

# SAFETY ALERT

June 28, 2017

## Documenting Off-Site Work Locations in Activity Manager

Activity Manager is the system LBNL uses to authorize personnel to perform work. The hazards and controls for each type of work are documented in specific Work Activities. Some Work Activities may involve hands-on work at off-site locations that are not part of the LBNL facility. This may include fieldwork at residential, commercial, governmental, military, or industrial facilities.

A feature is available in Activity Manager that allows for the identification of off-site work locations. Here's how to use:

1. Access Activity Manager by going to: <https://wpc-am.lbl.gov>
2. Open the applicable Work Activity.
3. Use the blue "Choose an Action" pull down and select the "Edit Activity".
4. Once in edit mode, use the "Description" screen to enter a location. Select the "Off-Site (e.g, Field)" button. Enter a name for the location and then select "add location" to enter.
5. Once the location is added, click on the "i" info logo next to the location name to add specific information about the location. This includes owner name, addresses, contacts, worker names, and emergency information.
6. Ensure that any hazards/controls that are associated with the off-site location are also included in the Work Activity. There are now a number of fieldwork hazards/controls available in Activity Manager.
7. Always select the "save" button when finished on each screen.
8. When completed, select the orange "finish edit" button to finalize the location update.

Documenting fieldwork locations is an important means of ensuring researchers are properly authorized to perform work. If you have any questions about off-site fieldwork or use of the Activity Manager system, please contact the ETA Safety Manager, Ron Scholtz at X8137.

U ⚠ This is the developing version of the currently active activity

EA-0001 - ENVIRONMENTAL FIELD WORK  
ACTIVITY STATUS: DEVELOPING  
RENEWAL DATE: JULY 15, 2018

Activity Risk Level

- 1 Description
  - 2 Define Work
  - 3 Select Hazards
  - 4 Review Hazards & Controls
  - 5 Training Courses
- Preview Choose An Action Save Finish Edit

Activity Name

Environmental Field Work

Parent Project

Indoor Environmental Quality and Residential Building

Activity Lead

Maddalena,Randy

Sponsor Division

Planned Start Date

November 05, 2015

Brief Description

Field work conducted in various places to characterize or measure environmental quality.

Activity Lead Designees

Activity Lead Designee

+ Add Activity Lead Designee

Location

Building Room

+ Add Location

Various (e.g., site-wide)

Infrastructure

Offsite (e.g., field)

Locations

NYC

Info



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- Location Info
- Contacts
- Emergency Info

Site Name

NYC

Owner

- Lawrence Berkley National Laboratory.
- Other Owner or Managing Agency.

Owner or Managing Agency

NYTA

Contact Name

Contact Phone

Contact E-Mail

Work Location

GSS

New York USA New York

Map Coordinates

Map Coordinates

- Previous
- Continue
- Save