Tutorial: How to accept your Activity Manager Work Authorization

This step-by-step shows how a worker reviews the Activity(s) they have been assigned to, and then accepts the conditions of that Activity work authorization. It also shows how to determine the status of your activities and how to determine what level you have been authorized to work.

Before you get started:
1. In order to log into Activity Manager you need a Berkeley Lab Identity account (username and password). If you have not activated your Berkeley Lab Identity account call the help desk (510) 486-4357 or use the online account set up: https://identity.lbl.gov/activate/#/
2. You need to have set up your Berkeley Lab G Mail account (and be logged into your Gmail account). Activity Manager uses Google Documents so if you are not logged in to your Google account you won't be able to view your Activity authorization(s).

Background: The Activity Lead (1) creates work Activities, (2) assigns workers to these Activities, and (3) authorizes workers to work on the activities at one of three Authorization levels. Your role as worker is to review the Activity, review your training status, understand the level of authorization you have been assigned, and accept the conditions of the activity authorization.

Getting Started: You will receive an email notification when you are assigned to an Activity. This email will have a link to Activity Manager (https://wpc-am.lbl.gov/), where you will be able to review your Activity(s). This tutorial describes the steps you need to take, and then shows the steps using pictures.

Step 1: From the link in the email (example below) you will be directed to the Activity Summary Page.

Step 2: Review the Activity Summary and Description of Work
1. Review the activity information at the top of the Worker Summary page
   a. Communicates the name of activity lead
   b. Communicates the location(s) of where the work is performed
2. Understand the risk-level of your activity
   a. Risk-level 1 = low risk hazards
   b. Risk-level 2 = medium risk hazards
   c. Risk-level 3 = high-risk hazards
3. Review the Description of Work
   a. The description of work describes what it entails. It may indicate what process' are used, what materials and equipment are used, whether there is specific on-the-job-training requirements, and if there are any limitations or constraints associated with performing the activity. There may also be specific procedures attached as support.
      i. NOTE: The video discusses this in greater detail so is worth viewing.
   b. If you have any questions, you should contact the activity lead for clarification.

ACTIVITY SUMMARY
EH-0097
ACTIVITY STATUS: ACTIVE

2 → **3**

Activity Risk Level

Assign Workers | Choose An Action ▾

1

Activity Lead: John Heim
Activity Name: Synthesis of Neuro-Radiotracers
Activity Locations: 055-0118 | 055-0116 |

Activity Start Date: February 13, 2015
Activity Renewal Date: February 15, 2016

Activity Division: Environ, Health, & Safety
Project: EHS Training Tutorials

BRIEF DESCRIPTION
For the purpose of developing training

Description of Work | Hazards | Controls

3

Description:
This work involves the design, synthesis, and testing of new radiotracers that target neuro-receptors with known or suspected involvement in human cognitive disorders, including schizophrenia. These ligands will be radiolabeled with a variety of isotopes, allowing for their use in both PET and SPECT imaging systems....

Processes:
The processes involved include:

Step 3: Review the Hazards and Controls

After you review the description of work you need to review the hazards associated with the work:

1. Click the **Hazards & Controls tab**.
2. Review the hazards associated with the activity
3. Identify the risk-level of each hazard
4. Expand each hazard category and review all of the controls associated with each of the hazards.

Step 4: Review the location of the hazards

Step 5: Review Training Courses
This tab lists all of the required courses associated with performing work on this activity. You can also view all of your required trainings at "training.lbl.gov"

Description of Work	Hazards & Controls	Training Courses		

1 Click Training Courses   **Export To Excel**

TRAINING COURSE	ACTIVITY SPECIFIC INFORMATION	
Training Course EHS0171 Pressure Safety		⌄
On-the-Job training		⌄
Training Course EHS0170 Cryogen Safety		⌄
Training Course EHS0657 Vehicle Transport of Hazardous Materials		⌄
Training Course EHS0739 Biosafety Training for Researchers		⌄

Step 6: Accept the conditions of your authorization

HOME | HAZARDS & CONTROLS | ACTIVITY SEARCH | RESOURCES | DASHBOARDS | SUPPORT   COLE,RAYMOND S.

ACTIVITY SUMMARY
EE-0033 – MATERIAL SYNTHESIS
ACTIVITY STATUS: ACTIVE

1 Click "Accept Conditions"   **3**

Activity Risk Level

Accept Conditions   **Choose An Action ▾**

Activity Lead: Wei Tong
Activity Name: Material Synthesis

Activity Approved Date: July 21, 2016
Activity Renewal Date: June 15, 2017

Activity Division: Energy Storage & Distributed R
Project Lead: Tong,Wei
Project: Electrochemistry Research (Tong)

Activity Lead Designees: Xu,Jing |
Activity Locations: 062-0350 | 062-0138 | 062-0342 | 062-0102 | 062-0220 | 062-0246 |

BRIEF DESCRIPTION
Synthesis of battery materials.

Description of Work	Hazards & Controls	Training Courses

1. If you have questions about the description of work, any of the hazards or questions about the required controls speak with your Activity Lead for clarification.
2. If you have thoroughly reviewed the activity and do not have any questions, select "Choose an Action" and then "Accept Conditions.
3. Here you are asked to certify that you have read the activity description and the hazards and controls and that you understand the and accept the condition of the activity.

I certify that I have read the:

☐ Activity Description
☐ Hazards & Controls

Review
Activity Summary 📋

I understand and accept the conditions of this activity
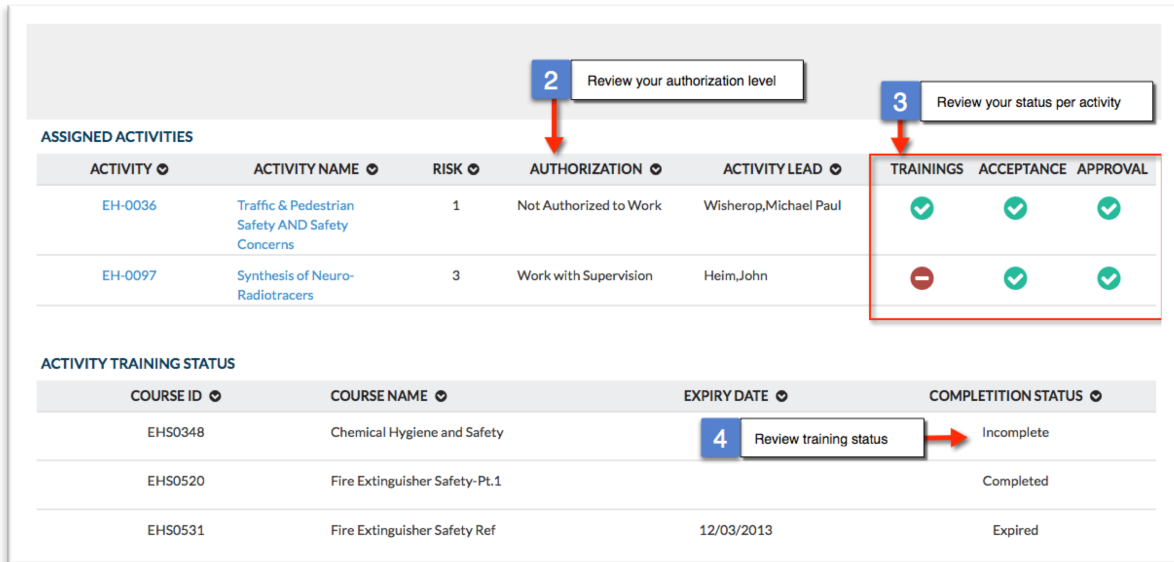
OK	**Cancel**

IMPORTANT: The next step explains how to determine your authorization level. This communicates whether you been authorized to "Work with supervision", or "Work unsupervised but not alone" for example.

Step 6: Review your Work Summary

1. Select "Dashboards" and then click "My Work Summary"
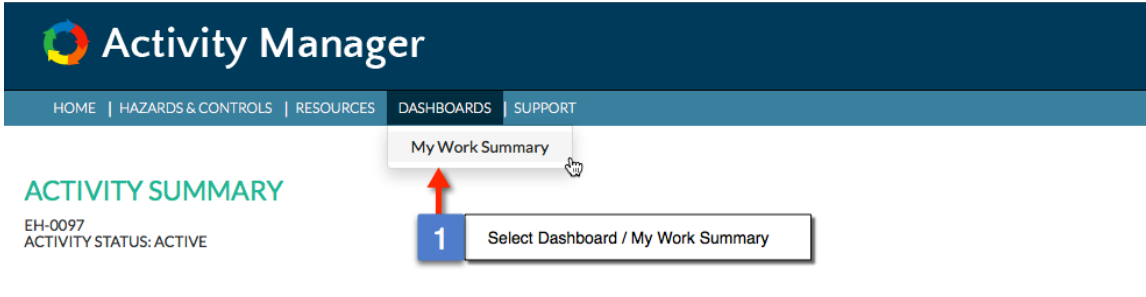
2. Review your authorization level for each of your activities
3. Review the status of your activities:
   a. Have you completed all required trainings?
   b. Have you accepted your activity?
   c. Has the activity been approved?
4. Determine if you have completed required trainings (status).

The End