Ames Laboratory Training Schedule

June 2009

TRAINING OFFICE, 151 TASF
PLEASE CALL 4-9972 TO REGISTER FOR ANY OF THE TRAINING EVENTS LISTED BELOW
Web Address: http://www.external.ameslab.gov/esha/training.html

GENERAL EMPLOYEE TRAINING (AL-001)					***No Retrain Required***
Date	***Time***	***Location***	***Date***	***Time***	***Location***
6-4-09	9:00-10:30 a.m.	151 TASF	6-12-09	10:00-11:30 a.m.	151 TASF
6-16-09	8:15-9:30 a.m.	151 TASF	6-23-09	2:00-3:30 p.m.	151 TASF
6-30-09	8:15-9:30 a.m.	151 TASF			

Provides an overview of hazard communication, emergency response actions, security immersion training and other general safety and administrative policies and programs. ***Target Audience:*** Required for all Ames Lab employees.

HAZARDOUS WASTE GENERATOR TRAINING (AL-073)			***Retrain Period: Annual***
Date	***Time***	***Instructor***	***Location***
6-16-09	9:30-10:30 a.m.	Drew Fullerton	151 TASF
6-25-09	3:00-4:00 p.m.	Drew Fullerton	151 TASF

Covers policy, practices, and procedures for hazardous waste generators, including RCRA requirements. ***Target Audience:*** Required for all hazardous waste generators or non-Ames Laboratory employees who generate waste in Ames Lab buildings.

PERSONAL PROTECTIVE EQUIPMENT (AL-133)			***No Retrain Required***
Date	***Time***	***Instructor***	***Location***
6-16-09	10:30-11:30 a.m.	Shawn Nelson	151 TASF

Reviews the various types of PPE protection, e.g., eye, face, head, hand, foot, and hearing and discusses PPE limitations. Also, covers proper care, storage, and maintenance of PPE. ***Target Audience:*** Required for all employees who utilize Personal Protective Equipment (PPE).

CHEMICAL HAZARD COMMUNICATION (AL- 137)			***Retrain Period: Five Years***
Date	***Time***	***Instructor***	***Location***
6-16-09	1:00-2:45 p.m.	Jim Withers	151 TASF

Covers chemical hazard information, including a Materials Safety Data Sheet (MSDS) exercise. ***Target Audience:*** Required for employees who work with chemicals in laboratory and non-laboratory spaces.

RESEARCHER ELECTRICAL SAFETY TRAINING (AL-191)			***Retrain Period: Three Years***
Date	***Time***	***Instructor***	***Location***
6-17-09	2:00-3:30 p.m.	John Hjortshoj	151 TASF

Stresses safe work practices for individuals working with research equipment. All parts are assumed to be properly guarded and no exposure to live parts is allowed during operation. ***Target Audience:*** Required for scientific staff that operates, adjusts and loads samples into research electrical equipment.

MACHINE SAFEGUARDING (AL-131)			***Retrain Period: Five Years***
Date	***Time***	***Instructor***	***Location***
6-24-09	10:00-11:00 a.m.	Shawn Nelson	151 TASF

Participants will review OSHA requirements, the types of machine safeguards, and safe work practices. ***Target Audience:*** Required for all Safety Coordinators and Representatives and individuals that maintain equipment with Guards. Group Leaders are strongly encouraged to attend.

LOCKOUT/TAGOUT (AL-012)			*Retrain Period: Three Years*
Date	***Time***	***Instructor***	***Location***
6-24-09	2:00-3:00 p.m.	Shawn Nelson	151 TASF

Reviews the six-step procedure for the appropriate application of devices for the control of hazardous energy, e.g., pneumatic, lasers, x-ray, hydraulic, steam, spring, chemical thermal. ***Target Audience:*** Required for all employees who wish to be "Authorized" to perform lockout/tagout. *Note: Employees performing* ***only*** *electrical LOTO do not need to attend this module if they have completed the Basic Electrical Safety Training Module (AL-019).*

HOISTING & RIGGING TRAINING (AL-014)			*Retrain Period: Three Years*
Date	***Time***	***Instructor***	***Location***
6-25-09	10:00-11:00 a.m.	Shawn Nelson	151 TASF

Provides an overview of the Ames Laboratory Hoisting and Rigging Program and details safe hoisting and rigging practices. ***Target Audience:*** Required for all hoist and crane operators.

AMES LABORATORY COMPUTER BASED TRAININGS OR CHALLENGE EXAMINATIONS

Schedule an individual training session by calling the Training Department at 4-9972.

AMES LABORATORY GROUP LEADER ORIENTATION TRAINING (AL-198) *No Retrain Required*

Provides Ames Laboratory Group Leaders essential information on a variety of responsibilities including safety implementation. Please contact the training office for instructions on completing this web-based training. ***Target Audience:*** Required for all Ames Laboratory Group Leaders. *Approximate course time: 1 hour.*

BASIC ELECTRICAL SAFETY RETRAINING <600 VOLTS (AL-019) *Retrain Period: Three Years*

Stresses safe work practices for individuals working on or near exposed electrical parts. Information is delivered as individualized Computer Based Training (CBT) and the participant is given a final test. ***Target Audience:*** Required for all Qualified Electrical Workers who are due for retraining. *Approximate course time: 1 ½ hours.*

BBP EXPOSURE CONTROL PLAN TRAINING (AL-035) *Retrain Period: Annual*

Covers information required by OSHA's Bloodborne Pathogens Standard. Covers the types of Bloodborne Pathogens (BBP), Exposure Control Plans, BBP Routes of Transmission, Occupational Exposures, Contamination Issues and Universal Precautions. Information is delivered as individualized Computer Based Training (CBT). ***Target Audience:*** Required for employees who, during the course of normal work may be exposed to human blood or other potentially infectious human body fluids or tissues. *Approximate course time: 45 minutes.*

BIOHAZARDOUS MATERIALS AWARENESS TRAINING (AL-202) *No Retrain Required*

Provides the participant a better understanding of issues related to the procurement, use and disposal of biohazardous materials (e.g. human, plant, animal pathogens.) NOTE: This module is not a substitute for OSHA Bloodborne Pathogen Training. This information is delivered as individualized Computer Based Training and includes a quiz. ***Target Audience:*** Suggested for Ames Laboratory researchers using biological agents that may cause disease in humans, plants, animals. *Approximate course time: 1 hour.*

CHEMICAL HAZARD COMMUNICATION (AL-137) *Retrain Period: Five Years*

Covers chemical hazard information, including a Materials Safety Data Sheet (MSDS) exercise. This module is delivered as individualized Computer Based Training (CBT), video and MSDS exercise. ***Target Audience*:** Required for employees who work with chemicals in laboratory and non-laboratory spaces.

CHEMICAL HYGIENE PLAN TRAINING FOR GROUP LEADERS (AL-127) *Retrain Period: Five Years*

Provides an overview of ISU's Chemical Hygiene Plan (CHP) as outlined by OSHA's Laboratory Standard. This module is delivered as individualized Computer Based Training (CBT) with a MSDS exercise. ***Target Audience:*** Required for Group Leaders working in laboratories where chemicals are used.

CONFINED SPACE ENTRY PROCEDURES (AL-023) ***Retrain Period: Two Years***

Stresses awareness of confined spaces, recognition of associated hazards, and proper entry practices. This module is delivered as individualized Computer Based Training (CBT) with site specific, practical guidance from the Prog./Dept. ***Target Audience:*** Required for all employees who will enter a confined space. *Approximate course time: 1 ½ hours.*

CYLINDER SAFETY TRAINING (AL-022) ***No Retrain Required***

Provides an overview for the safe storage, handling, and use of compressed gas cylinders. This module is delivered as individualized Computer Based Training (CBT), video and quiz. ***Target Audience:*** Required for all gas cylinder users. *Approximate course time: 1 hour.*

ERGONOMICS (AL-128) ***No Retrain Required***

Covers ergonomic issues, such as, performing work appropriately, evaluating the work environment, and reviewing situational exercises. Information is delivered as Computer Based Training (CBT). ***Target Audience:*** Suggested for employees, who perform repetitive motions, e.g., computer workstations, materials handling activities, etc. *Approximate course time: 1 hour.*

GENERAL EMPLOYEE RADIOLOGICAL TRAINING (AL-074) ***Retrain Period: Two Years***

Provides methods for maintaining exposures to radiation and radioactive materials *As Low as Reasonably Achievable (ALARA).* This information is delivered as individualized Computer Based Training (CBT) and a quiz. ***Target Audience*:** Plant Protection Personnel, Custodial Personnel and other personnel who have not completed Radiological Worker II but who may enter a Controlled Area and encounter radiological barriers, postings, or radioactive materials. *Approximate course time: 1 hour.*

HAZARD IDENTIFICATION (AL-130) ***No Retrain Required***

Provides the participant with a better understanding of potential hazards that are actively managed by Ames Laboratory. This information is delivered as individualized Computer Based Training (CBT) and a video. ***Target Audience:*** Required for Safety Coordinators and Representatives and Group Leaders are strongly encouraged to attend. The training module would also benefit any employee wishing to learn more about hazard identification. *Approximate course time: 1 hour.*

HYDROFLUORIC ACID TRAINING (AL-134) ***No Retrain Required***

Covers the basic physical properties of HF, the associated health risks, the proper First Aid actions and the use of safety equipment. This information is delivered as individualized Computer Based Training (CBT), video and a quiz. ***Target Audience:*** Required for workers who use anhydrous fluoride and workers who use hydrogen fluoride (HF) in aqueous solutions during work activities. Also suggested for Safety Coordinators who have this activity within their Program area. *Approximate course time: 1 hour.*

INTEGRATED SAFETY MANAGEMENT SYSTEM (AL-143) ***No Retrain Required***

Discusses the Ames Laboratory's Integrated Safety Management System as required by the DOE. Reviews the seven principles and five functions of the ISMS. ***Target Audience:*** Required for all Ames Laboratory employees and associates. *Approximate course time: 45 minutes.*

LADDER SAFETY (AL-136) ***No Retrain Required***

Discusses the proper use of stepladders, extension ladders and fixed ladders. Reviews inspection and maintenance techniques and provides general safety tips. Training is delivered by handbook and quiz. ***Target Audience:*** Required for all employees who utilize ladders during work activities. *Approximate course time: 30 minutes.*

LASER TRAINING (AL-070) ***Retrain Period: Three Years***

Covers laser fundamentals, hazards, and safety practices & controls. Training is delivered by video, with site specific, practical guidance from the participant's Group/Program. Note: An eye exam is suggested for laser workers who work with Class III and IV Lasers. The $130 cost of the eye exam (subject to change) is the responsibility of the Program/Group. ***Target Audience:*** Required for all employees who work with Lasers. *Approximate course time: 30 minutes.*

LASER REFRESHER TRAINING (AL-070) ***Retrain Period: Three Years***

Provides a quick refresher on the basics of laser safety and programmatic requirements for use of lasers on campus. ***Target Audience:*** Required for all employees who work with Lasers. *Approximate course time: 45 minutes.*

LOCKOUT/TAGOUT TRAINING (AL-012) ***Retrain Period: Three Years***

Reviews the six-step procedure for the appropriate application of devices for the control of hazardous energy, e.g., pneumatic, lasers, x-ray, hydraulic, steam, spring, chemical thermal. ***Target Audience:*** Required for all employees who wish to be "Authorized" to perform lockout/tagout. Note. Employees performing only electrical LOTO do not need to attend this module if they have completed the Basic Electrical Safety Training Module (AL-019).
Approximate course time: 45 minutes.

NANOTECHNOLOGY AWARENESS (AL-208) ***No Retrain Required***

Provides participant with information on nanomaterials including a discussion of potential hazards and recommended control measures. ***Target Audience:*** Required for all employees who work with nanoscale materials.
Approximate course time: 1 hour

PERSONAL PROTECTIVE EQUIPMENT (AL-133) ***No Retrain Required***

Reviews the various types of PPE protection, e.g., eye, face, head, hand, foot, and hearing and discusses PPE limitations. Also, covers proper care, storage, and maintenance of PPE. Training is delivered Computer Based Training (CBT); handbook and quiz, with site specific, practical guidance from the participant's Group/Program. ***Target Audience:*** Required for all employees who utilize Personal Protective Equipment (PPE). *Approximate course time: 45 minutes*

PURCHASING CREDIT CARD TRAINING (AL-201) ***Retrain Period: Two Years***

Consists of completing two on-line computer training modules. The first session covers credit card requirements and cardholder responsibilities and the other session covers the new Federal Affirmative Procurement Program. ***Target Audience:*** Required for Ames Laboratory Credit Card Holders or Approving Officials. *Approximate course time: 1 hour.*

RAD WORKER II (Radioactive Materials User) - Challenge Exam (AL-077) ***Retrain Period: Two Years***

Covers radioactive materials fundamentals, hazards, and safety practices & controls. This module is self- study, please call to request a study guide. Once prepared for this closed-book exam, call to schedule a session time. **Note:** Those workers seeking first time certification are also required to pass a Practical Factors Evaluation (PFE). ***Target Audience:*** Required for all workers whose job assignment involves entry into Radiological Buffer Areas, Radiation Areas, and Radioactive Materials Areas. *Approximate course time: 1 ½ hours.*

RAD WORKER II (Radiation Producing Device Users) - Challenge Exam (AL-076) ***Retrain Period: Two Years***

Covers X-ray fundamentals, hazards, and safety practices & controls. This module is self- study, please call to request a study guide. Once prepared for this closed-book exam, call to schedule a session time. Please bring a calculator to the exam session. **Note:** Workers seeking retraining will take an open-book retrain quiz. ***Target Audience:*** Required for all workers using Analytical X-ray Systems. . *Approximate course time: 1 ½ hours.*

SAFE USE OF CRYOGENS (AL-206) ***No Retrain Required***

Discusses the common types of cryogenic fluids, examines the hazards associated with cryogenic fluids, and reviews emergency procedures. ***Target Audience:*** Required for all employees working with cryogenic fluids or gases.
Approximate course time: 1hour.

SAFETY COORDINATOR/REPRESENTATIVE DEVELOPMENT TRAINING (AL-031) ***No Retrain Required***

Reviews the Laboratory's Training, Document Control and Assessment Programs, specifically including the Program/Department Walk-Through Procedure. This information will assist Safety Coordinators/Representatives with the preparation of their Program/Department Walk-Through Report and submitting year-end statistics on "concerns" to ESH&A. ***Target Audience:*** Required for all Safety Coordinators and Safety Representatives.
Approximate course time: 1 hour.

SOCIAL ENGINEERING (AL-214) ***No Retrain Required***

Provides employees with the tools required to identify, detect and deter advanced social engineering attempts. To take this training on-line, please visit: https://www.internalapps.ameslab.gov/training/Social-Engineering-Web-Training-V11.ppt It is suggested that you view the slides in the "notes page view" to review the complete Social Engineering script. Please note the last slide of the presentation will be a *Certificate of Completion*. Print out **only** the Certificate of Completion by clicking on "current slide". Sign/date the certificate and return it to the Training Office so that the completion date for this module can be recorded on your Employee Training Profile. ***Target Audience:*** This training would be beneficial for all Ames Laboratory employees. *Approximate course time: 30 minutes.*

SPRAINS AND STRAINS PREVENTION TRAINING (AL-183)	***No Retrain Required***
Provides employees with information on sprains and strains, contributing factors, body postures, engineering controls and safe lifting practices and techniques. ***Target Audience:*** Required for all employees who lift, push/pull objects that weigh more than 40 lbs. or who frequently lift, push/pull objects that weigh 20-40 lbs. *Approximate course time: 30 minutes.*	

TAX –FREE ETHANOL AT IOWA STATE UNIVERSITY (AL-205)	***Retrain Period: Annual***
Provides information on obtaining your *Application for Permission to Obtain Tax-free Ethanol from Storage*, the steps for purchasing the ethanol, along with information on how to store, label, and maintain records for the ethanol purchased. ***Target Audience:*** Required for all employees who need to purchase tax-free ethanol for their research activities. *Approximate course time: 20 minutes.*	