

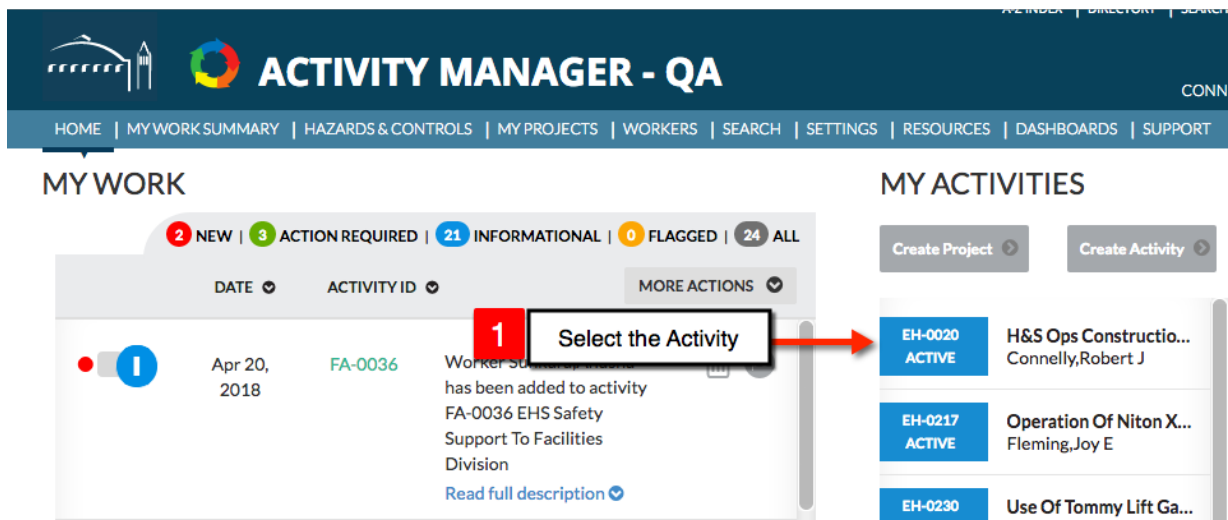
How to Assign and Authorize Workers

This step-by-step is for Activity Leads and Activity Lead Designees.

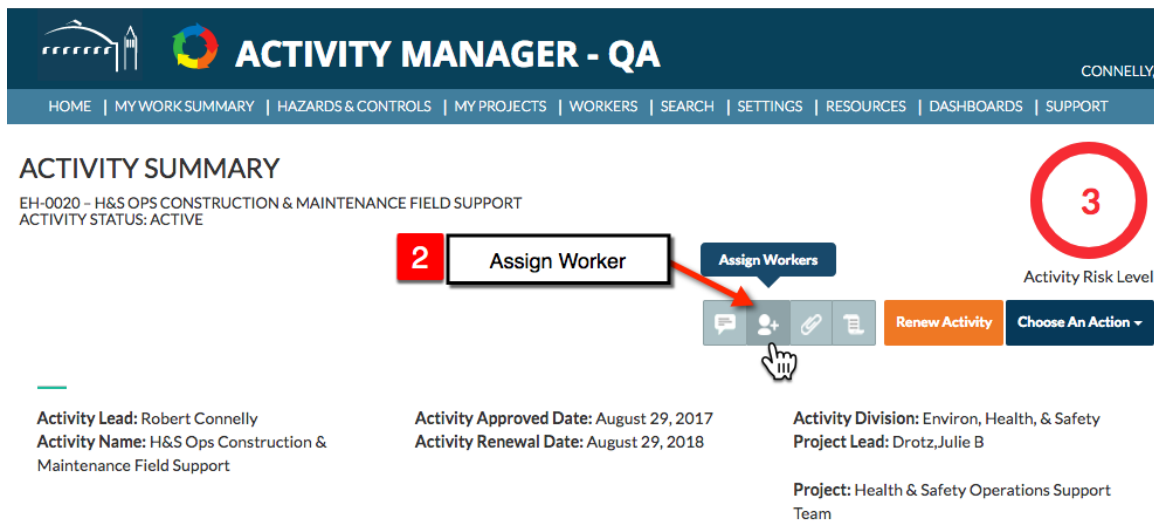
This tutorial shows how to add a worker to an activity and assign their authorization level. It provides an example for adding work restrictions and explains when to use Work Under Direct Supervision.

START: Login to Activity Manager <https://wpc-am.lbl.gov/>

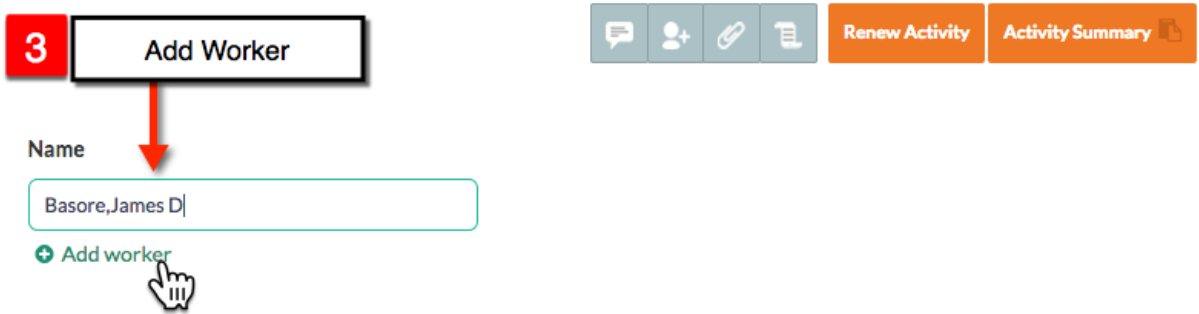
Step 1: From the home page, select the activity you want to add a worker to.



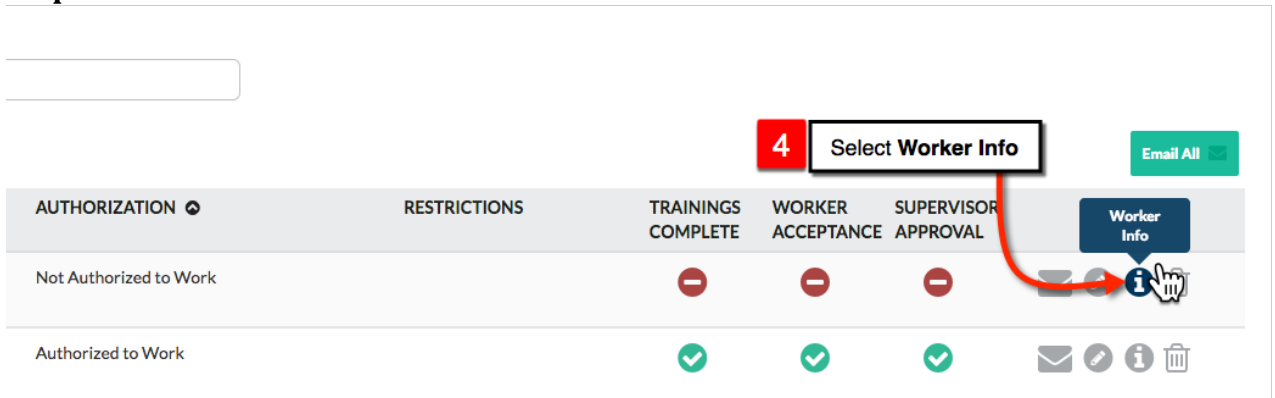
Step 2: From the Activity Summary page click Assign Workers.



Step 3: From the Worker Details page type worker's name or ID into the Add Worker input field then click Add Worker.

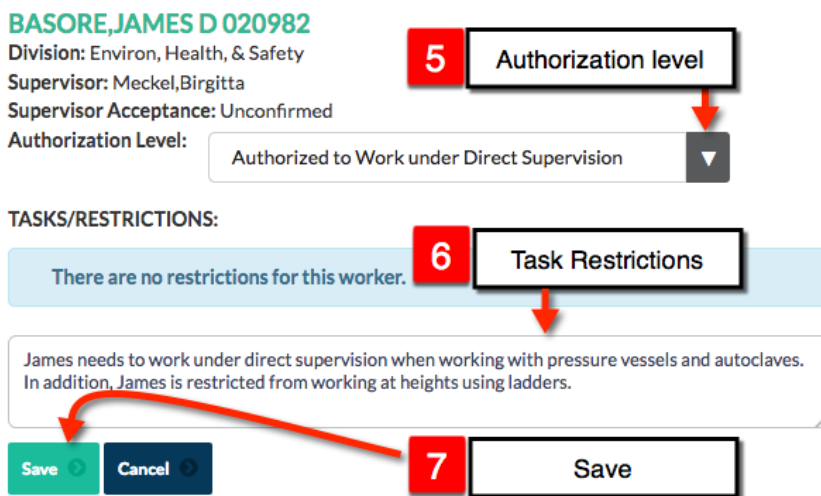


Step 4: Select Worker Info icon.



Step 5 -6 -7: Set Authorization Level & Task Restrictions

Here you assign authorization level, and any task restrictions (explained on following page)



Setting authorization level:

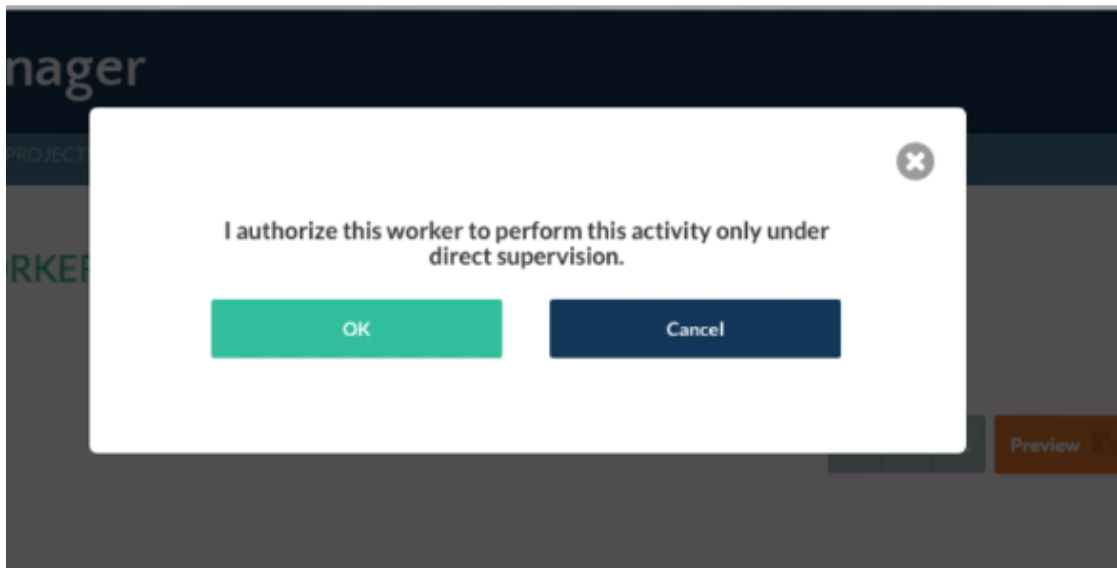
The **Worker Details** page lists the required trainings for the activity and their status. If a worker has not completed their required trainings and OJT you would set their authorization level to **Authorized to Work Under Direct Supervision**. Then after they complete their training and OJT (and you determined that they are qualified to perform the work safely without the need for direct supervision) you would set their authorization level to Authorized to work.

Task Restrictions:

You may decide to add task restrictions. The example above restricts James from using a ladder to work at heights and specifies that he needs to work under direct supervision when using pressure vessels and autoclaves. These restrictions communicate the boundaries of their work as it relates to the scope of work described in the activity.

When done click **Save**.

Step 8: Acknowledging that you authorize the worker to work under direct supervision.



You can add additional workers as needed. If you set a worker to work under direct supervision, you may need to go back and reset their authorization level after they have completed OJT and training and you have determined they no longer need direct supervision to work safely.