

Chapter 7 Environmental Training and Awareness

7.1 Environmental Training Program

Background	<p>A critical element for the successful implementation of the Materials Lab Environmental Management Program (EMS) is the development and implementation of an environmental health and safety (EH&S) training program. A comprehensive training program provides the following:</p> <ul style="list-style-type: none">• Employees are given information on procedures to conduct their work in acceptance with environmental health and safety and fire code requirements.• A mechanism is available to demonstrate management’s commitment to improved environmental performance, communicate corporate environmental policies and goals, and elevate the environmental awareness of staff.
Application	<p>The training section applies to all Materials Lab employees.</p>
Policy	<p>The policy of the Materials Lab is to ensure that all personnel have the training, commensurate with their responsibilities, as required to protect their health and to perform work in a competent, safe, and environmentally sound manner. The training standards will meet or exceed the requirements of the Ecology, U.S. DOT, WISHA, and other regulatory agencies. The Materials Lab will provide all training needed to enable its workers to meet those standards, and it will document the training of all its personnel.</p>
Training Program Overview	<p>The training program provides employees with the training necessary for the safe and productive completion of their work responsibilities. A primary emphasis is placed on the fulfillment of environmental health and safety training requirements. The training program will include the following courses:</p> <ul style="list-style-type: none">– Hazardous Communications Training (WSDOT Safety Office)– Hazardous Materials Handling (Video)– On the job training (performed by laboratory supervisors on safety and handling procedures for chemicals and wastes related to specific testing procedures)

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Needs Assessment Process

At the heart of the training program is the Needs Assessment Process. The Needs Assessment Process provides a mechanism to identify hazards, training needs, and job task elements. The following steps should be followed to identify training needs:

Step	Action
1	For each employee, the Section/Lab Supervisor completes the Laboratory Employee Training and Awareness Checklist.
2	Each employee's training needs are determined by the employee and their supervisor, who ensure that mandatory requirements are met, as well as professional development needs. One tool to determine employee's training needs is the Laboratory Employee Training and Awareness Checklist.
3	The Laboratory Supervisor will provide appropriate training based on the employee's identified training needs.
4	To assure that training needs are continuously addressed, training records will be kept on the lab tester qualification database. The database will remind lab supervisors when training and training refreshers are needed
5	Supervisors need to reassess the training requirements for an employee if their assigned job activities change significantly or if they change job positions.

Laboratory Employee Training Checklist

The Laboratory Employee Training Checklist is located in the Appendix 13.

Training Methodologies

Most activities at the Materials Lab require at least some environmental safety and health training and orientation. Each worker's particular work situation determines the method and depth of this training, which can range from an orientation (informal talk) about an environmental health and safety issue to multiple required courses. Training also can include comprehensive, advanced-level training tailored to a specific operation or assignment. The training methodologies used by the Materials Lab are listed below.

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Training Methodology	Description
New Employee Orientation	Whenever a new employee is hired, he/she must undergo a New Employee Orientation that covers topics such as the use of the Manual, structure of safety procedures at the Materials Lab, and general laboratory safety rules.
Classroom Courses	Numerous environmental safety and health courses are taught in a traditional classroom setting. These courses may be provided by DOE or other environmental health and safety training organizations. These classes typically involve an instructor using a stand-up lecture format, often with interactive discussions, demonstrations, videotapes and exercises. Most classroom courses require pre-enrollment, but some are offered on a drop-in, first-come, first-served basis.
On-the-Job Training (OJT).	OJT constitutes "hands-on" training for workers who are new to an area or task. These workers may have a thorough technical background or theoretical understanding of an operation, but require additional training to ensure that they understand the specific details of an operation. To avoid errors that can have a significant impact on safety or operations, OJT will be carefully supervised by a knowledgeable and competent individual. OJT should be conducted so that trainees satisfactorily complete all of the required training objectives and maximize learning from this experience.
Retraining	Certain course information must be updated on a regular basis. Retraining may involve retaking the original course, or taking a different abbreviated course specifically developed as a refresher for the original course.
Safety Meetings	Another means of providing worker training is through periodic safety meetings, which can range from 5-minute, on-the-job (for example, tailgate) types, to formal department or division meetings—or anything in between. They may be conducted as one part of a general meeting, but all Materials Lab organizations should have at least one annual department or division safety meeting to review and discuss relevant health and safety topics and issues. These meetings should be appropriately documented with the date, presenters, content and names of attendees.

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Safety Meetings When safety meetings are used to convey safety information, a record must be kept of the meeting to confirm the event. The record should include the date, subject, acceptable positive identification (such as signatures) of attendees, and the presenter's name.

Section/Lab Supervisors should solicit ES&H topics from their group. Potential sources include incident reports and occurrence reports.

Training Topics and Frequency of Training The training topics, training methodologies, and frequency of training are listed on the Laboratory Employee Training Checklist located in the Appendix 13.

Training Record Keeping The Laboratory Supervisors using the tester qualification database will maintain training records that demonstrate compliance with the requirements of this training program. The Laboratory Administrative Officer will periodically check to ensure compliance with the training program.
