

HEP Division

Training Management Plan

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Reviewed January 2006

Approved: _____

Leon Reed
HEP ES&H Administrator

Date

Approved: _____

Dr. Harry Weerts
Director, High Energy Physics

Date

HEP Division Training Management Plan

Purpose

The philosophy used for selecting training in the High Energy Physics Division is to provide training to employees in order to meet standards of compliance set forth by ANL and the Department of Energy for safety, environment, and health and quality assurance. Additionally, it intends to contribute to the personal development of employees in ways that encourage confidence, creativity, and positive responses to laboratory-related challenges.

Process

A Job Hazards Questionnaire (JHQ) must be completed for all regular and temporary employees who work for more than two weeks per year at the ANL site. Questionnaires must be up dated when job assignments or hazards change. The supervisor and employee are jointly responsible for the accuracy of the information provided. Answers to questions from the JHQ are used to identify needs for medical evaluations (monitoring the potential work-related health effects) and certification (confirmation of appropriate physical abilities and health status), and should reflect current job responsibilities.

The HEP Division has an appointed staff member trained in the ANL Site Training Management System (TSM) procedures to keep track of Divisional employees training records and scheduling of training classes as needed (derived from JHQ's). The Division TMS representative consolidated monthly records of employee's non-compliances (Performance Measures) in training, then forwards copies to the Division Director and ES&H Administrator for further resolution. Employees with training deficiencies are contacted by the Division ES&H Administrator and are reminded to complete their training; should the same deficiency occur the second month, the ES&H Administrator brings this to the attention of the Division Director.

On quarterly basis, each employee receives their training profile for reviewing their complete training status.

Visitors to the HEP Division who will be at Argonne for more than two weeks should obtain a visitor's badge number through the Division Office and JHQ processed through the ANL site ESH training section for a training curriculum.

Special Training

Training, in addition to what is provided through the JHQ process, may be required to accomplish tasks in HEP. Presently, there are two categories:

- A. Argonne Wakefield Accelerator (AWA) specific training , which are
 - 1) AWA RF/Accelerator Operator
 - 2) AWA Laser Operator
 - 3) AWA Vault-Controlled Access

- B. Powered Industrial Lifting Equipment such
 - 1) Forklifts
 - 2) Hoists and Rigging Equipment
 - 3) Electric-Powered Cranes

Category "A" above training provided through a written exam and/or a hands-on demonstration of proficiency to the AWA Group Leader or his representative. Records of training kept in the AWA Group Leader's office.

Powered Industrial Lifting equipment provided and managed through PFS. Certificates of certification issued to employees upon meeting requirements and recorded in the Employee's Training Profile.