

## FESHM 2070: ENVIRONMENT, SAFETY, HEALTH & QUALITY TRAINING

### Revision History

<b>Author</b>	<b>Description of Change</b>	<b>Revision Date</b>
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## 1.0 INTRODUCTION

The Fermilab Environment, Safety, Health, and Quality (ESH&Q) training program is intended to provide employees, visiting scientists 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).

**Central Course** – An ESH&Q training course that is a course taught across the laboratory. These courses are assigned an FN number in TRAIN, and can include those courses provided by offsite vendors.

**Division/Section/Project (D/S/P) Course** – An ESH&Q Course developed specifically for a D/S/P, such as specialized Lockout/Tagout Procedures. These courses are assigned a D/S/P designation.

**ESH&Q Awareness Course** - a general overview or introduction to an ESH&Q topic presented to create awareness, but **not** 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 at <http://www-esh.fnal.gov/pls/default/itp.html>

**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 and 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 such as lesson plans (both classroom and OJT), exam template, etc.

**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)

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

#### 3.2 The ESH&Q Section

- developing and maintaining the Individual Training Needs Assessment (ITNA)
- Identifying ESH&Q training requirements based upon requirements within the contract requirements, Work Smart Set of Standard (WSS), Fermilab ES&H Manual (FESHM), Fermilab Radiological Control Manual (FRCM), and Laboratory policies
- developing, maintaining ESH&Q lessons plans for site-wide courses
- presenting site-wide ESH&Q training courses on a schedule to allow for timely completion of training
- Providing the means to document ESH&Q training
- providing support to D/S/P in developing site specific training upon request
- maintaining central repository for training records and documents

#### 3.3 The Supervisor

- assuring employee is training to work safely and in an environmentally sound manner
- completing the ITNA for each new employee
- completing the [New Employee Checklist](#) for each new employee
- reviewing/revising ITNAs on an annual basis or when job assignment or hazards change, whichever is earlier
- assuring that any temporary employees or scientific users assigned to them have an ITNA completed and have received all required training

#### 3.4 The Employee

- participating with the supervisor in the completion of ITNA
- Maintaining their ESH&Q training status current by attending training courses in a timely fashion
- assuring that any temporary employees or scientific users assigned to them have an ITNA completed and have received all required training

### 3.5 The D/S/P TRAIN Coordinator

- entering new D/S/P courses into TRAIN and assigning new course numbers
- establishing class sessions in TRAIN to be taught in their D/S/P
- entering class attendance into TRAIN
- assuring original attendance roster is sent to ESH&Q Section

## 4.0 PROGRAM DESCRIPTION

### 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 shall be given a course number. An ES&H [New Course Number Form](#) shall be completed by the course originator and submitted to the D/S/P TRAIN Coordinator for entry into TRAIN.

### Individual Training Needs Assessment (ITNA)

The supervisor shall complete an ITNA for each new employee under his/her supervision. 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 ESH&Q training the employee is required to complete.

### New Employee Orientation

All employees, users and contract employees that will be on site more than 30 days a year are required to take New Employee ESH&Q Orientation. This includes:

- Roles and Responsibilities
- Integrated ESH&Q Management, including Environmental Management System
- Emergency Signals and Response
- Security
- Electrical Safety Orientation
- Hazard Communication
- General Employee Radiation Training (GERT) (may be replaced by Radiation Worker Training)

In addition, the supervisor is required to provide a site specific orientation through the review of the New Employee Checklist (form) or equivalent.

### Training Development

The ESH&Q Training group, together with subject matter representatives from the D/S/P, shall develop training aids such as lesson plans, support material, examinations, etc. for Central Courses. 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 lesson plans for Central Courses shall be reviewed by the ESH&Q Training and approved by the Chief Safety Officer. As a course is revised, it shall undergo the same review/approval process. The lesson plan for active courses shall be reviewed on a 5-year basis.

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

### **Training Implementation**

The ESH&Q Section shall present, coordinate, or support Central Courses. This will be done in order to maintain a minimum level of consistency across the Laboratory and across 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.

### **Training Evaluation**

All new and revised courses have distributed a critique sheet to the students the first time a class is taught. This information will be used to improve the acceptability and effectiveness of ESH&Q Central Courses. The status of training shall be incorporated into the Laboratory's assessment programs.

### **Reciprocal Training**

Fermilab will accept training that meets Fermilab standards if employees and working visitors and users provide proof that they have successfully completed equivalent training at another facility. Such proof must be submitted to ESH&Q Section to ensure credit is given in TRAIN.

### **Users**

All Users who will be on site more than 30 days a year shall have an ITNA completed by their identified Point of Contact (POC). The User is responsible for completing all required training in a timely manner.

### **Contract Employees**

Temporary employees who will be on site more than 30 days a year shall have an ITNA completed by their Fermilab POC. The POC is responsible for assuring the temporary employees complete all required training.

### **Revocation of Training Qualifications**

There may be instances where it may be necessary to revoke the training qualifications of an employee. This action may need to be taken when there is evidence that the employee commits unsafe acts contrary to the information gained and the skills developed during the training evolution; or, behaviors suggest that training was not fully understood or implemented. Taking such 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 revoke the completion status of an individual's training by submitting [ESH Form 22](#) to the Chief Safety Officer. Thereafter, 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 should be sought in these matters.

### **Documentation & Records**

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

Lesson Plans, signed attendance sheets and completed exams have a retention period of 75 years after the termination/separation of the employee.