FESHM 2070: ENVIRONMENT, SAFETY, HEALTH & QUALITY TRAINING

Revision History

Author	Description of Change	Revision Date
Kathy Vuletich	Added HR Talent Development Group and HR Section references to document the organizational change of ES&H Training moving to HR. Added reference to the risk assessment process for ES&H training courses. Added scope to include all Fermilab leased spaces.	December 2021
Jemila Adetunji	Added ITNA Proxy description and associated process; updated training revocation process requirements	February 2018
Jemila Adetunji	Added ES&H training course equivalency guidelines and information; removed obsolete references; additional minor editorial changes.	August 2017
Joel Kofron	Added FESHM Chapter formatting template and changed description of qualified trainer.	August 2013

Fermilab ES&H Manual
WARNING: This manual is subject to change. The current version is maintained on the ES&H Section website.

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1.0   INTRODUCTION

The Fermilab Environment, Safety, and Health (ES&H) 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 ES&H training program, including identifying ES&H training needs, and recordkeeping requirements and is applicable to the main site in Batavia, Illinois and any Fermilab leased spaces.

2.0   DEFINITIONS

Active Course – an ES&H 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.

ES&H Awareness Course - a general overview or introduction to an ES&H topic presented to create awareness, but **not** intended 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 on the ES&H 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 HR Talent Development 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 ES&H 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 ES&H training program.

Training Records – evidence that demonstrates conformance with the ES&H training program, including training attendance sheets, exams, and certificates of completion/attendance managed by the HR section.

3.0   RESPONSIBILITIES

3.1   The Division/Section Head or Project Manager (D/S/P)
- Ensures that appropriate ES&H training has been identified for each employee.
- Ensures that employees complete their training in a timely manner.
- Ensures that any D/S/P specific ES&H training received is documented in TRAIN.
- Ensures that their ES&H staff is qualified to perform all their assigned work.

3.2   The ES&H Section
- Identifies ES&H personnel responsible for reviewing all aspects of the ES&H Training Program on an as needed basis.
- Identifies ES&H training needs mandated by the contract requirements, Fermilab ES&H Manual (FESHM), Fermilab Radiological Control Manual (FRCM), Fermilab Quality Assurance Manual (QAM), and Laboratory policies.
- Presents site-wide ES&H training courses on a schedule to allow for timely completion of training.

3.3   Human Resources (HR) – Talent Development Group
- Develops and maintains the Individual Training Needs Assessment (ITNA) system/program.
- Develops and maintains ES&H training platforms for site-wide courses.
- Provides the means to document ES&H 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.

3.4 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.

3.5 The Employee

- Participates with the supervisor in the completion of ITNA.
- Maintains his/her ES&H training status current by completing training courses in a timely manner.

4.0 PROGRAM DESCRIPTION

4.1 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. D/S/P 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. A New Course Number Form shall be completed by the course originator and submitted to HR Training for entry into TRAIN.

4.2 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.

4.3 ITNA Proxy Privileges

The supervisor or ITNA Contact shall submit a request to 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 HR Talent Development Group will review the request and provide feedback in the form of an approval or denial notification to the requestor within 48 workhours 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

4.4   New Employee Orientation

All employees, users and contract employees are required to take New Employee ES&H 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.

4.5   Training Development

The HR Talent Development 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 HR 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 appropriate ES&H personnel or subject matter expert. 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 ES&H section, then the course contact will be notified where further review may occur.

The risk for the course (if applicable) shall be jointly assigned by ES&H and HR sections to determine the likelihood consequences would occur if training is not completed promptly.
Likelihood is measured based on the possible occurrence:
- Rare
- Unlikely
- Possible
- Likely
- Almost Certain

Potential consequences include impacts to:
- Safety and health
- Equipment and components
- Fermilab reputation/brand
- Project or experiment
- Environment

The following risk tables are used to determine appropriate risk level and potential consequences of failure to complete training.

Likelihood / Consequence	Insignificant	Minor	Moderate	Major	Extreme
Rare	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Almost Certain	5	10	15	20	25

Consequence	Safety & Health / Equipment & Components / Fermilab Brand / Project or Experiment / Environmental
Insignificant	first aid only, no lost time / negligible damage to equipment / no significant risk to brand reputation / negligible impact to project / no measurable impact to environment
Minor	medical attention required, no lost time / minimal damage to equipment / minimal risk to brand reputation / minor impact to project / minor impact to environment
Moderate	additional medical attention required with lost time / major damage to equipment / likely risk to brand reputation / significant impact to project / serious impact to environment
Major	severe health impact with lost time / loss of equipment and components / significant risk to brand reputation / risk of project failure / long-term impact to environment
Extreme	severe, irreversible injuries or death / loss of multiple pieces of equipment and components / damage to brand / project failure / permanent impact to environment

Risk	Requirement
≤6	Training must be completed within 60 days of ITNA or last completion date.
> 6 & ≤12	Training must be completed within 30 days of ITNA or last completion date.
>12	Training must be completed within 10 days of ITNA or last completion date.

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

4.6 Training Implementation

The ES&H Section shall present, coordinate, and support safety 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 ES&H 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 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.

4.7 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 ES&H Training Program, training course materials, and qualified trainers/instructors.

4.8 ES&H Training Course Equivalency

Selected ES&H-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 course contact. Documentation must be submitted to the HR Talent Development Group which contain the following information: the name of the institution or DOE laboratory, the institution's specific training course name, the equivalent Fermilab ES&H 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 ES&H DocDB can equivalency training credit be granted related to these courses.

4.9 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 HR Talent Development Group either electronically to training@fnal.gov or physically to ensure credit is given in TRAIN. The individual's training must be current at their institution. ES&H training course credit may also be granted to individuals from an institution where ES&H training course equivalency has already been deemed – see section 4.1.8 above.

4.10 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.

4.11 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.

4.12 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 HR Talent Development Group. The HR Talent Development 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.

4.13 Documentation & Records

ES&H-related training information shall be entered into TRAIN by HR. Training documents and records pertaining to ES&H-related training shall be forwarded to the HR 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.