## How to assign an Activity Lead Designee

This step-by-step shows how to assign one or more Activity Lead Designees to an activity. When you add an Activity Lead Designee, you have to edit the Activity, but this does not require review and approval when you finish this edit.

Who can assign an activity lead designee?

- Activity Lead
- Project Lead
- Division Safety Coordinator

What can an Activity Lead Designee do?

- Add and remove workers to the activity
- Set the Authorization level for workers added
- Write work restrictions (per worker added)
- View worker summary
- View activity

## Step 1: Login to Activity Manager <a href="https://wpc-am.lbl.gov/">https://wpc-am.lbl.gov/</a>

**Step 2:** From the home page, select the activity that you want to add one or more Activity Lead Designees to.

	TY MANAGER - OA		A-ZINDEX   DIRECTORY   SEARCH
HOME   HAZARDS & CONTROLS   PROJEC	TS   WORKERS   ACTIVITY SEARCH   WPC SETTINGS   RE	SOURCES   DASHBOARDS   SUPPORT	Kestell,David J 오
MY WORK	2 Select the add th 7 UNREAD   3 ACTION REQUIRED   4 INFORMATION.	Inclivity you want to Designee to AL   O FLAGGED   O ALL	IVITIES
DATE O	ACTIVITY ID O		
• 🔲 🛕 May 17, 2017	EH-0115 Important message on Activity Renewal	ш́С	Closed Container Pick Up And Johnson,Billy C
	Read full description 🛇	EH-0032 ACTIVE	Sampling Of Hazardous Waste Johnson,Billy C

Step 3: Once the Activity is open, select "Choose an Action" and then "Edit Activity."

ANAGEMENT BY WMG OPERATIONS STAFF FOR HAZARDOUS WASTE.			3 Activity Risk Level		
		<section-header></section-header>	Choose An Action -		
		3 Select Choose An Action / Edit Activity	Edit Activity		
	Activity Approved Date: April 14, 2017	Activity Division: Environ Health & Safety	Copy Activity		
management by	Activity Renewal Date: April 16, 2018	Project Lead: Kestell,David J	Printable Version		
			Send a Message		
		Project: WMG Technician	Close Activity		
Galloway,Lamoyr	Manage OJT				
Facilities   Building 85 complex   Remainder of Main Site, outside of Building 85 complex					

1 Description 2	Define Work 3 Select Hazards 4	Review Hazards & Controls	<b>5</b> Train		🗭 와 🖉 1	Preview 🖪	Choose An Actio	17
	Activity Name							
	Closed container pick up and	management by WMG Operati	ions	Location				
	Parent Project							
	WMG Technician		▼	Add Loo	cation	Room		
	Activity Lead							
	Johnson,Billy C		V	Various (e.	g., site-wide)			
	Sponsor Division		_	Infrastruct	ure			
	Environ, Health, & Safety			Offsite (e.g	,, field)			
	Planned Start Date			Locations				
	February 19, 2016	.9, 2016		Various loca	tions: I BNI Managed		ц Ш	
	Brief Description			Off Site Fac	ilities			
	Closed container waste pice facilities for packaging and treatment and disposal fac	Type the name or person you wa	LBNL ID ant to assig	of the a	ations: Building 85		Ē	
	Activity Lead Designees		10	Various loca	ations: Remainder of			
k	James Basore			complex	utside of Building 65			
	Add Activity Lead Design	ee <mark>4</mark> Click	"Add Activ	vity Lead Des	ignee"			

Step 4: From the Activity Description page, you can add the Activity Lead Designee.

Step 5: After you add an Activity Lead Designee you need to set the scope of their control. "All Workers" means that they can make changes to all of the workers added to an activity. Selecting "Designee Worker Only" means that the Designee can only affect the workers who they add to the activity.

When done, click "Finish Edit."

ALD:Galloway,Lamoyne Kurt	e 🗊		
Designee Type: All Workers			
ALD:Basore,James D	e 10 10 10 10 10 10 10 10 10 10 10 10 10		
Designee Type: All Workers	5 Manage All workers or just the workers they add to the activity		
Select Designee Type :			
All Workers		5	When done, click "Finish I
Designee Worker Only			,
			Continue 💿 Save 😑 Fin

**Step 6:** Briefly describe the changes you made (who you added as the Activity Lead Designee).

NOTE: The text you include in this dialogue box is sent in a notification to the Activity Lead, Project Lead, EHS Liaison and the Division Safety Coordinator and the workers assigned to the activity. This is so that they have an understanding of the changes made during the editing process. Even if this is a risk-level 3 activity, adding a Designee does not require any review and approval.

			A-ZINDEA   DIRECTORY   SEA
ACTIVITY MANAGE	R - OA		
CONTROLS   PROJECTS   WORKERS   ACTIV			
February 19, 2016	Please enter a brief summary of all the changes made in this version	naged	
Brief Description Closed container waste pick up fr facilities for packaging and shipm treatment and disposal facilities (	Added James <u>Basore</u> as Activity Lead Designee	6 Describe the ch	anges you made to the activity.
	Min 10 characters	erof	
Activity Lead Designees		ng 85	
Activity Lead Designee	OK Cancel		
Add Activity Lead Designee			
ALD:Kassis,Maram M			
Designee Type: All Workers	h <del>3</del>		
ALD:Galloway,Lamoyne Kurt Designee Type: All Workers			

The end.