

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 before the worker can accept the Activity. This is part of the line management approval process.

Supervisor Responsibility: As a supervisor, you are not authorizing the work (that is done by the Activity Lead). However, you are approving your worker's participation on Level 3 high-risk Activities. Therefore, you are responsible for understanding the work your staff performs and all of the hazards inherent in the work and the methods used to control and manage these hazards. If you are not already familiar with the work, you should review the activity summary, and direct any questions to the Activity Lead.

NOTE, you can review a PDF version of the Activity summary by selecting "Choose an Action" and then "Printable Version" as shown below. This will allow you to review the work, the hazards and controls before approving your worker's participation on the Activity.

NOTE, you can also identify the level of authorization the worker has been assigned and view their training status. Please know that if training status shows "incomplete" it may be because the worker has not been informed that they need the training. Why? The Activity Manager system only sends a notification to staff (after) you (the supervisor) have approved their participation. When that occurs, Activity Manger notifies the worker to accept the Activity and informs them of the associated training requirements.

The screenshot shows the Activity Manager interface for a worker named Garcia, Adolfo. The activity is identified as EH-0164 - SYNTHESIS OF NEUR... with an active status. The worker's authorization level is 'Work with Supervision'. A callout box explains the four levels of authorization: 1) Not Authorized to Work, 2) Work with Supervision, 3) Work Unsupervised (but Not Alone), and 4) Work Alone. The worker's training status for 'Chemical Hygiene and Safety' is 'Incomplete'. The interface also shows a 'Choose An Action' dropdown menu with options for 'Copy Activity', 'Printable Version', and 'Approve Worker'. A red circle with the number '3' indicates the activity risk level.

Activity Manager
 HOME | HAZARDS & CONTROLS | MY PROJECTS | WORKERS | ACTIVITY SEARCH | WPC SETTINGS | RESOURCES | DASHBOARDS | SUPPORT
 MECKEL, BIRGITTA

WORKER DETAILS
 EH-0164 - SYNTHESIS OF NEUR...
 ACTIVITY STATUS: ACTIVE

FYI Identify the level of authorization

There are 4 levels of authorization
 1) Not Authorized to Work
 2) Work with Supervision
 3) Work Unsupervised (but Not Alone)
 4) Work Alone

GARCIA, ADOLFO 039280
 Division: Operations
 Supervisor: Meckel, Birgitta
 Supervisor Acceptance: Unconfirmed
 Authorization Level: Work with Supervision

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

Activity Risk Level
 3

FYI Select "Choose an Action" and then "Printable Version"

Assign Workers | Activity Summary | Choose An Action | Save

Copy Activity
 Printable Version
 Approve Worker

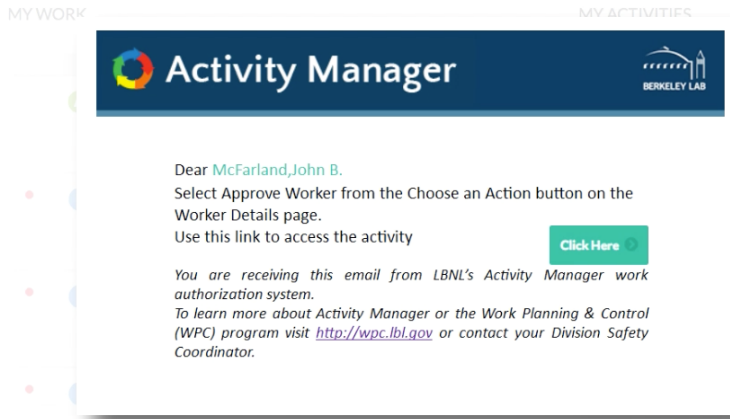
FYI Identify training status

WORKER TRAINING COURSES

| COURSE ID | COURSE NAME | COURSE EXPIRATION DATE | STATUS | WAIVE |
|-----------|-----------------------------|------------------------|------------|--------------|
| EHS0348 | Chemical Hygiene and Safety | | Incomplete | Do not waive |

Getting Started:

You will receive an email notification from Activity Manager stating you need to approve your staff's participation on an Activity. This will include a link to the Activity. You will also receive, daily notifications (reminders). The email will have a link to Activity Manager



Step 1: Approving Workers Participation

The following describes how to approve your staff's participation on an Activity.

- If approving a single worker select "Choose an Action" and "Approve Worker"
- If you have more than one worker assigned to the Activity, click "Assign Workers."

Activity Manager

HOME | HAZARDS & CONTROLS | MY PROJECTS | WORKERS | ACTIVITY SEARCH | WPC SETTINGS | RESOURCES | DASHBOARDS | SUPPORT

MECKEL, BIRGITTA

WORKER DETAILS

EH-0164 - SYNTHESIS OF NEURO-RADIOTRACERS
ACTIVITY STATUS: ACTIVE

GARCIA, ADOLFO 039280
Division: Operations
Supervisor: Meckel, Birgitta
Supervisor Acceptance: Unconfirmed
Authorization Level: Work with Supervision
TASKS/RESTRICTIONS:
There are no restrictions for this worker.

WORKER TRAINING COURSES

| COURSE ID | COURSE NAME | COURSE EXPIRATION DATE | STATUS | WAIVE |
|-----------|-----------------------------|------------------------|------------|--------------|
| EHS0348 | Chemical Hygiene and Safety | | Incomplete | Do not waive |

1 Approving multiple workers?
If approving more than one worker on an Activity, click "assign Workers"

3 Activity Risk Level

Approve Worker

1 Approving multiple workers?
If approving just the one worker who is represented by this Worker Details" page, click "Choose an Action" and "Approve Worker"

FYI To review the Activity before approving the worker. Click here to download a PDF version.

NOTE: The remainder of this step-by-step shows how to approve all of the staff you supervise at once.

Step 2: Approving Multiple Workers

Activity Manager

HOME | HAZARDS & CONTROLS | MY PROJECTS | WORKERS | ACTIVITY SEARCH | WPC SETTINGS | RESOURCES | DASHBOARDS | SUPPORT

MECKEL,BIRGITTA

ASSIGN WORKERS

H-0164 - SYNTHESIS OF NEURO-RADIOTRACERS
ACTIVITY STATUS: ACTIVE

Activity Risk Level: 3

Buttons: Assign Workers, Activity Summary, Choose An Action, Save

| NAME | AUTHORIZATION | RESTRICTIONS | TRAININGS | ACCEPTANCE | APPROVAL |
|--|---------------------------------|--------------|-----------|------------|----------|
| Basore,James D Assigned by: Salazar,Jack J | Work Unsupervised but Not Alone | | | ✓ | ✓ |
| Cota Jimenez,Jose Assigned by: Salazar,Jack J | Work with Supervision | | – | 1 | ✓ |
| Garcia,Adolfo Assigned by: Salazar,Jack J | Work with Supervision | | – | – | – |
| Heim,John Assigned by: Salazar,Jack J | Work Unsupervised but Not Alone | | ✓ | ✓ | ✓ |
| McFarland,John B. Assigned by: Salazar,Jack J | Work with Supervision | | – | – | 2 |

Buttons: Previous, Approve Workers

Step 3: Confirm your Approval

As the last step, confirm that you approve your staff's participation.

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

Buttons: OK, Cancel

Next Steps: Workers need to accept the Activity

After you approve your worker's participation on a Risk-level 3 Activity, Activity Manager will notify each of your workers. The worker's will need to review the Activity and then accept the Activity.