Training Policy

Management System: Environment, Safety & Health

Revision History

Author	Description of Change	Revision No. & Date
Martha Michels	Revision 003, initial re-release of the Training Policy. Reformatted policy and updated to reflect current management practices.	Revision 003 November 2013
Jed Heyes	Updated to reflect current management practices.	Revision 002 December 2012
Jed Heyes	Original released and approved policy.	Revision 001 January 1999

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1.0 INTRODUCTION

This document establishes the policy for training activities at Fermilab.

This policy applies to all Fermilab employees regardless of their location, as well as any other personnel working on site.

2.0 DEFINITIONS

Individual Training Needs Assessment (ITNA):
Questionnaire completed by management that determines Individual Training Plans (ITP) based on the job tasks associated with the employees' position.

3.0 RESPONSIBLILITIES

Responsibilities defined in policy section below.

4.0 POLICY

It is the policy of the Laboratory to ensure that all required training is completed by employees and any other personnel who work at the Laboratory per FESHM 4010. Supervisors are responsible for developing an ITNA for all the personnel they supervise. Supervisors are also responsible for ensuring that training as planned is completed by each individual and that the ITNA is revised as job requirements change. Administrative controls are used until personnel complete the training required for their assignments. Any unique operational training that is required is reported in the On-the-Job Training section of the ITNA. No work for which training is required may be performed by individuals whose training has expired. Grace periods, if allowed for Laboratory-imposed retraining requirements, will be specified in the Laboratory document describing the requirement.

The TRAIN management system notifies supervisors of all mandatory training that must be completed or renewed and provides reports for management's use. All training records are maintained in the central TRAIN database that is used by all Divisions, Sections and Centers.

All personnel are responsible for participating with their supervisor in defining the necessary training, successfully completing all required training, and applying training on the job.

5.0 REFERENCES

Fermilab Environment, Safety & Health Manual (FESHM) - http://esh.fnal.gov/xms/FESHM

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