT

OJT DETAILS

DESCRIPTION	DATE	COMMENTS
Overview of Lab Safety Lead responsibilities. Walk lab area to find examples of issues Lab Safety Leads need to be aware of.	Jun 28, 2017	See Ron Scholtz for Lab Safety Lead OJT

Previous Save Cancel

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Name

Add worker

NAME	COMMENTS/NOTES	OJT COMPLETION DATE	TRAINER NAME
Chen,Guoying		June 28, 2017	Ron Scholtz
Fu,Yanbao		June 28, 2017	Ron Scholtz
Kan,Wang Hay		June 28, 2017	Ron Scholtz
Lau,Grace Y		June 28, 2017	Ron Scholtz
Li,Ning		June 28, 2017	Ron Scholtz