

## Memorandum

April 26, 2010

**To:** Supervisor of Summer Students  
Spokespersons of Current Experiments with Summer Students

**From:** Nancy L. Grossman, ES&H Director 

**Subject:** Summer Students

It will not be long before we see an influx of summer students. As always, it is the division's and section's responsibility to ensure that prior to work assignment, each summer employee receive the proper training necessary to complete his or her job in a safe and healthy manner.

In our ongoing effort to achieve an injury-free summer for all of our summer students, the ES&H Section will conduct 2 types of summer employee safety classes. The first will be a mandatory New Employee Orientation for **all** summer students, including co-ops, interns, etc. The second class will be for "Supervisors of Summer Students." This training includes discussions of past summer student injuries, supervisor's roles and responsibilities, expectations of students, and tools (i.e., checklist) to assist supervisors in working with students.

**The supervisor's class is mandatory for all "new" supervisors of summer students and every three years thereafter.**

Note: The Supervisor of Summer Students course [handout materials](#) may be obtained on the ES&H website under Quick Links/Training/Course Handout Material.

The supervisor's class lasts for approximately one and a half hours. If you have any questions, please contact Joel Kofron at Ext. 8444 or [kofron@fnal.gov](mailto:kofron@fnal.gov).

**When you submit your request to the Workforce and Development Section, your Individual Training Plan (ITP) is updated automatically and any required courses you must take are indicated. You will also receive an e-mail reminder indicating which class(es) you need to attend. Please note that you will not receive a summer student unless you have completed both the Supervisor of Summer/Co-op Students training class (FN000309) and the Sexual Harassment for FNAL Managers and Supervisors training class (FN000312).**

*Distributed via e-mail*

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File: Summer Students