

## Tutorial: How a Supervisor Approves Staff's Participation on an Activity

This step-by-step shows how to approve worker's participation on a Level 3 high-risk Activity.

### Background:

For risk-level 3 (high risk) Activities, the supervisor is required to approve worker's participation before the worker can accept the Activity.

**Supervisor Responsibility:** You are approving your staff's participation on Level 3 high-risk Activities. You are responsible for understanding:

- The scope of work your staff performs.
- The hazards inherent in the work.
- The controls used to work safely.

### Step 1: Review the Activity

- Select "Choose an Action" and "Printable Version" to read through the activity and understand the work that your staff is assigned.

**Activity Manager** | HOME | HAZARDS & CONTROLS | MY PROJECTS | WORKERS | ACTIVITY SEARCH | WPC SETTINGS | RESOURCES | DASHBOARDS | SUPPORT | MECKEL,BIRGITTA

**WORKER DETAILS**  
EH-0164 - SYNTHESIS OF NEURO-RADIOTRACERS  
ACTIVITY STATUS: ACTIVE

**GARCIA, ADOLFO 039280**  
Division: Operations  
Supervisor: Meckel, Birgitta  
Supervisor Acceptance: Unconfirmed  
Authorization Level: Work with Supervision  
TASKS/RESTRICTIONS:

Activity Risk Level: 3

Assign Workers | Activity Summary | **Choose An Action** | Save

1 Select Printable Version

Copy Activity  
Printable Version  
Approve Worker

### Step 2: If you are approving a single worker:

- Select "Choose an Action" and then "Approve Worker"

**Activity Manager** | HOME | HAZARDS & CONTROLS | MY PROJECTS | WORKERS | ACTIVITY SEARCH | WPC SETTINGS | RESOURCES | DASHBOARDS | SUPPORT | MECKEL,BIRGITTA

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TASKS/RESTRICTIONS:

Activity Risk Level: 3

Assign Workers | Activity Summary | **Choose An Action** | Save

2 Select Approve Worker

Copy Activity  
Printable Version  
Approve Worker

### Step 3: Approving multiple workers on the same activity.

- Select Assign Workers

**Activity Manager** | HOME | HAZARDS & CONTROLS | MY PROJECTS | WORKERS | ACTIVITY SEARCH | WPC SETTINGS | RESOURCES | DASHBOARDS | SUPPORT | MECKEL, BIRGITTA

**WORKER DETAILS**  
EH-0164 - SYNTHESIS OF NEURO-RAI  
ACTIVITY STATUS: ACTIVE

**A** Select Assign Workers

Activity Risk Level: 3

Assign Workers | Activity Summary | Choose An Action | Save

**GARCIA, ADOLFO 039280**  
Division: Operations  
Supervisor: Meckel, Birgitta  
Supervisor Acceptance: Unconfirmed  
Authorization Level: Work with Supervision  
TASKS/RESTRICTIONS:

### Step 4: Approving Multiple Workers

1. Select each worker you want to approve.
2. Select "Approve Workers"

**Activity Manager** | HOME | HAZARDS & CONTROLS | MY PROJECTS | WORKERS | ACTIVITY SEARCH | WPC SETTINGS | RESOURCES | DASHBOARDS | SUPPORT | MECKEL, BIRGITTA

**ASSIGN WORKERS**  
EH-0164 - SYNTHESIS OF NEURO-RADIOTRACERS  
ACTIVITY STATUS: ACTIVE

Activity Risk Level: 3

Assign Workers | Activity Summary | Choose An Action | Save

NAME	AUTHORIZATION	RESTRICTIONS	TRAININGS	ACCEPTANCE	APPROVAL
Basore, James D Assigned by: Salazar, Jack J	Work Unsupervised but Not Alone		✓	✓	✓
Cota Jimenez, Jose Assigned by: Salazar, Jack J	Work with Supervision		–	1	✓
Garcia, Adolfo Assigned by: Salazar, Jack J	Work with Supervision		–	–	–
Heim, John Assigned by: Salazar, Jack J	Work Unsupervised but Not Alone		✓	✓	✓
McFarland, John B. Assigned by: Salazar, Jack J	Work with Supervision		–	–	2

Previous | Approve Workers

### Step 5: Confirm your Approval

As the last step, confirm that you approve your staff's participation.



I approve of this worker's participation  
in this Risk Level 3 activity, per  
authorization by the Activity Lead.

OK

Cancel

**Next Steps: Workers need to accept the Activity.**

After you approve your worker's participation on a Risk-level 3 Activity, Activity Manager will notify each of your workers. The workers will need to review the Activity and then accept the Activity.