

SAFETY ALERT

June 27, 2017

Assigning Personnel to Work Activities

The “Activity Manager” system is used for authorizing personnel to perform specific types of work at LBNL. Types of work can vary from office-type work to complex laboratory research. A number of specific “Work Activities” have been established in the “Activity Manager” system that describe the scope of work, types of hazards involved, and established safety controls. A designated “Activity Lead” assigns personnel to these work activities. Supervisors do not assign their personnel to a Work Activity, but they give approval when their workers are assigned to Work Activities involving highly hazardous work.

The following link gives access to further information on the Activity Manager system and helpful user training videos: <http://wpc.lbl.gov>

When adding a worker to a Work Activity, the following steps are followed:

1. The Activity Lead is notified that a new worker needs to be added to their Work Activity.
2. The Activity Lead adds the worker and designates their authorization level as “authorized to work”, “authorized to work with supervision”, or “not authorized to work”.
3. The worker will receive a notification to review and accept their Work Activity assignment. For high hazard Work Activities, the supervisor must first approve the assignment.
4. Workers and supervisors can access the Activity Manager system to accept, approve, or view status by going to: <https://wpc-am.lbl.gov>
5. Once the worker has accepted the Work Activity, any training requirements are triggered and will appear under their Activity Manager home page “dashboard” tab.

In some cases, a worker can be “opted out” and not placed into any Work Activity. The “opt out” option is used for personnel who do not perform “work” at LBNL. This primarily involves personnel who work at other off-site institutions. Periodically attending classes, seminars, or meetings at LBNL is not considered “work”. Supervisors can assign the “opt out” option if the worker is not already assigned to a Work Activity. Select the “workers/my workers” tab on the Activity Manager home screen to select “opt out” for specific workers.

If you have any questions about assigning workers or use of the Activity Manager system, contact the ETA Safety Manager, Ron Scholtz at X8137.