

AHD/JHA Work Leads

People who direct, train, and assign tasks to others under Activity Hazards Documents (AHDs) or Job Hazards Analyses (JHAs) are called “Work Leads”. The AHD and JHA systems will be maintained until the work activities are fully transitioned to approved Work Planning and Control Activities (for WPC roles, see Project Leads and Activity Leads below.) Work Leads may be different than the person’s Supervisor assigned in the Human Resources database. Typical examples of Work Lead roles at ATAP include **Shop Managers** overseeing people working in their shop, Principal Investigators directing matrixed technicians or collaborating researchers from other groups participating in their experiments, or an experienced Staff Scientist who is asked by the Principal Investigator to oversee continuing experimental activities while the Principal Investigator is on travel.

Work Leads have responsibility for assisting the supervisors in assuring the safety of those under their direction. Work Leads provide assurance to designated supervisors that day-to-day work, operations, and activities in their assigned area(s) and activities are conducted safely and within established work authorizations.

The responsibilities of Work Leads are as follows:

- **Maintain a safe workplace.** This includes maintaining good housekeeping to keep emergency egress routes open and reduce seismic hazards.
- **Report any deficiencies in hazard controls** to the supervisor or Principal Investigator responsible for the work. Report any facility-related problems to the Building Manager and the Work Request Center. **Inform personnel** working in the area about hazards through appropriate signage and/or instruction. **Stop work or implement additional controls** as needed to assure work can continue safely.
- Provide sufficient **observation of work activities** to assure that work is being conducted safely in accordance to work procedures and authorizations, and that controls (such as machine guards and Personnel Protective Equipment) are being used appropriately.
- Ensure each person assigned completes / updates a **Job Hazards Analysis (JHA)** as described in **ES&H Manual Chapter 32** and review it to ensure it includes the correct hazards and controls.
- **Inform the supervisors** of the workers and obtain their approval **before making any changes** in work assignments that will change the type of hazards or increase the level of hazard to which the workers may be exposed. Verify with the supervisors that the workers have completed required EHS training courses to do the work.
- Assure that workers complete **on-the-job training** in safety and emergency procedures commensurate with their work assignments and document any on-the-job training given.
- **Inform the workers’ supervisor promptly of any concerns** about workers’ technical competence to perform the assigned work or safety performance that arise from observing work activities. If concerns are not satisfactorily resolved, raise the concern to the next higher level of management.

- Ensure that any **safety deficiencies** identified by the Work Lead or brought to his/her attention by the work group are entered into **CATS** (with Program ES&H Coordinator assistance, if needed).
- **Know** which **work authorizations** apply to the work. Read the work authorizations and ensure the conditions are understood. **Assure that work is performed within the limits** of the work authorizations. **Report any plans to change** the types of hazards, increase the level of hazards, change hazard controls, or change personnel to the supervisor or Principal Investigator responsible for the work and ensure the changes are authorized before they are implemented.
- Consider whether there will be circumstances when hazards remaining after controls could incapacitate a person so that he/she could not self-rescue or activate emergency services. Ensure restrictions against **working alone** are documented in the appropriate work authorization(s) and ensure the restrictions are followed.
- **Assist in the transition to Work Planning and Control** by acting as a Project and/or Activity Lead, if assigned, or working with the assigned Project/Activity Leads to ensure the work hazards and controls are described in a WPC Activity.

Work Leads who are Shop Managers, see also the section on **Shop Managers**. Work Leads who are matrixed to another division, or oversee personnel from another division, see also the section on **Matrixed Personnel**.

WPC Project Leads

Work Planning and Control Project Lead responsibilities will be assigned to appropriate personnel by Program Heads, after consultation with and designation by the Division Director. The project lead may be the Supervisor, a Work Lead assigned to the position by a Supervisor, or any other staff member assigned by division management. This position is not the equivalent of a HR Supervisor or Work Lead position.

The responsibilities of WPC Project Leads are to:

- Define their WPC Projects and organize them into one or more WPC Activities;
- Assign Activity Leads to develop and oversee WPC Activities. The Project Lead may serve as the Activity Lead or assign the Activity Lead role to another person;
- Review and approve the documentation for new or revised Activities;
- Maintain overall control and responsibility for each Activity within their Project. Maintain oversight of assigned Activity Leads to ensure that all work under their Project is performed in compliance with the controls specified for that work; and
- Ensure that authorizations for work under their Project are reauthorized as required.

WPC Activity Leads

Work Planning and Control Activity Lead responsibilities will be assigned to appropriate persons by WPC Project Leads. The Activity Lead may be the Supervisor, a Work Lead assigned to the position by a Supervisor, or any other staff member assigned by their supervisor (within any LBNL and divisional requirements). This position is not the equivalent of a HR Supervisor or Work Lead position.

A WPC Activity Lead directs, trains, or oversees the work and activities of one or more people who work on their Activity. Activity Leads provide instruction on working safely and the precautions necessary to use equipment and facilities safely and effectively. The responsibilities of a WPC Activity Lead are to:

- Utilize the ISM process for each assigned Activity, including the preparation of a statement of work outlining the scope of the Activity,
- Determining the hazards associated with the work and designating the controls needed to mitigate the hazards, through use of the Activity Manager and Integrated Hazards Management systems and consultation with EHS Subject Matter Experts as needed;
- Determine the On-the-Job Training (OJT) needed to prepare staff to safely carry out the scope of work;
- Ensure that all required supplemental work authorizations (such as RWAs, Hot Work Permits, etc.) are obtained and maintained;
- Assign staff to the Activity;
- Communicate to staff the scope, hazards, and controls for the Activity, including any changes affecting the scope and safety of the Activity;
- Perform (or ensure that a knowledgeable, qualified person performs) the necessary OJT to prepare a staff member for the tasks associated with the Activity;
- Make the determination whether a staff member has established the competency to carry out the work in an Activity without direct supervision, and then formally authorize them to perform the work under the appropriate level of authorization;
- Provide oversight, guidance and supervision of the Activity; and
- Provide performance evaluation input to the Project Lead, Supervisor(s) of the assigned workers, or the worker where applicable.