

ASSIGN AND AUTHORIZE WORKERS

The Activity Lead is responsible for assigning workers and authorizing them to perform work. Workers are assigned and authorized at one of the following levels:

- *Assigned, not yet authorized to work:* default authorization level when worker is first added to an activity. The activity lead may assign a worker to an activity while the activity is under development or in review in order to determine the worker's required training completion status.
- *Works Supervised:* The activity lead may authorize a worker to work supervised while the worker is in the process of completing required training, including on-the-job training.
- *Works Unsupervised:* By authorizing the worker to work unsupervised, the Activity Lead is certifying that the worker, through a combination of skills, experience and on-the-job training has the necessary competency to safely perform the work involved in the activity without direct supervision.
- *Works Alone:* By authorizing the worker to work alone, the Activity Lead is certifying that the worker, through a combination of skills, experience and on-the-job training has the necessary competency to safely perform the work involved in the activity without direct supervision. Furthermore, by authorizing Work Alone, the Activity Lead certifies that the Activity does not include hazards that when mitigated could incapacitate the worker such that they could not "self-rescue" or activate emergency services. Workers at LBNL are not allowed to work alone when the mitigated hazards associated with their work can incapacitate them such that they cannot self-rescue or activate emergency services. Refer to the [Working Alone Policy](#).

The Activity Lead may assign a worker and set the authorization level while the activity is still under development. However, the worker receives notification of the authorization only after the activity is approved. Furthermore, the worker receives notification of authorization to work on a risk level 3 activity only after the worker's supervisor approves of the worker's participation on that activity.

To add a worker, enter the worker's name in the Assign Workers field and click **Add Worker**. The default Authorization Level is Assigned, not Authorized to Work. The Activity Lead selects the Authorization Level by clicking the pencil icon and selecting from the available choices: Works Supervised, Works Unsupervised, or Works Alone. Click the check icon to save changes to the worker's authorization level and/or Tasks/Restrictions.

Activity Manager

HOME | HAZARDS & CONTROLS | MY PROJECTS | ACTIVITY SEARCH

LUKENS JR,WAYNE W

CREATE ACTIVITY: ASSIGN WORKERS

CH-0001
ACTIVITY STATUS: ACTIVE

Risk Level: 2

Preview Choose An Action Save

ASSIGN WORKERS

Name: Add Worker

NAME	AUTHORIZATION LEVEL	AUTHORIZATION ACTIVE	TASKS/RESTRICTIONS
Taylor, Scott E	Assigned, Not Aut	Pending	<input type="text"/>
Flynn, Michelle M	Assigned, Not Authorized to Work	Jul 09, 2014	
Heim, John	Work with Supervision	Jul 09, 2014	Must be supervised by Wayne when performing work.

Previous Save

The icon to the left of the worker's name is a visual indicator of activity-specific required training completion. Click the "i" icon to review the worker's training details, waive training, attach files such as OJT completion records.

Activity Manager

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LUKENS JR,WAYNE W

CREATE ACTIVITY: WORKER DETAILS

CH-0001
ACTIVITY STATUS: ACTIVE

Risk Level: 2

Preview Choose An Action Save

FLYNN, MICHELLE M 334251
 Division: Operations
 Supervisor: Rishell, Rebecca
 Supervisor Acceptance: Approved
 Authorization Level: Assigned, Not Authorized to Work

TASKS/RESTRICTIONS:
 There are no restrictions for this worker.

Add Comment

WORKER TRAINING COURSES

COURSE ID	COURSE NAME	COURSE EXPIRATION DATE	STATUS	WAIVE
EHS0170	Cryogen Safety		Incomplete	Do not waive
EHS0344	Safe Handling- Nanoscale Matter		INCOMPLETE	Do not waive
EHS0353	Chemical Hygiene and Safety	February 11, 1996	Expired	Do not waive

WORKER AUTHORIZATION HISTORY

AUTHORIZATION LEVEL	TASKS/RESTRICTIONS	DATE
Assigned, Not Authorized to Work		July 09, 2014

FILES

TITLE	DATE	COMMENTS
There are no files.		

FILES BASKET

Select A File

Drag and drop files here to add them to your activity

The Activity Lead may waive activity-specific training for one of two reasons:

1. The worker is not performing tasks within the activity that requires the course; or
2. The Activity Lead can attest that the worker's skills, knowledge and abilities are sufficient to perform the work safely and within compliance of all LBNL policies without fulfilling the training requirement.

To authorize a staff member to perform an activity unsupervised, the Activity Lead must evaluate and provide the following:

- LBNL formal training - the Activity Lead compares the activity-required courses for each work activity against the employee's training profile to verify that the staff member has completed all the required training classes, or waive the training for one of the two reasons provided above.
- On-the-Job training - the Activity Lead must ensure the staff member receives the necessary on-the-job training for the work activity. This on-the-job training should include a review of the hazards and controls associated with the particular work activity.
- Worker proficiency: the Activity Lead must determine if the worker is proficient to perform the work activity safely and without supervision. To make this determination, the training must be completed and the Activity Lead must use their judgment based on interactions with, and work observations of, the worker.

Supervisor Role

The worker's supervisor may be someone other than the Activity Lead or Project Lead. In this instance, the worker's supervisor is involved in the process on a risk-based approach. For risk level 1 and 2 activities, the supervisor receives a My Work notification informing them of the worker's participation on the activity. For risk level 3 activities, the supervisor receives a My Work notification and must approve of the worker's participation before the Activity Lead can authorize the worker.