

Project Leads and Activity Leads

Assignment of Responsibilities

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. Work Planning and Control Activity Lead responsibilities will be assigned to appropriate persons by WPC Project Leads. The Project Lead and Activity Lead positions are not the equivalent of a Supervisor position, as defined by Human Resources. For work involving a Risk Level 3 radiological hazard requiring a Radiological Work Authorization, the Project Lead role is equivalent to the RWA Principal Investigator (PI) role and Activity Lead role is equivalent to the RWA PI-designee role or the PI role. Certain represented workers may be barred from acting as Project Leads or Activity Leads because of contract restrictions. In ATAP, **persons not eligible to be assigned as Activity Leads may not be assigned as Activity Lead Designees**, because the WPC Activity Manager database provides the same capabilities for both roles. **If you have any questions about whether a person is eligible for assignment as a Project or Activity Lead or whether it is appropriate for you to accept these responsibilities, please discuss with Human Resources and the applicable Supervisor.**

WPC Project Leads

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 and Activity Lead Designees as needed to assist the Activity Leads. 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.

ATAP WPC Project Leads who authorize the use of chemicals in their Project's work **retain responsibility** for ensuring that the chemicals are properly inventoried, labeled,

stored, used, and disposed. ATAP WPC Project Leads are expected to be fully engaged in **chemical stewardship**, as described in ATAP ISM Plan section **2.11 Chemical Owners** and section **2.12 Hazardous Waste Management**.

WPC Activity Leads and Activity Lead Designees

A WPC Activity Lead directs, trains, or oversees the work and activities of one or more people who work on their Activity. The Project Lead may also assign one or more Activity Lead Designees, to provide assistance to the primary Activity Lead and act as a back-up when the primary Activity Lead is absent. Activity Leads provide instruction on working safely and the precautions necessary to use equipment and facilities safely and effectively. It is recommended that Activity Leads complete the on-line training course, **EHS0011 Being an Activity Lead**, to fully understand their responsibilities.

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.

The responsibilities of ATAP Activity Leads also include:

- **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 Project Lead 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.
- 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 Activity Lead or brought to his/her attention by the work group are corrected promptly.
- **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. Ensure that changes to the types of hazards, increases in the level of hazards, hazard controls, or changes in personnel 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.
- **Ensure compliance with LBNL COVID-19 controls, including access requirements, space density, social distancing, face coverings, sanitization, and quarantine/quarantine equivalence.**