

## SECTION 3: TRAINING

### 3.1 Approval Record

- Reviewed by: Document Control Coordinator (Hiliary Burns)
- Approved by: Manager, ESH&A (Sean Whalen)
- Approved by: Deputy Director (Tom Lograsso)

The official approval record for this document is maintained in the Training and Documents Office, 105 TASF.

### 3.2 Revision/Review Information

The revision description for this document is available from and maintained by the author.

### 3.3 Purpose and Scope

The Laboratory's Integrated Safety Management System (ISMS) ensures that safety and environmental management are incorporated into all aspects of work by seven guiding principles. The third guiding principle outlines that employee competence is commensurate with assigned duties and responsibilities. To fulfill this guiding principle, the Ames Laboratory Training Program seeks to provide a safe work environment for all Ames Laboratory employees by creating and distributing high quality, well-crafted and relevant training sessions that address the current safety needs of all Ames Laboratory employees.

The Training Program focuses on the following core activities: needs assessment, institutional training courses, course development, training record keeping (electronic and/or file copies), training coordination and performance reporting. The Training and Documents Coordinator is responsible for program development with implementation assistance from subject matter experts, program/department managers, group/section leaders, supervisors, safety coordinators, and safety representatives.

### 3.4 Background Information

Environment, Health, Safety and Assurance (ESH&A) coordinates the Laboratory's Training Program. While a primary emphasis is placed on the fulfillment of ESH&A training requirements, the Training Office is a Laboratory wide department and serves as a resource for all Laboratory personnel seeking a safer work environment.

The needs assessment process identifies training requirements for Laboratory employees. Subject Matter Experts (SMEs) provide training from various disciplines around the Laboratory. SMEs in conjunction with the Training Office prepare sound and effective lesson plans to address identified needs. Use of the [Institutional Training Course Review](#) procedure ensures courses are reviewed and updated to meet best practice standards. Furthermore, the program utilizes a web-based training management system to track employee training participation in relation to mandatory job requirements and to deliver training in various formats. Employees have access to view their own training records and those of any employees they supervise.

### 3.6 Program Information

The core activities of the Ames Laboratory Training Program are detailed separately in the following documents:

- [Ames Laboratory Training Program Manual](#)
- [Initial Training Course Development](#)
- [Institutional Training Course Review Procedure](#)
- [Training Course Initiation Form](#)
- [Training Course Review Feedback Form](#)
- [Training Needs Assessment Procedure](#)

### 3.5 Roles and Responsibilities

The following are the roles and responsibilities as they relate to training at Ames Laboratory. For a complete list of roles and responsibilities please see the [Line Management Roles and Responsibilities](#) at Ames Laboratory policy.

#### **Division, Institute and Program Directors and Department Managers (here in referred to as Program Directors)**

- Ensure a safe work environment, including approval of activities falling under Readiness Review, by conducting walkthrough inspections of laboratory spaces assigned to their group leaders, participating in Independent Walk-throughs, implementing and conducting worker observations, ensuring training completion by all divisional/departmental staff, allocating resources to address safety concerns and maintain safe work environments, and serving as the group's safety coordinator (unless otherwise designated).
- Ensure that group leaders and supervisors under their direction complete a Planned Activities Training form when hiring a new employee; oversee training completion by employees under their direction, including General Employee Training, [Emergency Awareness Emergency Training](#) and other mandatory institutional training as well as job-specific training.

#### **Safety Coordinator**

- Ensure new employees are given [Emergency Awareness Training](#) (AL-002).
- Attend Hazard Identification (AL-130) and Safety Coordinator/Representative Development (AL-031) training and other training as directed by the program director and in consultation with ESH&A.

#### **Group Leader**

- Comply with hiring and checkout procedures, conduct performance appraisals, review or create employee HI and TNQ forms, monitor and ensure employees have met all training requisites, and approve leave requests and timesheets.
- Serve as the personnel supervisor for group staff unless otherwise designated; conduct performance appraisals for direct reports (including secondary review as appropriate); accurately identify hazards and training needs for their employees through the use of HI and TNQ forms for group employees.
- Ensure that supervisors and employees under their direction complete HIs/TNQs for their groups, either as templates or for each individual employee; oversee

training completion by supervisors and staff under their direction, including GET and other mandatory institutional training and job-specific training.

- Provide job-specific training to ensure supervised employees can perform all work activities in a safe and healthy manner; prepare and maintain job-specific training records
- Ensure that visitors to their areas are properly trained and follow Laboratory policies and procedures; serve as a host to visitors and foreign nationals.

#### **Group Safety Representative**

- Assist the safety coordinator (when necessary) with providing [Emergency Awareness Training](#) (AL-002) to new employees.
- Attends Hazard Identification (AL-130) and Safety Coordinator/Representative Development (AL-031) training and other training as directed by the group leader and in consultation with ESH&A.

#### **Group Administrators**

- Participate in mandatory cyber security training (AL-195 ACSM Cyber Security Requirements Training).