

## Tutorial: How a Supervisor Approves Staff's Participation on an Activity

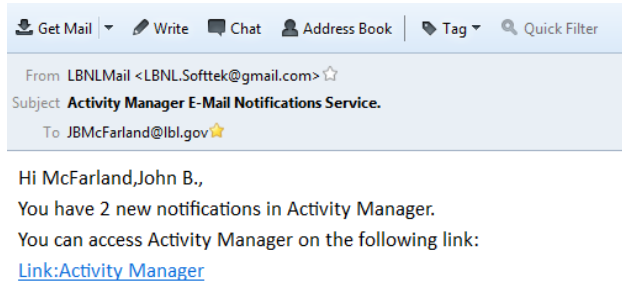
This step-by-step shows how a supervisor approves their worker's participation on a Level 3 high-risk Activity.

### Background:

The Activity Lead (1) creates work Activities, (2) assigns workers to these Activities, and (3) authorizes workers to work on the activities. For risk-level 3 (high risk) Activities, the supervisor has to approve worker's participation.

### Getting Started:

You will receive a general email notification from Activity Manager (shown below) that states you have one or more notifications in Activity Manager. This email will have a link to Activity Manager (<https://wpc-am.lbl.gov/>), where you will be able to review the Activity your worker has been assigned to and approve their participation.



### Step 1: Approval Notifications

From the default "My Work" page you will see one or more notifications.

1. Open the notification that states "Worker Authorization Your Approval is Required for (name of worker) participation on (name of Activity)"
  - a. Click "read full description to expand the notification"
  - b. Click "Go to full detail" to continue.

The screenshot displays the Activity Manager web application. At the top is a dark blue header with the 'Activity Manager' logo and a navigation menu with links for 'HOME', 'HAZARDS & CONTROLS', 'MY WORKERS', 'RESOURCES', 'DASHBOARDS', and 'SUPPORT'. Below the header, the page is divided into two main sections: 'MY WORK' and 'MY ACTIVITIES'. The 'MY WORK' section features a notification card for 'Worker Authorization' dated 'Jan 13, 2015'. The card includes a status bar with counts for 'NEW' (4), 'ACTION REQUIRED' (7), 'INFORMATIONAL' (3), 'FLAGGED' (0), and 'ALL' (10). The notification text states: 'Your approval is required for Ayala,Carmen's participation on activity EH-0223 Level 3 Test.' It includes two numbered steps: '1' pointing to a 'Read full description' link, and '2' pointing to a 'Go to full detail' link. The 'MY ACTIVITIES' section on the right shows a card for 'EH-0248 ACTIVE' with the name 'Regressi McFarlai'.

## Step 2: Review the Activity, Authorization Level & Worker Training status

Complete the four steps shown, and described below.

The screenshot shows the 'Activity Manager' interface. At the top, there is a navigation bar with 'HOME | HAZARDS & CONTROLS | MY WORKERS | RESOURCES | DASHBOARDS | SUPPORT' and a user profile for 'WONG, JUNE J'. The main content area is titled 'WORKER DETAILS' for activity 'EH-0223' with status 'ACTIVE'. Worker information for 'AYALA, CARMEN 011563' is shown, including 'Supervisor Acceptance: Unconfirmed' and 'Authorization Level: Work with Supervision'. A table titled 'WORKER TRAINING COURSES' lists three courses: 'Pressure Safety', 'Intro Confined Space Hazards', and 'Chemical Hygiene and Safety', all with a status of 'Incomplete'. A 'Choose An Action' dropdown menu is open, showing options for 'Printable Version' and 'Approve Worker'. Four numbered callouts (1-4) point to specific elements: 1 points to the authorization level, 2 points to the training table, 3 points to the 'Printable Version' option, and 4 points to the 'Approve Worker' option.

COURSE ID	COURSE NAME	COURSE EXPIRATION DATE	STATUS	WAIVE
EHS0171	Pressure Safety		Incomplete	Do not waive
EHS0275	Intro Confined Space Hazards		Incomplete	Do not waive
EHS0348	Chemical Hygiene and Safety		Incomplete	Do not waive

1. Identify the level of authorization the worker has been assigned. There are four levels of worker authorization
  - a. Not Authorized to Work
  - b. Work with Supervision
  - c. Work Unsupervised (but Not Alone)
  - d. Work Alone
2. Review your staff's training status to determine if they have completed all the required trainings
3. Select "Choose an Action" to access the printable version of the Activity
  - a. This allows you to review the statement of work, the hazards and controls associated with the work so that you have a thorough understanding of the Activity.
4. Select "Choose and Action" and "Approve Worker"

## Step 3: Approve workers participation

As the last step, approve (or not) the worker's participation. Once approved, your staff is authorized to perform the work at the level they have been authorized. If you have questions about the Activity, or Authorization level contact the Activity Lead.

I approve of this worker's participation in this Risk Level 3 activity, per authorization by the Activity Lead.

OK Cancel