

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 <https://wpc-am.lbl.gov/>

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

ACTIVITY MANAGER - QA

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

MY WORK

DATE	ACTIVITY ID	MORE ACTIONS
May 17, 2017	EH-0115	Important message on Activity Renewal Read full description

MY ACTIVITIES

Create Project | Create Activity

- EH-0023 ACTIVE: Closed Container Pick Up And ... Johnson,Billy C
- 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.”

MANAGEMENT BY WMG OPERATIONS STAFF FOR HAZARDOUS WASTE.

Activity Risk Level

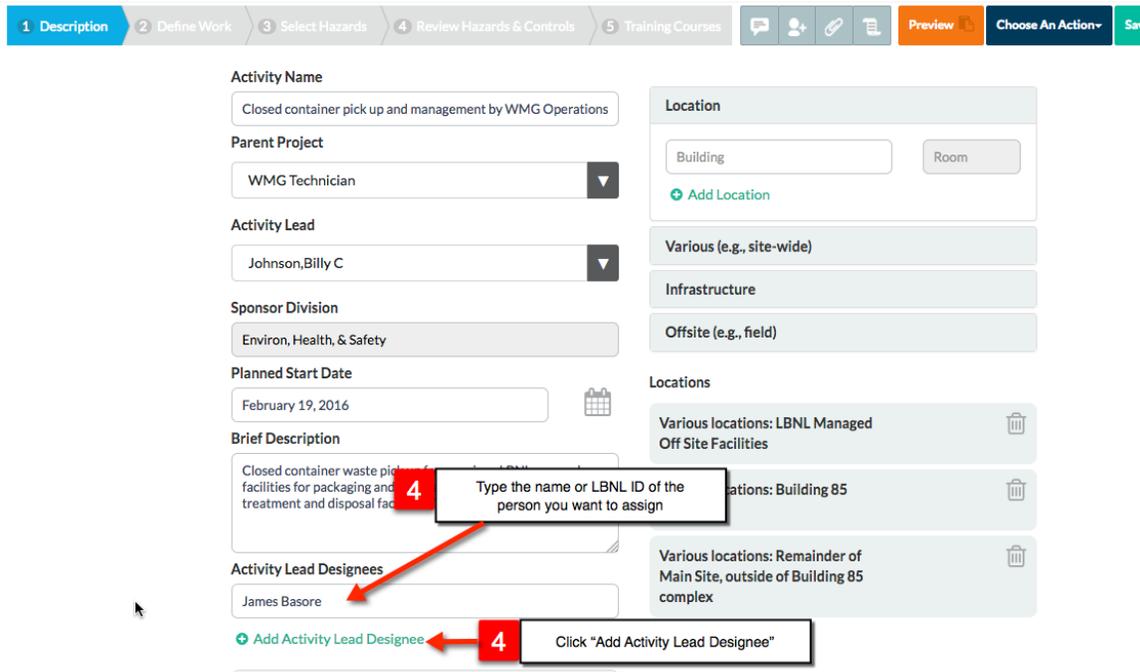
Activity Approved Date: April 14, 2017
Activity Renewal Date: April 16, 2018

Activity Division: Environ, Health, & Safety
Project Lead: Kestell,David J
Project: WMG Technician

Choose An Action

- Edit Activity
- Copy Activity
- Printable Version
- Send a Message
- Close Activity
- Manage OJT

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



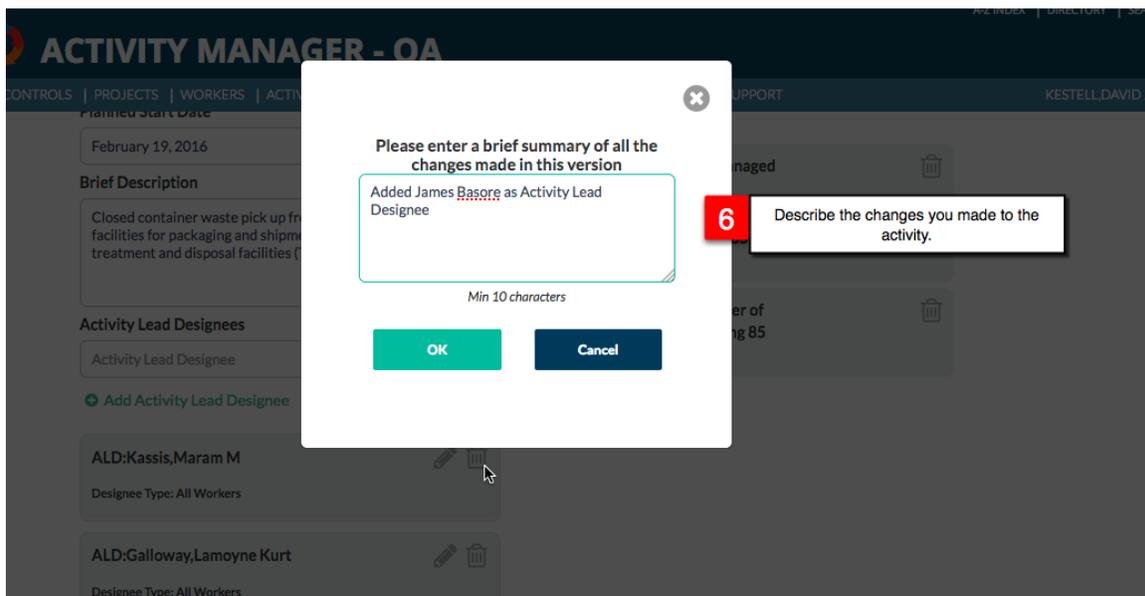
Step 5: After you add an Activity Lead Designee you need to set the scope of their control. "All Workers" means that they can make changes to all of the workers added to an activity. Selecting "Designee Worker Only" means that the Designee can only affect the workers who they add to the activity.

When done, click "Finish Edit."



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.



The end.