Tutorial: How to opt out a worker from Work Planning and Control

This step-by-step shows how a Supervisor performs the following:

- 1. View the authorization and training status of their workers.
- 2. Opt-out workers from the activity authorization process
- 3. Request that a worker be removed from the Job Hazard Analysis (JHA).

Step 1: Login to Activity Manager https://wpc-am.lbl.gov/

Step 2: Select "Workers / My Workers."

Activity Manager						
HOME HAZARD	S&CONTROLS MY PR	OJECTS WORKER	S ACTIVITY SEARCH WPC SETTING	S RESOURCES	DASHBOARDS SUPPORT	
MY WORK	Select Workers / My	y Workers AC	TION REQUIRED 2 INFORMATIONAL	0 FLAGGED 2 MORE ACTIONS	ALL Create Pr	
• = 0	Feb 26, 2015	Worker Authorization	Curtis,Frederick has accepted conditions for Activity General Office Work. Read full description 🛇	<u>ا</u> ا	EH-0071 ACTIVE EH-0072 DEVELOPI	

Step 3: Select the worker you want to opt out, and the reson.

NOTE: You can only Opt-out a worker who has not been assigned to an Activity. If someone has been assigned to an Activity (by mistake) and should be Opted-out of the Work Planning and Control process, they will first need to be removed from the Activity.

		OPT OUT REASON	
002339	should be opted-out.	Select reason	View Worker Summary D
341218	Grondona,Connie E	Select reason	View Worker Summary 🕑
025302 2	Select the Opt-out check box	No work performed UCB campus work only Equivalent authorization system used	View Worker Summary 🛛
018658	Broadway,Susan C*	Select reason	View Worker Summary 🛛
008034	Wentworth,Cathy L*	Select reason	View Worker Summary 🕑
		3 Click Save	Save

JHA Worker

There are three reasons to Opt-out a worker:

- **No Work Performed** means the worker is not performing work at LBNL. An example would be that the worker is providing input on a proposal and is paid by LBNL (or not) but they are not performing work at LBNL.
- **UCB Campus Work Only** means the person is working exclusively on UC Campus (but not working in Donner Lab).
- **Equivalent Authorization System** means the worker is authorized by a different authorization system such as the Subcontractor Job Hazard Analysis, (SJHA), the Construction Job Hazard Analysis (CJHA), or the Advanced Light Source user group authorization process, to name a few.

Click Save