

FESHM 2070: ENVIRONMENT, SAFETY, HEALTH & QUALITY TRAINING

Revision History

Author	Description of Change	Revision Date
Jemila Adetunji	Added ITNA Proxy description and associated process; updated training revocation process requirements	February 2018
Jemila Adetunji	Added ESH&Q training course equivalency guidelines and information; removed obsolete references; additional minor editorial changes.	August 2017
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1.0 INTRODUCTION

The Fermilab Environment, Safety, Health, and Quality (ESH&Q) training program is intended to provide employees, users, authorized guests, and subcontractors the information and skills necessary to work safely and without harm to themselves, their co-workers and the environment.

This chapter describes the ESH&Q training program, including identifying ESH&Q training needs, and recordkeeping requirements.

2.0 DEFINITIONS

Active Course – an ESH&Q training course that is tied to a question in the Individual Training Needs Assessment (ITNA).

Division/Section/Project (D/S/P) Course – a course developed specifically for a D/S/P, such as specialized Lockout/Tagout Procedures or Hazard Awareness. These courses have a D/S/P label.

ESH&Q Awareness Course - a general overview or introduction to an ESH&Q topic presented to create awareness, but **not** intended to teach a specific skill or qualify an individual to perform a particular task.

ESH&Q Qualification Course - prepares personnel to participate in operations which may expose them or the environment to specific hazards or where qualification is required by a regulatory agency. Qualification courses are generally designed to develop a skill or apply knowledge in a particular situation - i.e. train a person to operate equipment such as a crane or forklift.

Individual Training Needs Assessment (ITNA) – the process used to identify the hazards an individual may be exposed to in the work environment from which the required training can be derived. ITNA is a web-based form and may be accessed on the ESH&Q Training webpage - <https://www-esh.fnal.gov/pls/cert/itna.html?>

ITNA Contact – this is the person who is responsible for completing an individual’s ITNA. It is usually a person’s supervisor but may be a designated person for projects.

ITNA Proxy – this is the person who has been designed by the ITNA Contact to complete an ITNA of an individual under their supervision.

ITNA Proxy Privileges – the TRAIN database rights granted to an individual by the ESH&Q Training Group to perform an ITNA on a designated individual or group of individuals.

Qualified Trainer - a person competent in both the subject matter to be taught and as a trainer. Line management will identify the person as a trainer.

TRAIN – the training management database used to document the ESH&Q training program including courses, training needs, attendance, and qualifications.

Training - the transfer of skills, knowledge, and the development of safe attitudes which raise the level of competence of the learner.

Training Documents – documents that support the ESH&Q training program.

Training Records – evidence that demonstrates conformance with the ESH&Q training program, including training attendance sheets, exams, and certificates of completion/attendance.

3.0 RESPONSIBILITIES

3.1 The Division/Section Head or Project Manager (D/S/P)

- Ensures that appropriate ESH&Q training has been identified for each employee.
- Ensures that employees complete their training in a timely manner.
- Assigns a D/S/P TRAIN Coordinator when necessary (A TRAIN coordinator may serve more than one organization).
- Ensures that any D/S/P specific ESH&Q training received is documented in TRAIN.
- Ensures that their ESH&Q staff is qualified to perform all their assigned work.

3.2 The ESH&Q Section – Training Group

- Establishes the Training Review Panel that is responsible for reviewing all aspects of the ESH&Q Training Program on an as needed basis.
- Develops and maintains the Individual Training Needs Assessment (ITNA) system/program.
- Identifies ESH&Q training needs mandated by the contract requirements, Work Smart Set of Standards (WSS), Fermilab ES&H Manual (FESHM), Fermilab Radiological Control Manual (FRCM), Fermilab Quality Assurance Manual (QAM), and Laboratory policies.
- Develops and maintains ESH&Q training platforms for site-wide courses.
- Presents site-wide ESH&Q training courses on a schedule to allow for timely completion of training.
- Provides the means to document ESH&Q training.
- Provides support to D/S/P in developing site-specific training upon request.
- Maintains central repository for training records and documents.
- Reviews the submitted requests for ITNA Proxy privileges and provides approval/denial feedback to requestor.
- Reviews and denies/approves the submitted requests for training revocation.

3.3 The Supervisor

- Ensures employee completes training and understands the importance of both working safely and conducting work activities in an environmentally sound manner.
- Completes the ITNA for each new employee.
- Reviews/Revises ITNAs on an annual basis or when job assignment or hazards change.
- Ensures that any temporary employee or user assigned to them has an ITNA completed and has received all required training.

- Submit a request for ITNA Proxy privileges to be granted to another individual if the ITNA Contact responsibilities cannot be fulfilled in a timely manner.

3.4 The Employee

- Participates with the supervisor in the completion of ITNA.
- Maintains his/her ESH&Q training status current by completing training courses in a timely manner.
- Ensures that any temporary employee or user assigned to them has an ITNA completed and has received all required training.

3.5 The D/S/P TRAIN Coordinator

- Establishes class sessions in TRAIN to be taught in their D/S/P (e.g. Computing Division courses).
- Enters class attendance into TRAIN.
- Ensures that **original** attendance rosters are sent to ESH&Q Section, complete with class code, TRAIN entry data and the signature of the person entering the completions into TRAIN.

3.6 ESH&Q Training Review Panel

- Analyzes the existing Fermilab ESH&Q Training Program, as well as future inputs into the program, to assure that the most effective Fermilab ESH&Q Training Program is in place.

4.0 PROGRAM DESCRIPTION

4.1.1. Training Requirements

The ESH&Q Section routinely identifies regulatory driven training requirements (and qualification periods) which apply to the Laboratory and make these known to management. Those courses are documented in TRAIN. Division/Section/Project management shall identify division specific training needs and assure these courses are entered into TRAIN.

All courses shall be entered in TRAIN and shall be given a course number. An ESH&Q [New Course Number Form](#) shall be completed by the course originator and submitted to ESH&Q for entry into TRAIN.

4.1.2. Individual Training Needs Assessment (ITNA)

The supervisor or ITNA Contact shall complete an [ITNA](#) for each new employee under his/her supervision or visitor assigned to his/her project. The ITNA shall be reviewed and revised as appropriate on an annual basis, or when the employee's job assignment or job hazards change, whichever comes first. Upon completion of the ITNA, a training plan is automatically generated which identifies the training courses the employee is required to complete.

4.1.3. ITNA Proxy Privileges

The supervisor or ITNA Contact shall submit a request to eshq_training@fnal.gov to request for ITNA Proxy Privileges to be granted to another individual in the case that the supervisor or ITNA Contact cannot perform their ITNA responsibilities in a timely manner. The ESH&Q Training Group will

review the request and provide feedback in the form of an approval or denial notification to the requestor within 48 work-hours of the request. The email request shall contain the following information:

- The name of the current ITNA Contact or Supervisor of the individual who is to have their ITNA completed
- The name and Division/Section/Project of the individual for which ITNA Proxy Privileges are being requested
- Employee Type (e.g. full-time, user, subcontractor, student program participant, etc.) and the Division/Section/Project of the individual who is to have their ITNA completed

4.1.4. New Employee Orientation

All employees, users and contract employees are required to take New Employee ESH&Q Orientation. This course includes:

- Roles and Responsibilities
- Environmental Management System
- Emergency Signals and Response
- Security
- Electrical Safety Orientation
- Hazard Communication
- General Employee Radiation Training (GERT)
- Hazard Analysis (HA)
- Personal Protective Equipment (PPE)

In addition, the supervisor can also provide a site-specific orientation through the review of the [New Employee Checklist](#) (form) or an equivalent.

4.1.5. Training Development

The ESH&Q Training group, together with subject matter representatives from the D/S/P, shall develop training aids such as support material and examinations, to name just a few. This material shall be maintained by the ESH&Q Section and made available as requested to Laboratory organizations and DOE oversight personnel and auditors.

The course objectives for new training courses shall be reviewed and approved by the ESH&Q Training Review Panel. As a course is revised, it shall undergo the same review/approval process. The course content for active courses shall be reviewed on a 3-year basis. If a course is not approved by the ESH&Q Training Review Panel, then the course contact will be notified where further review may occur.

D/S/P's shall have a similar process for development of D/S/P specific training.

4.1.6. Training Implementation

The ESH&Q Section shall present, coordinate, or support training courses. This will be done to maintain a minimum level of consistency across the Laboratory and over time. Where desired, D/S/P may present this training; however, the standard training material shall be used. Certain courses shall be offered on a scheduled basis and shall be open for enrollment through the ESH&Q Home Page or

by contacting the instructor. Other courses shall be scheduled and presented as requested by the various organizations at the Laboratory.

All ESH&Q training required for qualification shall be presented by a qualified trainer. The trainer will have sufficient knowledge of the subject matter to present the training, as determined by their management. In addition, the trainer will possess the necessary skills to competently deliver the training.

4.1.7. Training Evaluation

An evaluation for most online and classroom courses will automatically be emailed to participants who have successfully completed a course. The information from the evaluation is used to serve as input into the continual improvement of the ESH&Q Training Program, training course materials, and qualified trainers/instructors.

4.1.8. ESH&Q Training Course Equivalency

Selected ESH&Q-related training courses/modules which are owned and maintained by other institutions or DOE laboratories may be reviewed by Fermilab subject matter experts to grant equivalency to the corresponding Fermilab training course. The Fermilab subject matter expert is usually the ITNA course contact. Documentation must be submitted to the ESH&Q Training Department which contain the following information: the name of the institution or DOE laboratory, the institution's specific training course name, the equivalent Fermilab ESH&Q training course name, the name of the subject matter expert who has reviewed and accepted the training, and the date of conclusion (e.g. accepted / not accepted). Only after this documentation has been received and filed in ESH&Q DocDB can equivalency training credit be granted related to these courses.

4.1.9. Reciprocal Training

Fermilab will accept training that meets Fermilab standards if employees and users provide proof that they have successfully completed equivalent training at another facility. Such proof (e.g. training records, certificates, etc.) must be submitted to the individual's ITNA contact or Supervisor and then to the ESH&Q Training Department either electronically to eshq_training@fnal.gov or physically to ensure credit is given in TRAIN. The individual's training must be current at their institution. ESH&Q training course credit may also be granted to individuals from an institution where ESH&Q training course equivalency has already been deemed – see section 4.1.8 above.

4.1.10. Users

All users shall have an ITNA completed by their ITNA contact. The user is responsible for completing all required training in a timely manner.

4.1.11. Contract Employees

Subcontract employees shall have an ITNA completed by their Fermilab Supervisor or Point of Contact (POC). The Supervisor or POC is responsible for ensuring the subcontract employees complete all required training.

4.1.12. Revocation of Training Qualifications

There may be instances where it is necessary to revoke the training qualifications of an employee. This action may be required when there is evidence that the employee has committed unsafe acts

contrary to the information gained and the skills developed during the training; or the employee's behavior suggest that training was not fully understood or implemented. Taking such an action is consistent with the responsibilities outlined in [FESHM 1010](#), but is not to be used as a substitute for Stop Work procedures described elsewhere in this Manual.

Designated representatives of the D/S/P may request the revocation of the completion status of an individual's training by submitting an online [Revocation of Training Qualifications Form](#) to the ESH&Q Quality and Training Group. The ESH&Q Quality and Training Group will approve or deny the request. The requestor and the individual whose training is pending revocation will receive an email announcing the revocation if the request is approved. The requestor will receive an email if the request is denied. If the request is approved, the employee must enroll again in the training course at the next available opportunity or as otherwise directed by the D/S/P. The Division Safety Officer is not a line manager but their advice and expertise should be sought in these matters.

4.1.13. Documentation & Records

ESH&Q-related training information shall be entered into TRAIN by the organization providing the training or the ESH&Q Section. Training documents and records pertaining to ESH&Q-related training shall be forwarded to the ESH&Q Section for filing and records retention purposes.

The original signed attendance sheets and completed exams shall be retained in accordance with the applicable Department of Energy [Administrative Records Schedules](#) for training materials.