

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.

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

WORKER DETAILS
 EH-0164 - SYNTHESIS OF NEURO...
 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"

Choose An Action
 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: Approval Notifications

If you start from the home page, or "My Work" page you will see one or more notifications.

1. Open the notification that states "Worker Authorization" Your Approval is Required"
 - a. Click "read full description to expand the notification
 - b. Click "Go to full detail" to continue to the "Worker Details" page.

The screenshot shows the Activity Manager interface. At the top is a dark blue header with the 'Activity Manager' logo and a navigation menu: HOME | HAZARDS & CONTROLS | MY PROJECTS | WORKERS | ACTIVITY SEARCH | WPC SETTINGS | RESOURCES | DASHBOARDS | SUPPORT. Below the header is a 'MY WORK' section with a notification card. The notification card has a status bar at the top: 3 UNREAD | 5 ACTION REQUIRED | 22 INFORMATIONAL | 0 FLAGGED | 27 ALL. The notification itself is for 'Aug 5, 2015 Worker Authorization' and states 'Your approval is required for Garcia, Adolfo's participation on activity EH-0164 Synthesis of Neuro-Radiotracers.' A red box with the number '1' highlights a callout that says 'Click "Read full Description" to expand', with an arrow pointing to the 'Read full description' link. Below the notification is a text prompt: 'Select Approve Worker from the Choose an Action button on the Worker Details page.' A second red box with the number '2' highlights a callout that says 'Click "Go to full detail"', with an arrow pointing to the 'Go to full detail' link. To the right of the 'MY WORK' section is a 'MY ACTIVITIES' section with a 'Create Project' button and two active activity cards: 'EH-0018 ACTIVE' by Gene Meck and 'EH-0066 ACTIVE' by Gene Salaz.

Step 2: 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."

The screenshot shows the 'Activity Manager' interface. At the top, there is a navigation bar with links like 'HOME', 'HAZARDS & CONTROLS', 'MY PROJECTS', 'WORKERS', 'ACTIVITY SEARCH', 'WPC SETTINGS', 'RESOURCES', 'DASHBOARDS', and 'SUPPORT'. The user is identified as 'MECKEL, BIRGITTA' on 'AUG 07 2015'.

The main content area is titled 'WORKER DETAILS' for 'EH-0164 - SYNTHESIS OF NEURO-RADIOTRACERS' with an 'ACTIVE' status. Worker information for 'GARCIA, ADOLFO 039280' is shown, including supervisor 'Meckel, Birgitta' and authorization level 'Work with Supervision'. A note states 'There are no restrictions for this worker.' Below this is a table of 'WORKER TRAINING COURSES'.

Annotations include:

- A red box with '1' and the text 'Approving multiple workers? If approving more than one worker on an Activity, click "assign Workers"'. An arrow points to the 'Assign Workers' button.
- A blue box with 'FYI' and the text 'To review the Activity before approving the worker. Click here to download a PDF version.' An arrow points to the 'Printable Version' option in the 'Choose An Action' dropdown menu.
- A red box with '1' and the text 'Approving multiple workers? If approving just the one worker who is represented by this Worker Details" page, click "Choose an Action" and "Approve Worker"'. An arrow points to the 'Approve Worker' option in the dropdown menu.
- A red circle with '3' and the text 'Activity Risk Level' is located in the top right corner.

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

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

Step 3: 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

FYI To review the Activity, Use this menu to select "Printable Version."

3 Activity Risk Level

FYI View worker's authorization level

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	FYI View overall training status	✓	✓	✓
Cota Jimenez, Jose Assigned by: Salazar, Jack J	Work with Supervision	-	-	1	1 Select each worker you want to approve
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 Select "Approve Workers."

Previous | Approve Workers

Step 4: 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.

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.