



Tutorial: Overview of the Activity Renewal Process for Risk-level 3 Activities

Audience: Activity Lead

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1: How often do WPC activities need to be renewed?

Activity Risk Level	Renewal Period
1 – Low Hazard	Every 3 years
2 – Moderate Hazard	Every 2 years
3 – High Hazard	Annually

2: Why are Activities Renewed?

The purpose of the Activity review process is to:

- (1) To make sure that the activity accurately represents the current scope of work.
- (2) To make sure that the hazards and controls are up-to-date and to add or remove any hazards to reflect the current work or any upcoming changes.

For example, if the scope of work has changed (or is expected to change), or if new hazards or controls are being added, then these changes need to be included and reviewed.

3: Who is involved in Collaboration and Renewal Process

Risk-level	Who reviews
Risk-level 1	<ul style="list-style-type: none"> • Activity Lead • Project Lead
Risk-level 2	<ul style="list-style-type: none"> • Activity Lead • Project Lead
Risk-level 3	<ul style="list-style-type: none"> • EHS Liaison • EHS Subject Matter Expert(s) • Division Safety Coordinator • Activity Lead

The following roles are involved in collaboration process for risk-level 3 Activities..

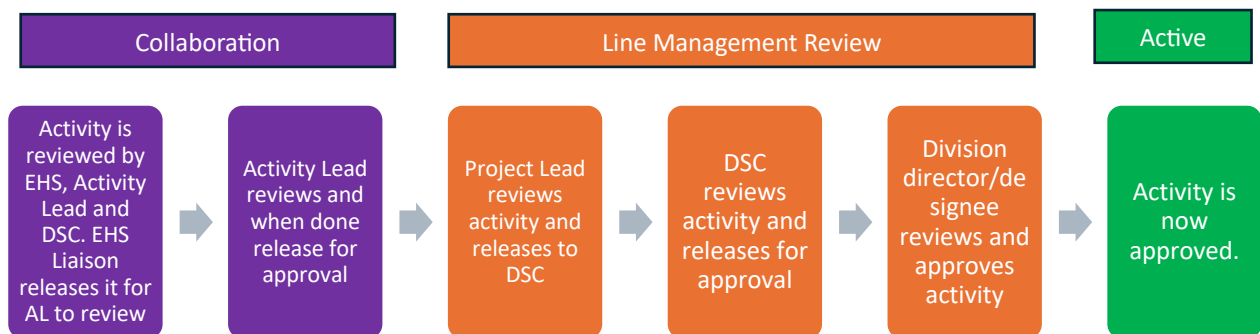
1. **EHS Liaison:** They are the conductor or facilitator of the process. They are responsible for setting the “due date” and making sure that all others participate in the review. They also close out the review when done.
2. **EHS SME(s):** EHS subject matter experts are assigned automatically to review the hazards that they are the assigned SME. They review the hazards and controls and work with the DSC and/or Activity Lead to discuss the work with these hazards.
3. **DSC:** The Division Safety Coordinator is responsible for interfacing with the Activity Lead and helping move the process forward. They may work with the EHS Liaison and SME to help facilitate the process for their division’s activities.
4. **Activity Lead:** The activity lead is responsible for making sure the activity accurately reflects the work. This requires that they thoroughly review the activity and discuss any changes to the activity with their DSC, EHS Liaison

4: Risk-level 3 Annual Renewal Process

30 days before an activity reaches its renewal date, the activity manager system creates a copy of the activity and puts it in Collaboration state as shown below.

The screenshot shows a web interface for activity management. At the top, there are filters for activity status: 1 NEW, 0 ACTION REQUIRED, 2 INFORMATIONAL, 0 FLAGGED, and 2 ALL. Below the filters, there are columns for DATE and ACTIVITY ID, and a MORE ACTIONS button. On the left, a red circle with the number 3 is labeled 'Activity Risk Level'. Two red arrows point from this circle to the right. The first arrow points to the text 'The original activity remains active', which points to a table row with ID CH-0003 and status ACTIVE. The second arrow points to the text 'The renewal activity is in Collaboration', which points to a table row with ID CH-0004 and status COLLABORATION. The table also shows a row with ID CH-0009 and status ACTIVE. Buttons for 'Create Project' and 'Create Activity' are visible at the top right.

This map shows the annual renewal process for Risk-level 3 Activities.



Step-by-step instructions for Activity Lead

START: log into <https://wpc-am.lbl.gov/>

Step 1: Open the activity that is in **COLLABORATION**.

HI, WELCOME JAMES!
Your Activity Manager dashboard.

MY WORK

NEW 1 ACTION REQUIRED 0 INFORMATIONAL 2 FLAGGED 0 ALL 2

DATE	ACTIVITY ID	
Apr 19, 2024	EH-0481	EHS review of James Test/Demo Activity A has been initiated. Read full description
Apr 19, 2024	EH-0481	Training course HAZWOP required for...

MY ACTIVITIES

CREATE PROJECT CREATE ACTIVITY

BY ACTIVITY ID BY NAME BY STATUS

- EH-0067 ACTIVE Site Visits; Entering Technical Areas... Nappi, Maria G
- EH-0018 ACTIVE EHS Division Office Lin, Bryan
- EH-0481 COLLABORATION James Test/Demo Activity A Basore, James D

Step 2: Review the information that is presented on tab 1: **Description** to make sure it is accurate.

CREATE ACTIVITY: ACTIVITY DESCRIPTION

M5-0079 - 2-260B CLEANROOM
ACTIVITY VERSION: 16
ACTIVITY STATUS: COLLABORATION
RENEWAL DUE DATE: FEBRUARY 13, 2024

Activity Risk Level

1 Description 2 Define Work 3 Select Hazards 4 Review Hazards & Controls 5 Training Courses

EA + Attachments Preview Choose An Action Save

1 Review and update as needed.

3

Activity Name: 2-260B Cleanroom

Parent Project: EMAT Labs

Activity Lead: Rahman, I K M Reaz

Sponsor Division: Materials Sciences

Planned Start Date: January 09, 2015

Brief Description: Operation of the EMAT clean room

Activity Lead Designees: Activity Lead Designee

Location: Building Room

Locations: 002-0260B

Step 3: ACTIVITY LEAD & SME:

Click the **(2) Define Work** tab and review the Description of work. Update and comment as needed so that it accurately reflects the work and includes upcoming changes.

2

Review and update as needed.

COVID-19
For work being conducted during the COVID-19 shelter in place, all workers must follow LBNL requirements at covid.lbl.gov and in ESH Manual Chapter 46 COVID-19 Prevention Program.
This WPC activity covers scientific work performed in 3 laboratories in Bldg. 2: 221, 229, and 237 (In the past there was laser work in 2-227 but this work is no longer performed there) . Joel

Step 4: ACTIVITY LEAD

Review the hazards (A) Add any new hazards (if any). (B) Remove hazards no longer applicable (if any).

3

Activity Risk Level

1 Description 2 Define Work 3 Select Hazards 4 Review Hazards & Controls 5 Training Courses

Preview Choose An Action Save

Tip: Hover your mouse over a category below to view contents.

ASBESTOS BIOLOGICAL CHEMICAL COMPRESSED GASES CONFINED SPACE CRYOGENS DIVISION AND ELECTIVE TRAINING
ELECTRICAL ENVIRONMENTAL ERGONOMICS FALL PROTECTION FIELD AND OFFSITE WORK FIRE PROTECTION GENERAL HAZARDS
HAZARDOUS ENERGY LOTO HEAT/COLD STRESS HOISTS AND CRANES LASERS LEAD NOISE NON-IONIZING RADIATION
POWERED INDUSTRIAL TRUCKS PRESSURE RADIOLOGICAL RESEARCH LAB EQUIPMENT TOOL & MACHINE USE TRAVEL
WASTE MANAGEMENT WELDING/SOLDERING

Search Hazards

HAZARD BASKET

Generation of Hazardous Waste Risk Level 1
MSD - MSD0010 ISM Risk Level 1
Non-Oxidizing Corrosives

Drag and drop hazards here to add them to your activity

Previous Continue Save

A

Adding: Locate the hazard you need to add by browsing the categories and then selecting the appropriate hazard.

B

Removing: Select the hazard you want to remove and click the trashcan icon.

C

Continue when done.

Step 6: ACTIVITY LEAD & SME

A Review the hazards.

HAZARD	ACTIVITY SPECIFIC INFORMATION	RISK LEVEL	
Flammable and combustible liquids See List		2	
Tetramethylammonium hydroxide (TMAH) and solutions, etchants, and developers containing TMAH		3	
Toxic chemicals - high acute toxicity (or lethal toxicant) See List	Approximately 4 gallons of developer solution is order every 8 months. A copy of the SDS for the developer is Read More	3	
Corrosive liquids/solids without a pressure hazard See List		1	

"Applicable?" requires that the Activity Lead determines if the control is applicable to the work performed. If it is applicable, then select "Yes" and the control becomes required. If it is not applicable, select "No" and the control is removed from the activity.

CLASS	CONTROL	ACTIVITY SPECIFIC INFORMATION	APPLICABLE?	
ENG	Use a fume hood		<input checked="" type="radio"/> Yes <input type="radio"/> No	
	Use a barrier such as a horizontal sash or		<input checked="" type="radio"/> Yes <input type="radio"/> No	
			<input checked="" type="radio"/> Yes <input type="radio"/> No	
PPE	Required			
PPE	Required			

B Review the controls to determine which are applicable (YES/NO) and adjust accordingly.

Step 7: ACTIVITY LEAD

Review the required courses specific to this activity. If they do not seem applicable, set to "No"

1 Description 2 Define Work 3 Select Hazards 4 Review Hazards & Controls 5 Training Courses

REVIEW TRAINING COURSES [Export To Excel](#)

"Applicable?" requires that the Activity Lead determines if the control is applicable to the work performed. If it is applicable, then select "Yes" and the control becomes required. If it is not applicable, select "No" and the control is removed from the activity.

CONTROL ID	TRAINING COURSE	ACTIVITY SPECIFIC INFORMATION	APPLICABLE?	
TRN189	MSD0010 ISM Principles and Case Studies		Required	
TRN002	On-the-Job (OJT) Training		Required	
TRN068	EHS0348 Chemical Hygiene and Safety		Required	
TRN104	EHS0520 Fire Extinguisher Safety - Part 1		<input checked="" type="radio"/> Yes <input type="radio"/> No	
TRN108	EHS0604 Hazardous Waste Generator Training		Required	
TRN392	EHS0395 Working Safely With Tetramethylammonium Hydroxide - will be required beginning March 1, 2023		Required	

Step 8: ALL PARTICIPANTS

- Go to tab 2 (**Define Work**) and select **Collaboration**.
- Click the “Thumbs Up” icon to signify that you have completed your review.
- Click “Thumbs down” icon if you do not agree and contact the EHS Liaison

3

Click Thumbs up if you have reviewed the activity and added your input.

REVIEWERS

NAME	ROLE	
Heim,John	Liaison	Agree
Rahman,I K M Reaz	Activity Lead	Thumbs Up Thumbs Down
Neitzel,Martin L	Safety Coordinator	Thumbs Up Thumbs Down
Davies,Evelyn Louise	Subject Matter Expert	Thumbs Up Thumbs Down

Liaison Name: Heim,John

Due Date: [Calendar Icon]

EHS REVIEW COMMENT

Step 9: EHS Liaison

When review is complete, go to **Choose and Action** and select **EH&S Review Complete**

A

EHS Liaison does this

3

Activity Risk Level

EH&S Review Complete

Copy Activity

Printable Version

Delete this version

On the Job Training

Add Feedback for Activity

Assign Reviewers (Want to find expert peers to collaborate?)

Search and Select an Activity Reviewer

Assign Reviewer

Add Reviewer

REVIEWERS

NAME	ROLE	
Bousaleh,Ziad	Liaison	Thumbs Up Thumbs Down
Basore,James D	Activity Lead	Thumbs Up Thumbs Down

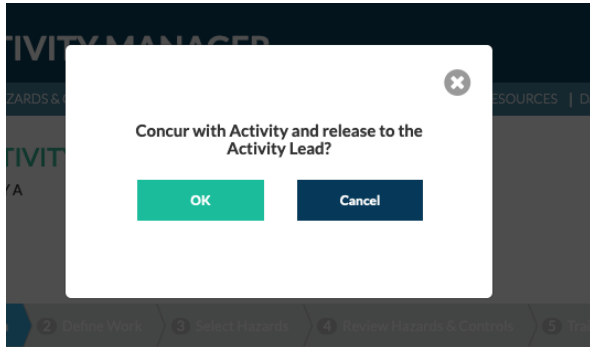
Liaison Name: Bousaleh,Ziad

Due Date: [Calendar Icon]

EHS REVIEW COMMENT

Next step:

The EHS Liaison is presented with this dialogue box.



When the EHS Liaison selects “OK” the Activity Lead is notified via email (as shown below) to review the activity and release it for line management approval (Project Lead approval).



Dear **Basore,James D**

EHS has completed the review of EH-0481 James Test/Demo Activity A. You may now release this activity for line management approval. Please select "Release for Approval" from the "Choose an Action" button.

Use this link to access the activity



*You are receiving this email from LBNL's Activity Manager work authorization system.
To learn more about Activity Manager or the Work Planning & Control (WPC) program visit <http://wpc.lbl.gov> or contact your Division Safety Coordinator.*