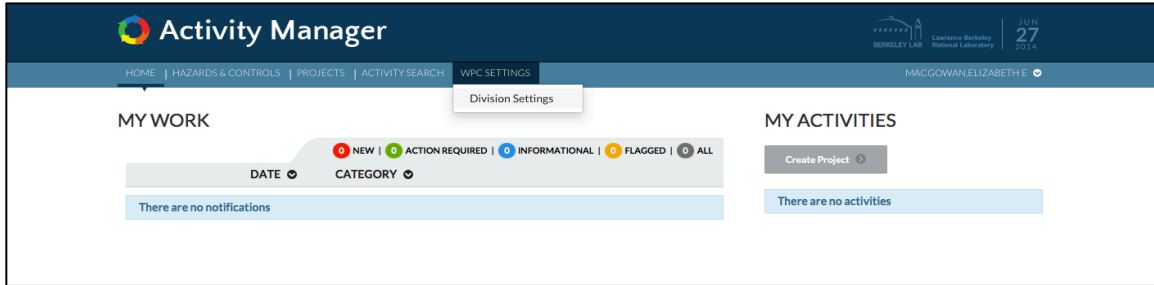
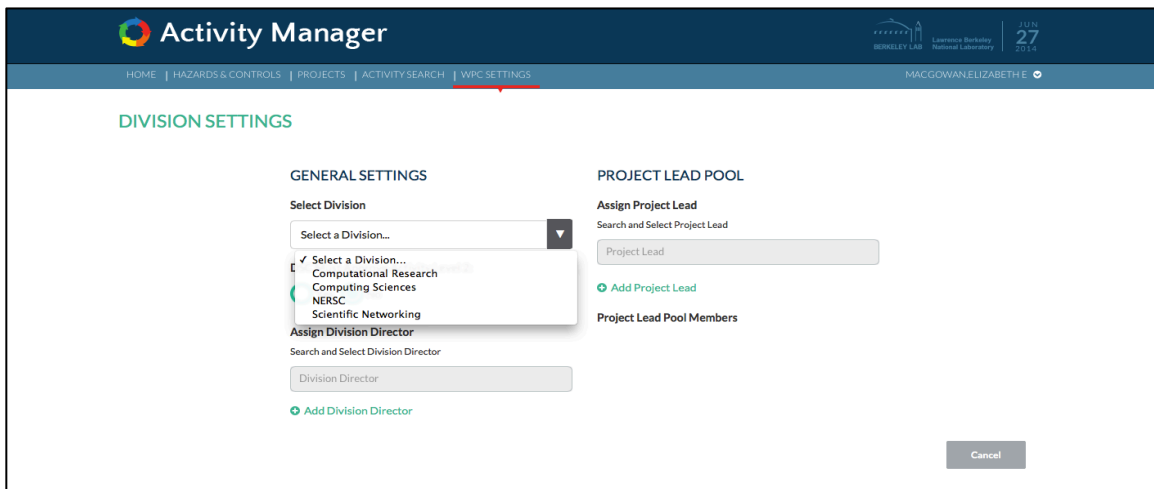


DIVISION SETTINGS

Division Safety Coordinators maintain division-specific work planning and control parameters from the **Division Settings** page. DSCs access the Division Settings page from **WPC SETTINGS** in the main menu.



If the DSC supports a single division, that division’s settings automatically appear on the Division Settings page. If the DSC supports more than one division, the DSC selects the division for update from the Select Division pull down.



Risk Level 2 Activity DSC Approval Setting

Divisions have the option to require DSC approval of all risk level 2 activities. The DSC sets or removes this requirement by selecting the **Yes** or **No** radio button under **Activity Risk Level 2 Requires DSC Approval** and **SAVE**.

Activity Manager

HOME | HAZARDS & CONTROLS | PROJECTS | ACTIVITY SEARCH | WPC SETTINGS | MACGOWAN,ELIZABETH E

DIVISION SETTINGS: SCIENTIFIC NETWORKING

GENERAL SETTINGS

Select Division
Scientific Networking

DSC Must Approve Activity Level 2:
 Yes No

Assign Division Director
Search and Select Division Director
Division Director
Change Division Director
Bell, Gregory R

PROJECT LEAD POOL

Assign Project Lead
Search and Select Project Lead
Project Lead
Add Project Lead

Project Lead Pool Members

Save Cancel

Assign Division Director

In the WPC process, division directors approve risk level 3 activities. Activity Manager initially populates the Division Director role as defined in (HRIS?). Divisions may assign the division director WPC role to another person by searching for and selecting the replacement, then clicking **Change Division Director** and **SAVE**.

Assign Project Lead

Divisions must identify who in their division will serve as a Project Lead, thereby authorizing Project Leads to create projects and delegate authority to Activity Leads. The Division Director is the Project Lead's default line management approver for risk level 3 activities.

Activity Manager

HOME | HAZARDS & CONTROLS | PROJECTS | ACTIVITY SEARCH | WPC SETTINGS | MACGOWAN,ELIZABETH E

DIVISION SETTINGS: SCIENTIFIC NETWORKING

GENERAL SETTINGS

Select Division
Scientific Networking

DSC Must Approve Activity Level 2:
 Yes No

Assign Division Director
Search and Select Division Director
Division Director
Change Division Director
Bell, Gregory R

PROJECT LEAD POOL

Assign Project Lead
Search and Select Project Lead
Project Lead
Add Project Lead

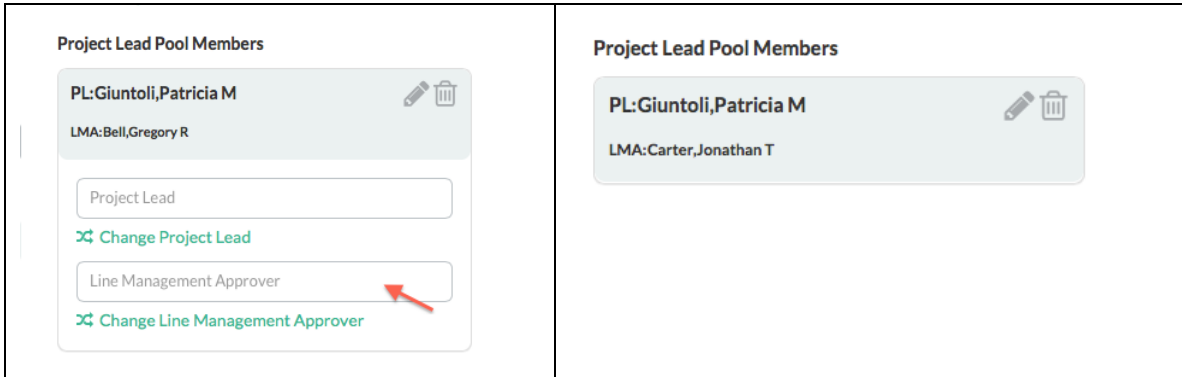
Project Lead Pool Members

PL:Giuntoli,Patricia M
LMA: Bell, Gregory R

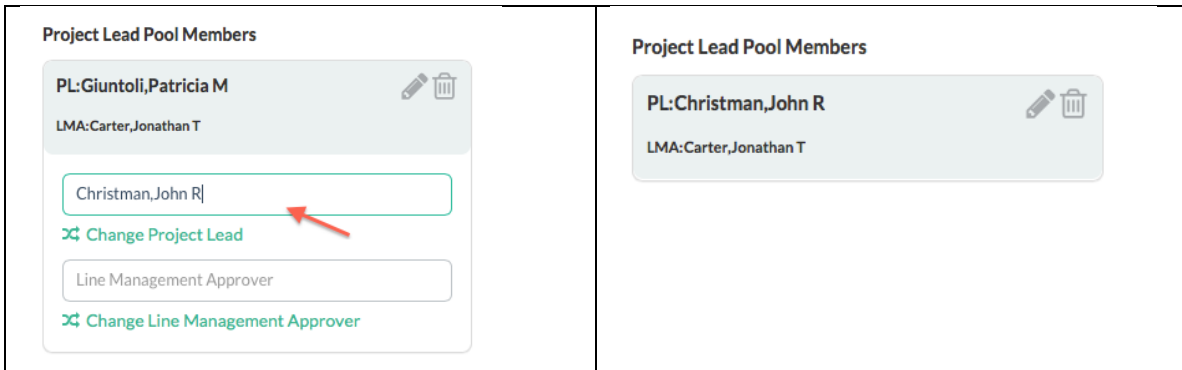
Save Cancel

Divisions may assign an alternate approver per Project Lead. To change a Project Lead's line management approver, click the (pencil icon), enter the new line

management approver’s name, next click **Change Line Management Approver**, and **SAVE**.



Follow the same steps to replace an existing Project Lead. First click the (pencil icon), enter the Replacement Project Lead’s name, click **Change Line Management Approver**, and **SAVE**.



When a DSC changes a Project Lead, the new project lead replaces the previous Project Lead on all open Projects and active Activities.

Division-specific Controls

Determine which hazards, if any, require division-specific controls. Divisions work with their EHS liaison to incorporate division-specific controls into the IHA.