

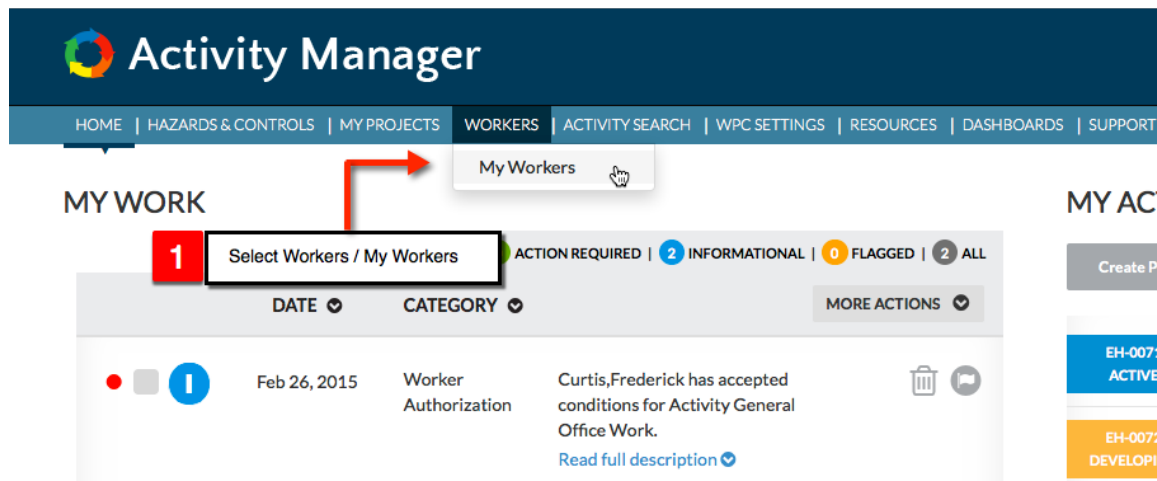
## Tutorial: How to opt out a worker from Work Planning and Control

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.”**



**Step 3: Select the worker you want to opt out, and the reason.**

Then select the reason for opting them out from the drop-down menu and click “save.”

### SUPERVISOR VIEW

SUPERVISOR VIEW								Export To Excel
EMPLOYEE NO. ☺	NAME ☺	NO. OF ACTIVITIES	OPT OUT OF ACTIVITY MANAGER	WPC STATUS	SUPERVISOR APPROVAL	WORKER ACCEPTANCE	TRAININGS COMPLETE	
052058	Cole,Raymond S	2	<div><div>✓ Select reason</div><div>No work performed</div><div>UCB campus work only</div><div>Equivalent authorization system used</div><div>No work performed and no LBNL site access</div></div>		✓	✓	✓	▼
066748	Gomez,Xavier	1			✓	✓	✓	▼
025877	Madison,Heather N	4	<div>Select reason ▼</div>	<div><div>Active</div><div>On Hold</div></div>	✓	✓	✓	▼

Save

There are four reasons to Opt-out a worker:

- **No Work Performed:** means the worker is not performing work at LBNL. An example would be a worker providing consultation or attending meetings, but not performing hands-on work at LBNL.
- **No Work Performed an no site access:** This means the person is not performing work at LBNL (and) does not have an LBNL Badge so cannot come onsite. Examples include collaborators at other institutions providing input on research or proposals.

- **UCB Campus Work Only:** This means the person is working exclusively on UC Campus (but not working in Donner Lab). Examples include researchers affiliated with LBNL Divisions but conducting work solely in Hildebrand Hall or other UC Berkeley facilities; these may come to the LBNL main site for meetings but do not conduct hands-on work at LBNL sites.
- **Equivalent Authorization System:** This means the person is authorized by a different work authorization system such as the Subcontractor Job Hazard Analysis, (SJHA), the Construction Job Hazard Analysis (CJHA), or the Advanced Light Source Experimental Safety Assessment Form (ESAF).