

Contact Person	Amy Tehan	Revision	0
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TRAINING NEEDS ASSESSMENT PROCEDURE

1.0 APPROVAL RECORD

Reviewed by: Document Control Coordinator (Amy Tehan)
Approved by: Manager, Environment, Safety, Health & Assurance (Tom Wessels)
Approved by: Manager, Human Resources (Diane Muncrief)
Approved by: Chief Operations Officer (Mark Murphy)

The official approval record for this document is maintained in the Training & Records Management Office, 151 TASF.

2.0 REVISION/REVIEW INFORMATION

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

3.0 PURPOSE AND SCOPE

The Hazards and Training Needs Assessment Program is a joint effort between Occupational Medicine and Training, Documents & Records. The program provides a mechanism to identify hazards and training needs. The identification of hazards is accomplished using the Hazard Inventory Form (HI). Employee training needs are determined by the Hazard Inventory Form 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

- Identifies hazards and potential exposures associated with a job or activity.
- Alerts the occupational physician of potential physical, chemical, and biological hazards in the work site and any situations in excess of OSHA/DOE permissible exposure limits.
- Determines some training requirements that may not otherwise be identified on the Training Needs Questionnaire.

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.

3.3. Readiness Review Process

- Training needs may be identified during the Readiness Review process, an element of the Laboratory's Integrated Safety Management System.
- The activity supervisor participates in the Readiness Review process and is therefore aware of any new training requirements.

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.

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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, Documents & Records Staff

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 and 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 Staff

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 (IH)

The Industrial Hygienist is responsible for workplace exposure assessments that may be triggered by the Hazard Inventory, the Training Needs Questionnaire, or the Readiness Review process. The industrial hygienist works closely with Occupational Medicine. The Industrial Hygienist may identify training requirements in the course of conducting these exposure assessments, and is responsible for notifying the Training Office when this occurs.

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

There are multiple ways in which training needs can be identified. Each process contributes in a different manner toward the knowledge of an individual's training requirements.

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

Each supervisor is given a Hazard Inventory and a Training Needs Questionnaire to complete for his/her group. The completed HIs and 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 should serve as a baseline for the group. If one employee in a group works with X-rays and the rest do not, the X-ray hazard should be added only to the one employee's profile.

On a quarterly basis, supervisors receive an automated report from Cyber Train detailing any

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outstanding training for their employees as well as training completion statistics for their groups. 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.

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. Occupational Medicine Department will request that the Industrial Hygienist conduct worksite hazard evaluations (if applicable) and medical monitoring is established based on the IH findings. Conversely, the Industrial Hygienist may notify Occupational Medicine of exposures or potential exposures for which surveillance is recommended.

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

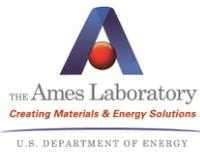
When an employee moves to a different program/department, the new supervisor/group leader is responsible for ensuring that training requirements are accurate. If not, the supervisor/group leader must contact the Training Coordinator to amend the employee's training requirements.

6.2. Changed Job Tasks, Hazards, or Training Needs

The evaluating supervisor is responsible for assessing changes in their employees' assigned work responsibilities. If the supervisor assigns an employee to a new activity, it is their responsibility to ensure that the training requirements for the new activity are established for that employee and tracked through the Training Office systems. An evaluating supervisor may contact the Training Office to complete a new TNQ or speak with a member of the Training Office at any time to determine if additional training should be required for a given employee.

6.3. Compliance Reports for the HI/TNQ

The Training Coordinator will create compliance reports for the HI/TNQ on a regular basis,



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and follow up with employees who have outstanding HI/TNQs.

7.0 REFERENCES:

Form 46601.021 [Hazard Inventory Form](#)

Form 10200.190 [Training Needs Questionnaire](#)