E-3. HEALTH AND SAFETY TRAINING

I. SCOPE

This chapter summarizes environmental compliance and health and safety training programs provided by the Environment, Health and Safety Program (EHS). Additional information regarding any of these programs can be found in appropriate chapters of this manual.

II. PURPOSE

To ensure that all workers at the NCI-Frederick receive required and appropriate environmental compliance and health and safety training as mandated by regulations, and that supplementary training will be identified and performed, which will materially benefit employees.

III. DEFINITIONS

Required - For the purposes of this chapter, "required" refers to all training which is mandated by local, state or federal environmental and safety regulations or by NCI-Frederick policy.

IV. **RESPONSIBILITIES**

- A. EHS
 - 1. Provide or coordinate training programs as indicated in the training matrices found in Section VII of this chapter.
 - 2. Identify requirements for additional training programs or modification of existing programs.
 - 3. Document all training delivered by EHS staff.
 - 4. Be knowledgeable of local, state, and federal regulations.
- B. FME

Provides NCI-Frederick-specific safety information to representatives of each construction/renovation contractor prior to initiation of activities at NCI-Frederick.

- C. Supervisors
 - 1. Ensure personnel receive applicable skill-specific training as identified in Section VII of this chapter.
 - 2. Provide area-specific training to all employees new to the area.
 - 3. Ensure that personnel attend required safety training sessions.
 - 4. Request additional training from EHS as necessary.
 - 5. Ensure personnel are provided with additional or refresher training when requirements are identified by EHS or employees.
 - 6. Document area-specific training delivered. Forward documentation to employee's personnel office for inclusion into employee personnel record.
- D. Employees
 - 1. Attend required safety training sessions.
 - 2. Request additional training from supervisor or EHS as appropriate.
- E. Subcontractors

Relay safety training information to their employees and to their subcontractors.

V. **PROCEDURES**

- A. Specific training programs mandated by the federal, state or local regulations cited in Section VIII are described in other chapters of this manual. These programs are summarized in Table E-3-1, "NCI-Frederick Required Training Matrix".
- B. Specific supplemental training programs are described in other chapters of this manual. These programs are summarized in Table E-3-2, "NCI-Frederick Supplemental Training Matrix".
- C. Courses which are considered required training for specific target groups are available as supplemental training for all other employees.

VI. **DOCUMENTATION**

All required and supplemental environmental compliance and health and safety training will be documented as described in other chapters of this manual. The minimum requirements for documentation of training include:

- Date and time of training
- Training topics
- Attendee signature
- Trainer(s)
- Copy of material covered, detailed summary or outline, specific reference to course title, and location of training materials
- Training Course Evaluations

VII. TRAINING MATRICES

- A. NCI-Frederick Required Training Matrix (see Table E-3-1)
- B. NCI-Frederick Supplemental Training Matrix (see Table E-3-2)

Table E-3-1 Required Training Matrix

Training Topic	Training Provider	Required	Duration	Audience
New Employee Orient.	EHS Staff	One-time	6 hours	New employees
Student Intern	EHS Staff	Annually	8 hours	Summer student interns
Bloodborne Pathogens	El 15 Stall	Annually	0110015	
a) initial	EHS Staff	One-time	1 hour	New BBP program members
b) refresher	EHS Staff	Annually	1 hour/WBT*	All BBP program members
c) additional initial	Principal Inv. (PI)	One-time	As needed	New members w/o experience
Hazard Communications		One-unic	Asticcucu	New members w/o experience
a) initial	EHS Staff	One-time	1 hour	New non-laboratory employees
b) additional initial	Supervisor, Fore-	One-time	As Needed	New non-lab employees w/o
b) additional initial	man, or Program	One-unic	ASTICCUCU	experience with chemicals and
c) additional	Manager	As Needed	As Needed	procedures
c) additional	Supervisor, Fore-	/10/1000000	/10/100000	Non-lab employees exposed to new
	Man, or Program			chemical hazards
	Manager			onormour nazardo
Lab Standard				
a) initial	EHS Staff	One-time	1 hour	New lab employees
b) additional initial	Supervisor, PI, or	One-time	As Needed	New lab employees w/o experience
,	Program Manager	_		with chemicals and procedures
c) additional	Supervisor, PI, or	As Needed	As Needed	Lab employees exposed to new
-,	Program Manager			chemical hazards
Substance-specific Standards				
a) initial	EHS Staff	One-time per	As Needed	Empl. who may be exposed at or
,		substance		above action level, exclusion limit,
b) refresher	EHS staff	Annual	As Needed	STEL, or PEL
,				Empl. who may be exposed at or
				above action level, excursion limit,
				STEL, or PEL
Lab Specific Safety Trng.	Supervisor	One-time	As Needed	Laboratory personnel
Radiation Safety Training for	WBT	One-time	self-paced	New isotope users
New Users		Evon, two	1 hour	Appillary porconnol
Radiation Refresher Training	EHS Staff/Computer Based Training (WBT)	Every two	i nour	Ancillary personnel
Protocol Spec. Rad Safety	Principal Inv. (PI)	years One-time per	As Needed	Isotope users
T TOTOLOT Spec. Rau Salety		protocol	AS NEEUEU	isolope users
Respiratory Protection		protocol		Employees utilizing respiratory
a) initial	EHS Staff	One-time	2 hours	personal protective equipment and
a, initia		Une-une	2 110013	their supervisors
b) refresher	EHS Staff/WBT	Annually	1 hour	
Hearing Conservation		, unidally		
a) initial	EHS Staff	One-time	2 hours	Employees exposed to noise at or
b) refresher	EHS Staff	Annual	1 hour	above an 8 hour TWA of 85 dbA
c) additional	EHS Staff	As Needed	As Needed	Employees with changed procedures
CPR Training	EHS/OHS Staff	Bi-annually	4-6 hours	EHS/OHS Staff, Security personnel
First Aid Training	OHS Staff	Bi-annually	4-6 hours	Security personnel, electricians, Area
	On O Stan	Di-annually		Safety Representatives, other off-site
				employees designated by supervisor
Lockout/Tagout				employees designated by superviser
a) initial	EHS Staff	One-time	2 hours	Maintenance staff; selected BDP staff
b) refresher	EHS Staff	As Needed	As Needed	Empl. with changed procedures
Confined Space			1	
a) initial	EHS Staff	As Needed	4 hours	Selected maintenance and BDP staff
b) refresher	EHS Staff	As Needed	As Needed	Empl. with changed procedures
.,				,
Forklift			1	
a) initial	EHS Staff	One-time	4 hours	Forklift operators
b) refresher	EHS Staff	Every 3	4 hours	Forklift operators
-,		,0		

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Training Topic	Training Provider	Required	Duration	Audience
		years		

Table E-3-1 Required Training Matrix

Training Topic	Training Provider	Required	Duration	Audience
DOT Hazmat				
a) handlers				
1) initial	EHS Staff	One-time	2 hours	Warehouse and other workers who handle packaged hazardous materials Empl. with changed procedures
2) additional	EHS Staff	As-Needed	2 hours	Warehouse and other works who
3) refresherb) shippers	EHS Staff	One-time	2 hours	handle packaged hazardous materials Employees who package hazardous material for shipment
1) initial	EHS Staff	One-time	2 days	Employees who package hazardous material for shipment
2) refresher	EHS Staff	Bi-Annual	2 days	
Lab Equipment Decon	EHS Staff	As Needed	2 hours	Employees who will sign Work Authorization Tags for EHS
Medical Waste	EHS Staff	Annually	1 hour	All custodial staff
Satellite Accumulation a. annual refresher	EHS Staff/ or WBT*	Annually	1 hour/or WBT	All hazardous waste generators

*WBT: Web Based Training

Lockout/Tagout a) initial EHS Staff EHS Staff One-time Annually As Needed 2 hours Pours Selected Staff Selected Staff 0 initial EHS Staff As Needed Fmployees with changed procedures 0 initial EHS Staff As Needed Fmployees with changed procedures 0 initial EHS Staff As Needed Fmployees with changed procedures 0 initial EHS Staff As Needed Fmployees with changed procedures 0 initial EHS Staff As Needed As Needed Fmployees with changed procedures 0 initial EHS Staff One-time 2 hours All employees All employees with changed procedures. 0 initial EHS Staff One-time 2 hours Ymarhouse and other workers who handle packaged hazardous materials. 1 initial EHS Staff One-time 2 hours Warehouse and other workers who handle packaged hazardous materials. 2) additional EHS Staff One-time 2 days Employees with changed procedures. 3) refresher EHS Staff One-time 2 days Employees who package hazardous material for shipment. 2) refreshe	Training Topic	Training Provider	Required	Duration	Audience
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VIII. REGULATORY REFERENCES

- A. Biological Safety
 - 1. 29 CFR Part 1910.1030 Bloodborne pathogen; initial training, refresher training and additional initial training.
- B. Chemical Safety
 - 1. 29 CFR 1910.1200 Hazard communication; initial training, additional initial training, additional training when a new hazard is introduced into the work area.
 - 2. 29 CFR 1910.1450 Occupational exposure to hazardous chemicals in laboratories; initial training, additional initial training, additional training prior to assignments involving new exposure situations and refresher training.
 - 3. 29 CFR 1910 Subpart Z Toxic and hazardous substances; initial training and refresher training.
 - 4. 29 CFR 1910.132 Personal protective equipment; initial training, retraining when the work place or PPE changes and retraining when the employee's knowledge is deemed inadequate.
 - 5. 40 CFR 262 Standards applicable to generators of hazardous waste; initial training before new assignments and refresher training.
 - 6. 29 CFR 1910.120 Hazardous waste operations and emergency response; initial training, refresher training and trainer training.
- C. Industrial Safety
 - 1. 29 CFR 1910.95 Hearing conservation; annual training.
 - 2. 29 CFR 1910.134 Respiratory protection; initial training for workers and supervisors; annual refresher training.
 - 3. 29 CFR 1910.146 Confined space; initial training, refresher training, additional training and retraining.
 - 4. 29 CFR 1910.147 Lockout/Tagout; initial training, refresher training, additional training and retraining.

- 5. 29 CFR 1910.157 Fire extinguisher; initial training and refresher training.
- 6. 29 CFR 1910.178 Forklift Operator Training; initial training, refresher training, and retraining.
- D. Radiation Safety
 - 1. 10 CFR 19.10 Instructions to workers; health physics training, operational training and basic radiation safety concepts training.
 - 2. 10 CFR 33.13 Requirements for the issuance of a Type A specific license of broad scope; health physics training and operational radiation training.
 - 3. NRC License, NCI-Frederick Radiation Safety Manual Part IID training; protocol specific training.
- E. OHS
 - 1. 29 CFR 1910.151 Medical services and first aid; first aid training and CPR training.
 - 2. 29 CFR 1910.269 First aid and CPR training; first aid training including CPR.
- F. Other
 - 1. 49 CFR Part 172. Subpart H. 172.704 Hazardous material shipping; shipper and handler training.