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**Revision** 2  
**Effective Date** 07/01/11  
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## TRAINING NEEDS ASSESSMENT PROCEDURE

*Comments and questions regarding this section may be directed to the person listed below:*

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151 TASF  
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*NOTE: This Section's Sign-off Record is maintained in the Training & Records Management Office, 151 TASF.*

### 1.0 REVISION / REVIEW LOG

<b>Review Number:</b>	<b>Effective Date:</b>	<b>Contact Person:</b>	<b>Pages Affected:</b>	<b>Description of Revision:</b>
0	01/06/95	Kate Sordelet	All	Original Issue
1	12/15/05	Kate Sordelet	See Revision Description	G:/Document Control/Revision Descriptions/Manual 10200.002 Section 3 revdesc.doc
2	07/01/11	Amy Tehan	See Revision Description	G:/Document Control/Revision Descriptions/Procedure 10200.029 revdesc.doc

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## 2.0 SIGN-OFF RECORD

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Carol Streit, Medical Administrator

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Tom E. Wessels, Manager, ESH&A

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Mark L. Murphy, Chief Operations Officer

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Debra L. Covey, Associate Laboratory Director for  
Sponsored Research Administration

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Duane D. Johnson, Chief Research Officer

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Bruce N. Harmon, Deputy Director

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Alexander H. King, Laboratory Director

*Note: Original sign-off record with signatures is on file with ESH&A.*

## 3.0 PURPOSE AND SCOPE

The Hazards and Training Needs Assessment Program is a joint effort between Occupational Medicine and ESH&A. The program provides a mechanism to identify hazards and training needs. The identification of hazards is accomplished using the Hazard Inventory Packet. Employee training needs are determined by the Hazard Inventory Packet as well as by the completion of a Training Needs Questionnaire (TNQ). The information collected during the process aids the supervisor in planning for training events and triggers certain medical actions and related ESH&A room monitoring events. The program is an essential part of The Ames Laboratory's effort for continuous quality improvement and the components of this program will achieve the following goals:

### 3.1. Hazard Inventory

- Determines and informs employees of hazards and potential exposures associated with a job.
- Alerts the occupational physician of potential physical, chemical, and biological hazards in the worksite and any situations in excess of OSHA/DOE permissible exposure limits.
- Determines some training requirements that are not otherwise identified on the Training Needs Questionnaire.

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### 3.2. Training Needs Questionnaire

- Identifies employee training needs based on their group assignment and/or work activities to allow them to perform their work safely and effectively.
- Generates training requirements automatically, which is accessible to employees online.

## 4.0 ROLES AND RESPONSIBILITIES

### 4.1. Supervisors/Group Leaders

Supervisors and group leaders are responsible for accurately identifying hazards and training needs for their employees. To properly maintain current and accurate needs assessment information, program group/section leaders and evaluating supervisors must recognize and react appropriately to changes in hazards and training needs. During the annual performance evaluation process, supervisors must review training completion for their group and address any outstanding training requirements.

### 4.2. Employees

Employees are responsible for reviewing training requirements for accuracy, and for responding to communications regarding training from their supervisors as well as the Training Office. By accepting employment, new employees acknowledge that they are aware of hazards associated with the position.

### 4.3. Training Coordinator

The Training Coordinator is responsible for assigning training requirements to manager (supervisor) groups according to the supervisor's/group leader's answers to the HI/TNQ. For employees belonging to groups for which the supervisor/group leader has declined to utilize the template option, the Training Coordinator assigns the AL-000 institutional training course to the employees' list of required training, and enters training requirements according to individual answers. When individual HIs are returned to the Training Office, the Training Coordinator forwards the forms to the Occupational Medicine Office after entering training requirements. The Training Coordinator is also responsible for providing access information to all employees for Cyber Train, and for communicating with employees and supervisors/group leaders on a regular basis about individual and group training requirements.

### 4.4. Occupational Medicine

Occupational Medicine is responsible for entering information from the HI into the medical surveillance database, and for performing medical surveillance as needed.

### 4.5. Industrial Hygienist

The Industrial Hygienist is responsible for sending Hazard Information Request Forms to employees who have been identified as having A Listed or B Listed hazards, and for following up

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with evaluating supervisors.

#### 4.6. Supervisors/Group Leaders

To properly maintain current and accurate needs assessment information, program directors/department managers, group/section leaders and evaluating supervisors are responsible for recognizing and reacting appropriately to changes in essential job functions, potential hazards, and training needs of their personnel. During the annual performance evaluation process, the Training Office sends training summary reports to all evaluating supervisors. This report contains a cover letter which instructs supervisors of their role in ensuring that all training needs are properly identified and that required training courses are completed.

### 5.0 NEEDS ASSESSMENT PROGRAM

#### 5.1. HI/TNQ Templates for Manager (Supervisor) Groups

Each supervisor is given a Hazard Inventory (HI) and a Training Needs Questionnaire (TNQ) to complete for his/her group. The completed HIs/TNQs will serve as hazard and training needs "templates" for each group and will trigger training requirements automatically in Cyber Train. Supervisors are informed that these templates must be all-inclusive. If one employee in a group works with X-rays and the rest do not, the X-ray hazard must be indicated on the HI (which will trigger X-ray training courses). The employees in that group who do not work with X-rays must go through the opt-out procedure within Cyber Train to have the training removed from their profiles. The opt-out procedure requires supervisor and/or subject matter expert approval depending on the training.

On a quarterly basis, supervisors receive an automated report from Cyber Train detailing any outstanding training for their employees as well as training completion statistics for their groups. They are also required to review Hazard Inventory/Training Needs Questionnaire templates on an annual basis and make any necessary changes. In addition, when a question is modified or added to the Training Needs Questionnaire (or when a hazard is modified or added to the Hazard Inventory), the question or hazard is sent to all supervisors within 30 days. Responses are added to the group templates.

#### 5.2. HI/TNQ for Groups that Opt Out of Template Option

For employees in groups whose supervisors have chosen not to utilize the template option, the Hazard Inventory/Training Needs Questionnaire is automatically added to new employees' training requirements. Answers to the HI and TNQ will be used to assign training in Cyber Train. Supervisors of these employees are also required to review their employees' training profiles on an annual basis. When a question is modified or added to the Training Needs Questionnaire (or when a hazard is modified or added to the Hazard Inventory), the question or hazard is sent to all managers within 30 days. Responses are entered to employee requirements by the Training Office.

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### 5.3. Additional Organization Level Training Requirements

In addition to the HI/TNQ Needs Assessment Process that assigns training to the "Manager" organization level, training is assigned by other organization levels on Cyber Train as a result of vigorous ongoing tracking and analysis by the Training Office and subject matter experts:

- Divisions (Research, Admin, Associates)
- Special Assignment Positions (SAPs)
- Job Codes (job titles)

### 5.4. Worksite Hazard Evaluations and Medical Surveillance

When Occupational Medicine receives a completed Hazard Inventory, the information is entered into the medical surveillance database, which triggers ESH&A to perform worksite hazard evaluations (if applicable) and triggers Occupational Medicine to perform medical monitoring. Worksite hazard evaluations (site surveys) are sent to employees, who then have thirty days to complete the survey. If the survey is not returned to ESH&A within thirty days, the employee's supervisor is contacted, and is given an additional thirty days to complete and return the survey.

## 6.0 POST PERFORMANCE ACTIVITIES

The post performance activities will be undertaken to maintain Needs Assessment Program information when:

- An employee transfers to a new position.
- An employee's job tasks, potentially hazardous exposures, or training needs have changed.

### 6.1. Employee Appointment Change or Reappointment

When an employee moves to a different program/department, the new supervisor/group leader is responsible for ensuring that training requirements are accurate. If not, the supervisor/group leader must contact the Training Coordinator to amend the employee's training requirements.

### 6.2. Changed Job Tasks, Hazards, or Training Needs

The evaluating supervisor is responsible for assessing changes their employees' assigned work responsibilities. If the supervisor needs to expand an employee's work assignments, it is their responsibility to complete a new HI if their hazards have changed. In addition, they can contact the Training Office to complete a new TNQ or they can speak with a member of the Training Office to determine if any additional training should be added to their employee's requirements.

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### **6.3. Compliance Reports for the HI/TNQ**

The Training Coordinator will create compliance reports for the HI/TNQ on a regular basis, and follow up with employees who have outstanding HI/TNQs.

### **7.0 REFERENCES:**

Packet 10200.002 [Hazard Inventory Packet](#)

Form 10200.190 [Training Needs Questionnaire](#)