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Memorandum

June 11, 2008

To: Bruce Chrisman
From: William Griffing *WGriff*
Subject: Revised FESHM Chapter 4010 – Environment Safety and Health Training

FESHM Chapter 4010, Environment Safety and Health Training, has been revised to clearly describe Fermilab's ES&H training program. The requirement for annual review of ITNA has been incorporated, as has the requirement for supervisors to complete the New Employee Orientation checklist. This chapter was out for labwide review, no comments were received.

After final approval, please return this approval page to Elizabeth Bancroft at MS119 for posting on the web.

Encl.

Recommended for Approval:



Bruce Chrisman

6/17/08
Date

Approved:



Piermaria Oddone

6/18/08
Date

ENVIRONMENT SAFETY & HEALTH TRAINING

INTRODUCTION

The Fermilab Environment, Safety, and Health (ES&H) training program is intended to provide employees, visiting scientists, and subcontractors the information and skills necessary to work safely and without harm for themselves, their co-workers and the environment.

This chapter describes the ES&H training program, including identifying ES&H training needs, and recordkeeping requirements.

DEFINITIONS

Active Course – An ES&H training course that is tied to a question in the Individual Training Needs Assessment (ITNA).

Central Course – An ES&H 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/Center (D/S/C) Course – An ES&H Course developed specifically for a D/S/C, such as D/S/C Lockout/Tagout Procedures. These courses are assigned a D/S/C designation.

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

ES&H 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 in the TRAIN database.

TRAIN – the training management database used to document the ES&H 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 ES&H training program such as lesson plans (both classroom and OJT), exams template, etc.

Training Records – Evidence that demonstrates conformance with the ES&H training program, including training attendance sheets, exams, and certificates of completion/attendance

RESPONSIBILITIES

The Division/Section/Center (D/S/C) Head is responsible for

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

The ESH Section is responsible for

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

The Supervisor is responsible for

- 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

The Employee is responsible for

- participating with the supervisor in the completion of ITNA
- Maintaining their ES&H 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

The D/S/C TRAIN Coordinator is responsible for

- entering new D/S courses into TRAIN and assigning new course numbers
- entering class attendance into TRAIN
- assuring original attendance roster is sent to ESH Section

PROGRAM DESCRIPTION

Training Requirements

The ES&H 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 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 (form here) shall be completed by the course originator and submitted to the D/S/C 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 ES&H 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 ES&H Orientation. This includes:

- Roles and Responsibilities
- Integrated ES&H 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-Safety and Environmental Protection (SEP) group together with subject matter representatives from the D/S, shall develop training aids such as lesson plans, support material, examinations, etc.) for Central Courses. This material shall be maintained by the ESH 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-SEP, and approved by the Associate Head ESH-SEP. 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/C shall have a similar process for development of D/S/C specific training.

Training Implementation

The ESH 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 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 Home Page or by contacting the instructor. Other courses shall be scheduled and presented as requested by the various organizations at the Laboratory.

All ES&H training required for qualification shall be presented by a qualified trainer. The qualification process for a trainer may include successful completion of a "train-the-trainer" course or formal OJT program under the tutelage of a mentor who is a qualified trainer. The certificate of completion or completed qualification card will be retained in

the individual's personnel folder. In either case, demonstrated competence shall be included before a person is designated a "trainer".

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 ES&H 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 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 1030, but is not to be used as a substitute for Stop Work procedures described elsewhere in this Manual.

Designated representatives of the D/S/C Head may revoke the completion status of an individual's training by submitting ESH Form 22 to the ES&H Director. The form is found at the end of this chapter. Thereafter, the employee must enroll again in the training course at the next available opportunity or as otherwise directed by the Division/Section. The Senior Safety Officer is not a line manager but their advice should be sought in these matters.

Documentation & Records

ES&H-related training information shall be entered into TRAIN by the organization providing the training. Training documents and records pertaining to ES&H-related training shall be forwarded to the ES&H Section for filing and maintenance.

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



REVOCAION OF TRAINING QUALIFICATIONS

Personal Information

Name: D/S ID#

Training Course Information

Course Number Title

Course Number Title

Course Number Title

Justification For Revocation

Senior Safety Officer or Designated Representative

Signature

Title

Distribution:
Original- ESH Section

Copy to:
Supervisor
Department Head

ES&H Form 22

Fermilab New/Transferring Employee Orientation Checklist

_____	_____
Employee's Name	Fermi ID#
_____	_____
Supervisor's Name	Fermi ID#
GENERAL	
<p>The supervisor must review the following information with the new/transferring employee or ensure that each applicable item is demonstrated/reviewed. The new/transferring employee should initial each item after the item has been reviewed or demonstrated and feels that they have a good grasp of the item. Questions or uncertainties should be cleared up before initiating the item. Upon completing the checklist, both the employee and the supervisor should sign and date the checklist.</p>	

TOPICS	INITIALS	
	Emp	Supv
<u>General Administrative Information</u>		
1. Review Fermilab ES&H Manual		
2. Safety Responsibility Employee (Include reporting of "near misses", dangerous condition, incidents, injuries, etc.) Line Management Laboratory ES&H Policy and Goals		
3. ES&H Training ITNA Required Training		
4. Employee Access to Medical, Monitoring, and Personnel Records		
5. Absence from Fermilab Vacation Business Trips Sick		
6. Responsibility For Property Security Key Boxes Reporting Lost or Stolen Property Removal of Property from Fermilab Assignment of Keys		
7. Use of Telephones Phone Directory Personal Calls Use of Pager		
8. Computer E-mail		

Software Security Licensing Policy, etc. Training (MS Word, Excel, File Maker Pro, etc.)		
9. Creation and Maintenance of Records		
10. ID card		
11. Vehicle Safety		
12. Mail Station Number and Location		
13. Introduction to Staff (Include location of ES&H representatives)		
14. Section Personnel Policy Guide		
<u>Emergency Procedures/Equipment</u>		
1. Building, Laboratory and Wilson Hall Emergency Alarms		
2. Fire Evacuation Routes		
3. Assembly Areas		
4. Tornado Shelter		
5. Area Emergency Wardens		
6. Reporting of Emergencies (x3131) Spills Threats Injury Environmental Incident		
7. Exits, Safety Showers, Eyewash Fountains		
<u>Safe Work Practices</u>		
1. Compressed Gas Cylinders		
2. Lockout/Tagout		
3. Pressure Safety		
4. Housekeeping		
5. Safe Lifting Techniques		
6. Oxygen Deficiency		
7. Radiation Personnel Dosimetry Program Radiation Worker Training Source Training Material Move Training		
8. Hazardous Materials Material Safety Data Sheets Labeling NFPA Review/Stamp		
9. Electrical Safety		
10. Material Handling Crane Operation		

Forktruck Operation		
11. Bloodborne Pathogens		
12. Fire Extinguishers		
13. Lasers		

TOPICS	INITIALS	
	Emp	Supv
Personal Protective Equipment (Care, Repair and Replacement)		
1. Eye (Safety Glasses)		
2. Foot (Safety Shoes)		
3. Head (Hard Hats)		
4. Hand (Work Gloves)		
5. Respirators Training Medical Surveillance Fit-Testing		
Miscellaneous Items		
1. Building access Lock down procedures After hours access Parking locations and restrictions		
2. Prohibited Articles from being brought onto sight Alcoholic Beverages Illegal Drugs Hazardous Materials Explosives and Incendiary Devices Firearms/Weapons Radioactive Sources		
3. Smoking Regulations		
4. Location of Medical Department		
5. Visitor Procedures and Responsibilities		
Supervisor's Briefing		
1. Expectations		
2. Roles and Responsibilities		

3. Authority		
4. Housekeeping		
5. Requisitioning Supplies and Equipment		
6. Time Off		
7. Other _____		

I have completed all activities associated with each item which is applicable to my position within the _____ Division/Section and have discussed all issues/concerns with my supervisor.

Employee Signature _____
Date

I have discussed all applicable items with the above named employee. I am satisfied that he/she has completed all items appropriate for their position. All items that are not applicable have been marked, "NA".

Supervisor Signature _____
Date