

TRAINING

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Following the Necessary and Sufficient process recently conducted at ORNL, the number of compliance documents for the Laboratory (federal and state laws, accepted standards, etc.) has been minimized. However, most of the remaining compliance drivers have training requirements. Since we often have outside users here for short periods of time, arranging off-site training proved to be difficult, and we made the decision to develop and provide in-house training modules tailored to working safely in Division facilities, and put this training on the WWW so it could be completed prior to arrival for work. Each module has a training plan, a study guide, and a test, which is graded automatically and sent to the Division Training Coordinator. The Coordinator keeps training records for the Division staff, guests, and users (in cooperation with the User Liaison office). With several changes in Laboratory training systems in the past few years, we have found that maintaining our own training data base is very useful to ensure that required Division training remains current. A Training Requirements Form is used by line management and the User Liaison to determine what work will be done by a person, then identifying training required to perform that function. As required training modules are completed, the person can perform those functions unsupervised. Training frequencies are given in the training modules, and also in the Training Qualifications Requirements matrices for each facility. Notices are sent when retraining is necessary, and training deficiencies are used as a Performance Metric in the ISMS program.

An example of training developed in the Division is the Physics Division Rad Worker I Equivalent Training module, which is a combination of parts of the DOE Radiation Worker I and II training designed to cover those activities commonly done in the Physics Division. In addition, we have also developed a Rad Worker II Equivalent module for those workers who need to enter contamination or high radiation areas. Both modules have been reviewed and approved by the ORNL Office of Radiation Protection, as required. An important part of our Rad Worker Equivalent training is the use of our Radiation Control Technicians (RCTs) to give the Practical Factors component of the training. They demonstrate proper use and handling of radioactive sources, how to use a Radiation Work Permit, Radiological Postings found in Division facilities, etc., and ensure the trainee understands how to work safely. Since they work with these issues daily, they know best which issues need to be emphasized to ensure

radiological work is done correctly. It also ensures that our User community learns who our RCTs are, and that they are knowledgeable and here to help.

Training modules developed in the Division and available on the WWW from the Division Training Home Page include:

Electrical Safety Training (#4012)

Experiment Safety Training (#6446)

Hazard Communication Training (#1309 and #1310)

Hood User Training (#3344)

Local Emergency Squad Training (#J1)

C1 - Module C, Lesson 1, HRIBF Radiation Safety for Guests and Staff

ORELA Unescorted Access Training (#5237)

Radiological Worker I Equivalent Training (#2107)

Radiological Worker II Equivalent Training (#2108)

Scott Air-Pak IIa Training (#5252)

Modules for Integrated Safety Management System Awareness training and Waste Certification Awareness training have been developed and are being put on the WWW.