Tutorial: How to accept a work Activity you have been assigned to.

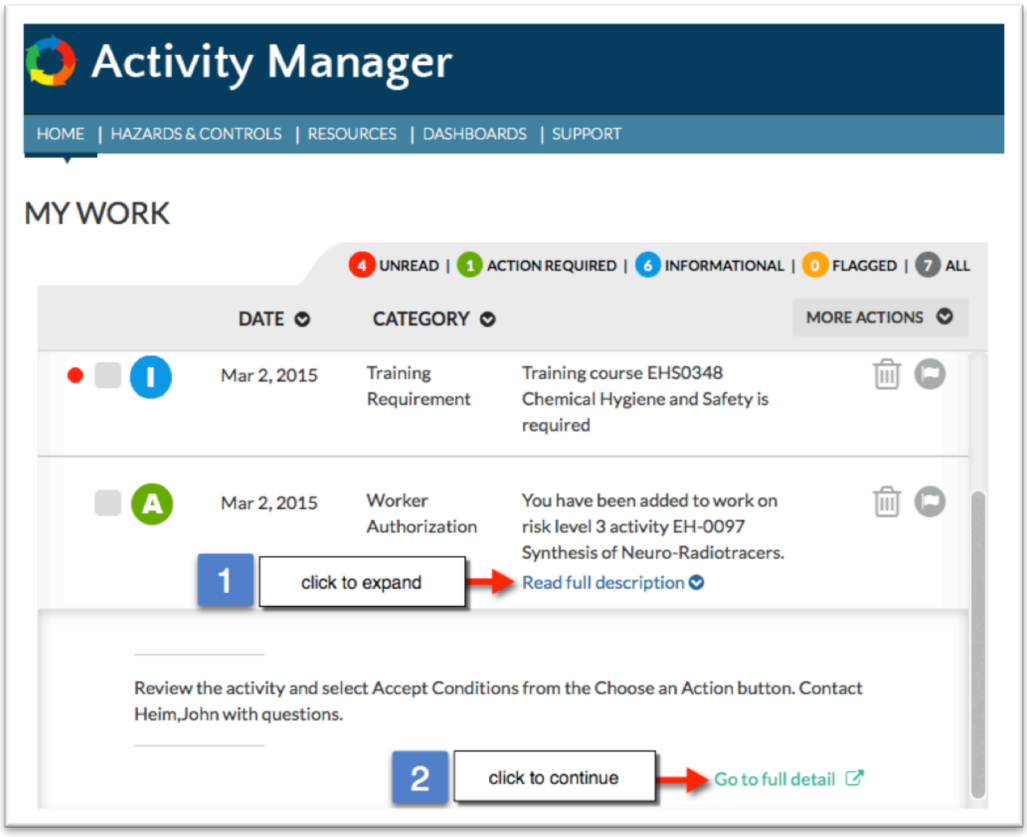
This step-by-step shows how a worker reviews the Activity(s) they have been assigned to, and then accepts the conditions of that Activity work authorization. It also shows how to determine the status of your activities and how to determine what level you have been authorized to work.

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.

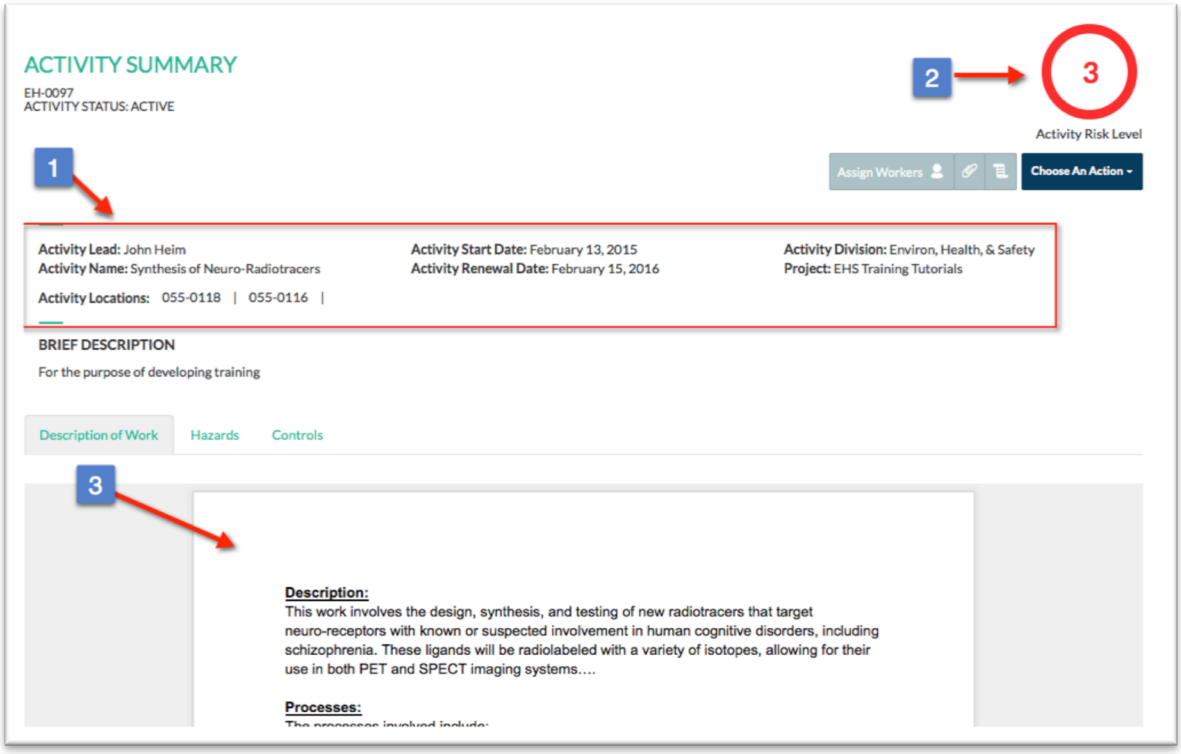
Step 1: When you login into Activity Manager you will see the "My Work Page." This page lists all of your notifications. "(I)" indicates the notification is informational. "(A)" indicates the notification requires action.

1. Locate the actionable notification titled "Worker Authorization" and click "Read full description."
2. Click the link "Go to full detail"



Step 2: Review the Activity Summary and Description of Work

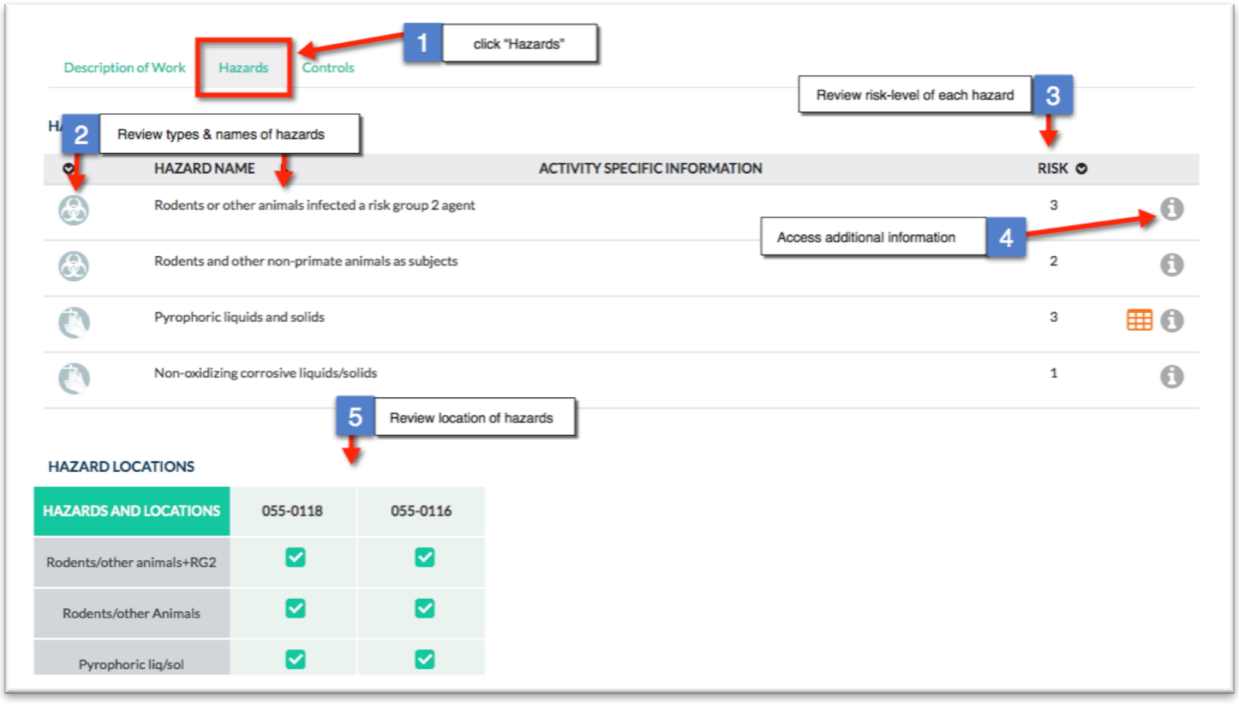
1. Review the activity information at the top of the Worker Summary page
    a. Communicates the name of activity lead
    b. Communicates the location(s) of where the work is performed
2. Understand the risk-level of your activity
    a. Risk-level 1 = low risk hazards
    b. Risk-level 2 = medium risk 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.
    b. If you have any questions, you should contact the activity lead for clarification.



Step 3: Review the Hazards

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

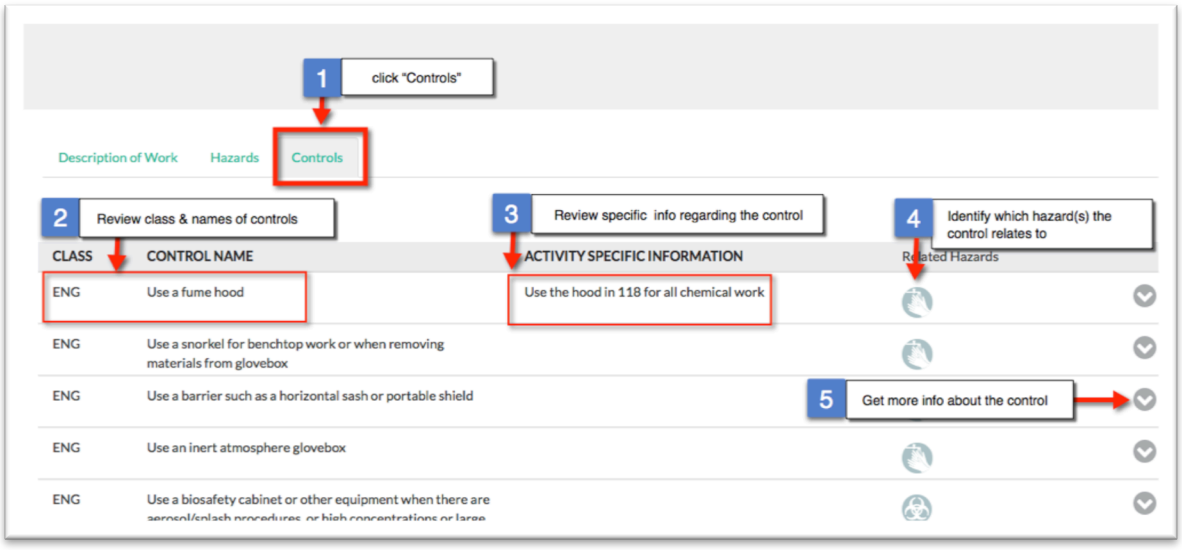
1. Click the **Hazards tab**.
2. Review the types and names of hazards associated with the activity
3. Identify the risk-level of each hazard
4. Select the info icon "(i)" to review additional info / per hazard
5. Understand where the hazards are located



Step 4: Review the Controls

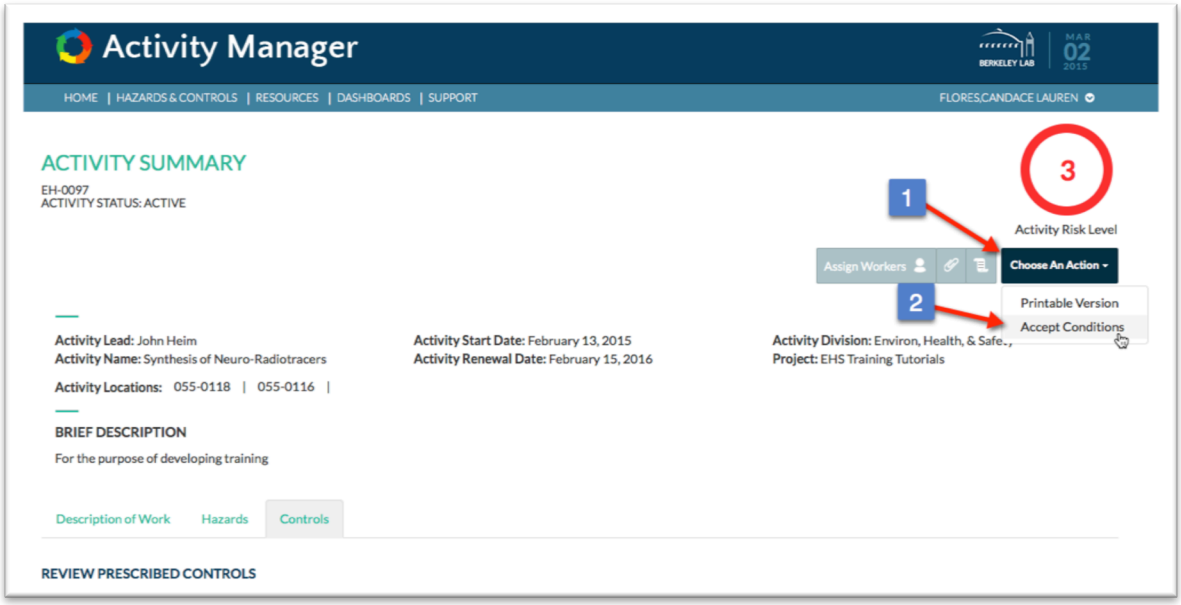
Now that you have reviewed the description of work and understand the hazards associated with the work, you need to understand how the hazards are controlled.

1. Click the **Controls** tab
2. Review classification (type) and name of hazards
   a. ENG is for engineered control
   b. WRK is for Work Control
   c. ADM is for Administrative Control
   d. TRN is for training control
3. Review specific information related to the control
   - The activity lead may provide information about a control. For example, if a control states to use gloves, the activity lead may specify the type of gloves to use.
4. Understand the relationship between the hazard and the control
   - For example, use of protective gloves may be required for work with chemical hazards and work with biological hazards. If this is the case, there will be an icon representing both in the "related hazards" column. If you rollover the icon it will indicate the type of hazard
5. Select the chevron icon for detailed information about a control.

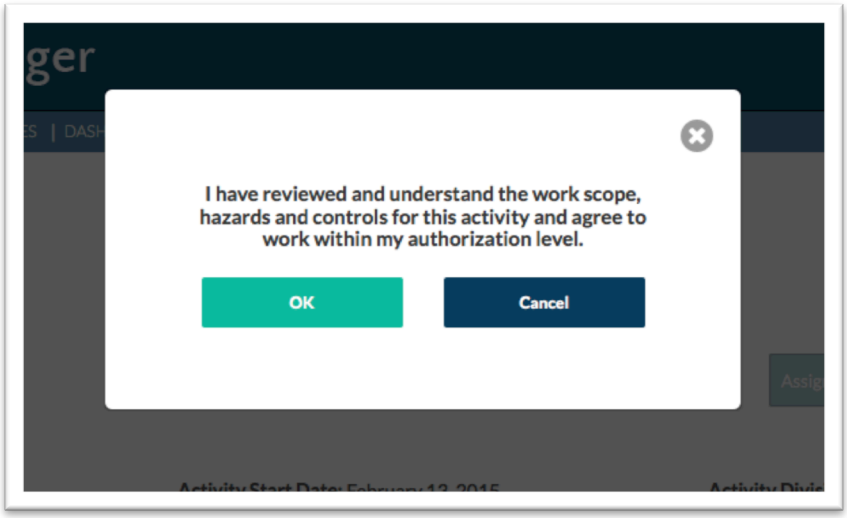


Step 5: Accept the conditions of your authorization

1. If you have questions about the description of work, any of the hazards associated with the work, or questions about the required controls speak with your Activity Lead for clarification.
2. If you do not have any questions, select "Choose an Action" and then "Accept Conditions."



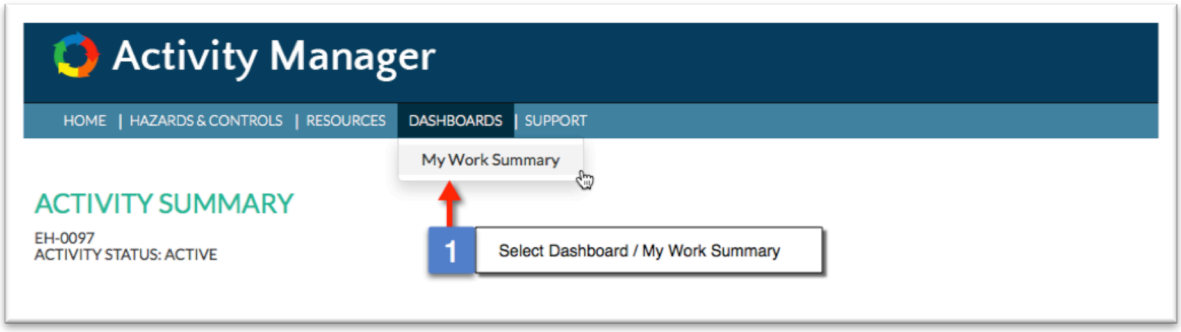
3. Read the dialogue box and accept or cancel
    a. After you accept the conditions of the work authorization you are authorized to work.



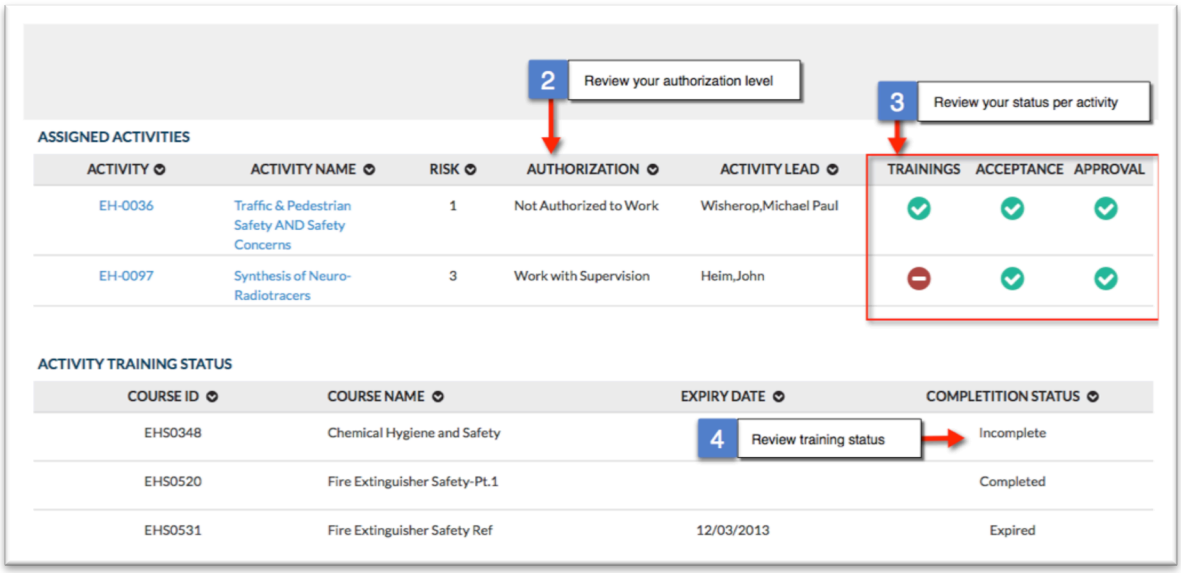
IMPORTANT: The next step explains how to determine your authorization level. This communicates whether you been authorized to "Work with supervision", or "Work unsupervised but not alone" for example.

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).



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