

Tutorial: How a Supervisor can View their Worker's Status in Activity Manager

This step-by-step shows how a Supervisor performs the following:

1. View the authorization and training status of their workers.
2. Opt-out workers from the activity authorization process
3. Request that a worker be removed from the Job Hazard Analysis (JHA).

Step 1: Login to Activity Manager <https://wpc-am.lbl.gov/>

Step 2: Select "Workers / My Workers."

The screenshot shows the Activity Manager dashboard. The navigation bar includes 'HOME', 'HAZARDS & CONTROLS', 'MY PROJECTS', 'WORKERS', 'ACTIVITY SEARCH', 'WPC SETTINGS', 'RESOURCES', 'DASHBOARDS', and 'SUPPORT'. The 'WORKERS' menu is open, showing 'My Workers' as the selected option. Below the navigation, the 'MY WORK' section is visible, featuring a 'Select Workers / My Workers' button (marked with a red '1'), a filter bar with 'ACTION REQUIRED', 'INFORMATIONAL', 'FLAGGED', and 'ALL' options, and a table of worker activities. The first activity listed is for 'Curtis, Frederick' on 'Feb 26, 2015' under the category 'Worker Authorization'.

Step 3: View Worker's Status

The My Workers page lists all of a supervisor's workers. Please understand that the workers listed may or may not all be on the same Activity(s).

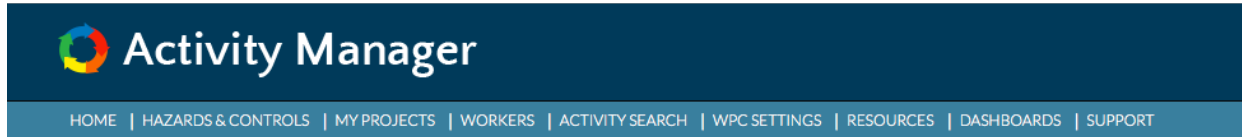
The screenshot displays the 'MY WORKERS' page. It features a table with columns for worker ID, name, and status. Three callouts provide details about the status icons:

- 1** (Green checkmark): Indicates Worker has accepted this Activity and has completed all training associated with this Activity.
- 2** (Red minus sign): Indicates Worker has not been assigned to an Activity. Supervisor can then notify the Activity lead to have them added (if applicable), or can Opt-Out the worker (Step 5).
- 3** (Blue information icon): Indicates Worker has one or more actions to complete. This may be training or that they need to accept their authorization.

The table lists several workers, including '002339', '341218', '025302' (Hale, Bernard John), '018658', and '008034'. Each row includes a status icon, a 'Select reason' dropdown, and a 'View Worker' link.

Step 4: How to determine what is incomplete

If there is a red warning icon it indicates that the worker has one or more requirements to complete. To determine what these are, select "Worker Summary" to access the Worker Summary page, which provides more details.



MY WORKERS

* Opt out is not allowed for workers with Activity Assignments

	EMPLOYEE NO. ⌵	NAME ⌵	OPT OUT	OPT OUT REASON	
✓	002339	Rocci,Susan *	<input type="checkbox"/>	Select reason ⌵	View Work
1	If there is a red icon it indicates the worker needs to complete one or more requirements.		2	Select "View Worker Summary" to find out what is incomplete.	
⊖	025302	Hale,Bernard John *	<input type="checkbox"/>	Select reason ⌵	View Work
✓	018658	Broadway,Susan C *	<input type="checkbox"/>	Select reason ⌵	View Work

Step 5: How to Opt-out a worker from the Activity Authorization process

NOTE: You can only Opt-out a worker who has not been assigned to an Activity. If someone has been assigned to an Activity (by mistake) and should be Opted-out of the Work Planning and Control process, they will first need to be removed from the Activity.

There are three reasons to Opt-out a worker:

- **No Work Performed** means the worker is not performing work at LBNL. AN example would be that the worker is providing input on a proposal, and is paid by LBNL, but is not performing the work at LBNL.
- **UCB Campus Work Only** means the person is working exclusively on UC Campus (but not working in Donner Lab).
- **Equivalent Authorization System** means the worker is authorized by a different authorization system such as the Subcontractor Job Hazard Analysis, (SJHA), the Construction Job Hazard Analysis (CJHA), or the Advanced Light Source user group authorization process, to name a few.



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Filtered for workers with Activity Assignments

JHA Worker

EMPLOYEE NO	NAME	OPT OUT	OPT OUT REASON	
002339		<input type="checkbox"/>	Select reason	View Worker Summary
341218	Grondona,Connie E	<input checked="" type="checkbox"/>	Select reason	View Worker Summary
025302		<input type="checkbox"/>	Select reason No work performed UCB campus work only Equivalent authorization system used	View Worker Summary
018658	Broadway,Susan C *	<input type="checkbox"/>	Select reason	View Worker Summary
008034	Wentworth,Cathy L *	<input type="checkbox"/>	Select reason	View Worker Summary

3 Click Save [Save](#)

Step 6: How to Request a Worker be removed from the JHA process

Once a supervisor verifies that their staff are fully covered by their Work Planning and Control Activities, they need to request that they be removed from their respective JHAs. This is an important step because workers should not be authorized by both a JHA and Work Planning and Control. The following shows how.

The screenshot shows the Berkeley Lab JHA Worker Removal interface. At the top, there is a header with the Berkeley Lab logo, the date 'APR 08 2015', and the name 'ESTACIO, PEDRO'. Below the header is a navigation bar with links for 'ACTIVITY SEARCH', 'WPC SETTINGS', 'RESOURCES', 'DASHBOARDS', and 'SUPPORT'. The main content area is divided into two sections. The left section is a table with columns 'OPT OUT' and 'OPT OUT REASON'. It contains three rows, each with a checkbox, a dropdown menu for selecting a reason, and a 'View Worker Summary' link. The right section is a form titled 'Remove Worker from JHA'. It contains a text area for 'Worker(s) Full Name', a text input for 'Supervisor Name', and a text input for 'Comments'. A 'Submit' button is at the bottom of the form. Two numbered callouts are present: Callout 1 points to the 'JHA Worker Removal' link in the table, and Callout 2 points to the form.

1 Click "JHA Worker Removal" to request that workers be removed from the JHA

2 You can add multiple workers to this request form. Include all required information.

JHA Worker Removal

OPT OUT	OPT OUT REASON	
<input type="checkbox"/>	Select reason	View Worker Summary
<input type="checkbox"/>	No work performed	View Worker Summary
<input type="checkbox"/>	Select reason	View Worker Summary

Remove Worker from JHA

As the Supervisor, I certify that these Workers are fully authorized under Activity Manager, and no longer require a JHA work authorization. Please remove these Workers from the JHA process.

Reminder: This request should be made after the supervisor has reviewed the associated JHA's to determine that the work is fully covered under Activity Manager.

Worker(s) Full Name *

Supervisor Name *

Comments

Submit