

May 15, 2011

Recovery Act funding for Hanford has significantly increased the number of new subcontractor workers being hired to support projects at Hanford. Formal training is required to be completed by a subcontractor worker in order to be qualified to perform specific tasks at Hanford. There have been a number of incidences recently where workers of subcontractors have approached HAMMER and have been informed that there are not immediate openings for the training required prior to them working at Hanford. There have also been incidents where subcontractors are surprised by the training requirements expected by Hanford contractors. HAMMER/Hanford Training and the Contractor Training Managers want to establish a communications and planning process for subcontractors similar to what has been used with direct hires. By doing this, the ability to effectively meet the training requirements of subcontractors can be significantly improved.

The purpose of this information package is to provide subcontractors, as well as contractor's staff who interface with subcontractors, some basic guidance and contacts that can help them determine training and qualification requirements for their workers. The target population for this information includes:

- Potential subcontractors
- BTRs
- Procurement staff
- Training management and training program managers.
- Pre-bid meeting attendees
- Attendees at pre-job meetings

Information in this package include the following:

- List of Training contacts
- Training Guidance for Sub-contractors
- Core training
- Hoisting and Rigging
- CSCHOHS information
- Personal Protective Equipment Policy
- Work Closure, Delay, or Early Release Billing Policy
- Billing Policy For External Students

May 15, 2011

LIST OF TRAINING CONTACTS

Contractor Training Managers

ATL – Josh Camp, 375-4200 x 242
CHPRC – Jamie Morris, 373-9340;
WRPS – Lloyd Keith, 372-9430;
WCH – Mike Kelly, 812-236-1815;
MSA – Jim Gamin, 376-1910 or backup - Ted Giltz, 373-2134)

Training Records

Vikki Ballew (376-8671)
Dawna Juette (372-2407)
or send an Email to Training_Records_Item@rl.gov.

Equivalencies

Bob Legard, 376-0088

[HAMMER/Hanford Training External Website](#)

CSC Hanford Occupational Health (CSCHOHS)

Email AMH_Scheduler@rl.gov

Hoisting and Rigging

Bret Akers 376-3712

TRAINING GUIDANCE FOR SUB-CONTRACTORS

Formal training is required to be completed by a worker in order to be qualified to perform specific tasks at Hanford. It is important that applicable completion information be recorded and tracked to ensure personnel remain qualified for assignment. At Hanford, the HAMMER Training Records/Systems staff maintains the database that is used to track training and qualification records at Hanford. Unless the training and qualification database used at Hanford shows that a worker has met all of the prerequisites and is qualified, the worker may not perform work.

It is important that subcontractors ensure that their workers are properly trained and qualified. Do not assume that workers are automatically qualified because they have done related work elsewhere or even previously at Hanford. Listed below are some suggestions that can help ensure that workers are qualified to do the contracted work.

1. **DETERMINE REQUIRED TRAINING** - Work with the primary Hanford Contractor who is contracting your services to obtain a clear understanding of the training requirements. For additional information contact Contractor Training Managers (ATL – Josh Camp, 375-4200 x 242, CHPRC – Jamie Morris, 373-9340; WRPS – Lloyd Keith, 372-9430; WCH – Mike Kelly, 812-236-1815; MSA – Jim Gamin, 376-1910 or backup - Ted Giltz, 373-2134)
2. **DETERMINE WHAT TRAINING IS CURRENTLY DOCUMENTED** – HAMMER’s Training Records staff can provide a training history of workers who have documented training in their database. This information can also identify prerequisites, if the training is current or if there are any refresher training requirements. For more information about Training Records, contact Vikki Ballew (376-8671) or Dawna Juette (372-2407) or send an email to Training_Records_Item@rl.gov. Subcontractors can complete a ‘Request for Access to Training Records’ in order to obtain training records for their employees.
3. **DETERMINE WHAT PREVIOUS TRAINING CAN BE APPLIED** - There are some courses for which equivalencies can be accepted. This does require documentation of the related previous training to be submitted for review and approval prior to receiving credit. Contact Bob Legard, 376-0088, for more information about equivalencies as soon as possible after a contract has been awarded.
4. **SCHEDULE REMAINING TRAINING** – Schedule workers to attend any additional training and/or physicals required for qualifications. The Recovery Act is creating an increase in demand for training with many courses being filled in advanced. If necessary, work with the Contractor Training Management (see above) to determine suitable training options.

In order to reduce delays in allowing workers to perform work, the subcontractor should begin early (several days or weeks prior to start of work) to plan for their workers’ training. Remember, unless the training and qualification database used at Hanford shows that a worker has met all of the prerequisites and is qualified, the worker may not perform work.

CORE TRAINING COURSES FOR SUBCONTRACTORS

The purpose of this list is to provide a starting point for Sub-contractors and BTRs for which training courses a subcontractor worker may be required to take prior to performing work at Hanford. Contact the appropriate Training Manager or Training Coordinator for specific requirements.

Workers will typically be required to complete the following courses:

- HGET – CBT (4.0 hr) (Course # 000001) + [subsequent contractor’s GET training (000006, 110001, 000008, or 358001)]
- Heat Stress Training – CBT (1.0 hr) – (Course #020193)
- Hearing Conservation – CBT (1.0 hr) – (Course #020194)
- “Do Work Safely” (4.0 hr) Depending on contract requirements – (Course #027200)
- User’s Scaffold Safety – CBT (1.0 hr) – (Course # 044371)
- Portable Ladder Safety – CBT (1.0 hr) – (Course #044391)
- Official Use Only Information Requirements – CBT (0.5 hr) – (Course #000030)

Workers who will work in **hazardous areas** will typically be required to complete these additional courses:

- Radiological Worker II Initial (24.0 hr) – (Course # 020001)
- Quantitative Mask Fit (1+ hr) – (Course #020044)
- Respiratory Knowledge-Based Initial (8.0 hr) – (Course #020066)
- Asbestos Awareness (3.0 hr) – (Course #020061)
- 40-Hour Hazardous Waste Site Worker (40.0 hr) – (Course #031220)
- Beryllium Assigned Worker Training (4.0 hr) – (Course #004100)

Depending on the work being performed, additional courses may be required. Contact the appropriate Training Manager or Coordinator for specific requirements. Additional information can also be obtained on the [MSA HAMMER/Hanford internal website](#) and the external [HAMMER website](#) Some of key training program descriptions at this website that provide more details about course requirements include:

[Aerial Lift Training Program Description](#)

[ASBESTOS Training Program Description](#)

[Electrical Safety](#)

[Fall Protection Training Program Description](#)

[Lockout - Tagout Training Program Description](#)

[Hoisting and Rigging Training Program Description](#)

CORE TRAINING COURSES FOR SUBCONTRACTORS

There are some courses that equivalencies can be accepted. This does require documentation of the related previous training to be submitted for review and approval prior to receiving credit. Contact Bob Legard (Central Washington Building & Construction Trades Training Director), 376-0088, or the Contractor Training Managers for more information about equivalencies as soon as possible after a contract has been awarded. This review can take up to two weeks.

More information on equivalencies can be found on the [Construction Worker](#) page of the external HAMMER website.

Additional information about site access training can be found in the following Training Program Description:

[Hanford Site Access Training Program Description](#)

HOISTING & RIGGING TRAINING REQUIREMENTS

Prior to an individual performing hoisting & rigging activities on the Hanford Site, it is necessary to ensure that all training requirements have been met. The training record database (PeopleSoft) must also be updated to reflect that all required hoisting & rigging training and on-the-job evaluations (OJE) are completed and current.

What causes the rejection of training records? Many contracts allow subcontractors to utilize “equivalent training” completed off-Site to meet the Hanford Site’s training requirements for hoisting & rigging. However, unless the proposed equivalent training has been reviewed and found by the Interpretive Authority (IA) and HAMMER/Hanford Training to meet the Site’s training requirements, the training will not be accepted. Recently, several subcontractor employees completed an OJE assuming their previous hoisting & rigging training was equivalent to the prerequisite training. Unfortunately, because the prerequisite training had not been reviewed and approved by the IA and HAMMER/Hanford Training, and not documented in PeopleSoft, the OJE was rejected.

What is the impact to the Hanford Contractor and the subcontractor? Workers will not be qualified to perform work under a training equivalency unless a request (Hanford Site Form #A-6001-885) has been submitted, reviewed, and approved by the IA and HAMMER/Hanford Training. Additionally, the PeopleSoft database must be updated to reflect that the worker has completed all required training, including prerequisites, for a specific qualification. A review of a training equivalency may take a week or more to accomplish and can only be completed if the contractor, or subcontractor, can provide adequate training documentation, i.e., lesson plan, instructor manual, and/or student manual, showing that the training completed off-Site meets the requirements of the Hanford Site Hoisting & Rigging Manual. This may result in significant delays in allowing the subcontractor’s employees to perform work.

What can BTRs, supervisors, and training support staff do to help ensure hoisting & rigging training qualifications are met? First, contract BTR’s must ensure that subcontractors understand the requirement for the review and approval of equivalent training prior to starting work. Second, the contractor, or subcontractor, must provide HAMMER/Hanford Training with the appropriate documentation to complete the review of the equivalent training. Again, this may take a week or more, so adequate time must be allotted to complete the review and make the determination of whether or not to grant the equivalency. Third, training coordinators and OJE evaluators must verify that prerequisite training has been completed and input into the PeopleSoft database prior to scheduling the OJE. Fourth, and likely the most effective solution, subcontractor employees can complete a written challenge examination and, with a minimum passing score of 80%, receive full credit for the prerequisite hoisting & rigging course being challenged.

For more information about hoisting & rigging training equivalencies and challenge examinations, contact Bret Akers at 376-3712.

SUB-CONTRACTOR NEW HIRE PROCESS – CSCHOHS PHYSICALS

CSC Hanford Occupational Health (CSCHOHS, formerly AMH) is a prime contractor to the Department of Energy Richland Operations Office and provides Hanford workers occupational related, medical monitoring examinations such as those for asbestos and hazardous waste workers. CSCHOHS also provide medical qualifying exams such as those for respirator users and Department of Transportation CDLs. These exams determine if a worker is able to meet the minimum medical requirements of the job. Workers are provided these monitoring and qualifying exams based on their Employee Job Task Analyses (EJTA), which are completed by their employers.

SCHEDULING PROCESS

- The sub-contractor point-of-contact (POC) (i.e., buyer technical representative (BTR), training coordinator, manager, etc) shall verify if the company is set up in PeopleCore. This information may be located via your computer by going to **start, All Programs, HLAN, XI Crystal Enterprise Reporting**, click on **o.k.**, enter the word **Company** in **Search title**, access **Company Table List**. If the sub-contractor is not on this list, BTR shall request the new sub-contractor company be added by sending a request to ^PSCR or PSCR@rl.gov. The new company request must contain the following company attributes - full company name, complete address (street address, city, state, zip) and a company phone number.
- Sub-contractor POC completes New Hire Scheduling form and submits to CSCHOHS, Scheduling Department via Outlook address AMH_Scheduler@rl.gov.
- Scheduler builds worker record in Healthcare Scheduling Systems (HSS) then notifies sub-contractor POC.
- Sub-contractor POC requests Employee Job Task Analysis (EJTA) POC to submit EJTA (for a current list of EJTA POC's go to <http://www.hanford.gov/amh/page.cfm/EJTA>).
- Sub-contractor EJTA POC submits EJTA.
- CSCHOHS scheduler schedules exam and sends email to sub-contractor POC with appointment date and time.

ADDITIONAL REQUIREMENTS AND INFORMATION:

1. The CSCHOHS standard process requires a minimum of three working days between receiving an approved EJTA and scheduling exams. Adequate time is required to permit CSCHOHS to schedule appropriate tests and prepare the chart. It is possible to provide accelerated exam scheduling on an exception basis, subject to CSCHOHS resource availability.
2. The employing sub-contractor is required to send all workers base-lining into the Beryllium Worker Medical Program – Current (BERCU) the Beryllium Worker Information Packet one-week prior to the worker's medical exam.
3. CSCHOHS Scheduling Department will hold slots for workers if requested in a timely manner (e.g., BTR is aware a job will start in two weeks requiring ten workers. BTR requests CSCHOHS Scheduling Department to hold ten slots during the week via Outlook address AMH_Scheduler@rl.gov.)
4. CSCHOHS will accommodate requests for specific dates depending on resource availability.

SUB-CONTRACTOR NEW HIRE PROCESS – CSCHOHS PHYSICALS

POST EXAM PROCESS

- CSCHOHS Health Information (HI) tech performs quality assurance on chart verifying demographics to ensure information is correct for patient
- CSCHOHS HI tech forwards chart to provider once all results have been received
- CSCHOHS provider reviews chart and clearances, completes Medical Examination Report and Opinion Letter form, and prepares results letter
- CSCHOHS HI tech sends a hard copy of the Medical Examination Report and Opinion Letter form to sub-contractor POC and patient, sends results letter to patient, and completes clearance in HSS.

Note: Clearances are routinely processed within ten working days of receipt of last result.

POST EXAM PROCESS EXCEPTIONS

- Asbestos and Beryllium Exams: X-rays are shipped to University of Washington for B-Read by certified B-Reader – minimum 5-7 days to receive results
- Beryllium Labs: labs are shipped overnight to National Jewish or University of Pennsylvania – minimum 14-21 days to receive results (lab work takes a minimum of five days to process)
- Department of Transportation (DOT) Cards: Cards are sent to Sub-contractor's identified single POC. This individual is responsible for providing the DOT card to employee.
- Heavy metal labs such as lead, cadmium, and mercury take 2-5 days for lab to process – minimum 7-10 days to receive results
- Clearances and medical opinions are mailed to prime-contractor single POC daily. Currently, subs are sent to the prime contractor single POC. Prime contractor single POC is responsible for mailing out to their subs. CHPRC, WCH, and patrol have elected to have their paperwork picked up at CSCHOHS rather than sent to them via plant mail.

HAMMER/Hanford Training Center Personal Protective Equipment Policy

The HAMMER and Hanford Training Center Facilities are required to meet the personal protection equipment (PPE) requirements contained in MSC-RD-11183, *Personal Protection*. If a student does not arrive at the training facility with the appropriate PPE they may be released to their manager and have to reschedule the training. This will result in the individual's training being coded "Incomplete/No Bill" or "Incomplete/Bill" depending on the class.

Note: specialty equipment, such as fall arrest harnesses, respirators, etc. will continue to be provided to students as part of the training.

The level of PPE for a training activity is identified on the Training Activity Sheet and maintained in the PeopleSoft data base.

When a Training Coordinator enrolls a student into a course using the PeopleSoft program, the student and the student's manager automatically receives an email message containing the course information (date, time, location, etc.) and the appropriate level of PPE.

The following are general guidelines:

Classrooms

The requirements for Administrative/Office Areas apply, i.e. appropriate footwear.

Hands-on Training Prop Areas

The requirements for Operating Areas apply, i.e. substantial footwear, safety glasses, long pants (not shorts) and shirts with sleeves.

Training Involving Overhead or Elevated Load Activities

The requirements for Heavy Industrial Areas apply, i.e. the above plus hard hats and safety protective footwear. If there is a question regarding the PPE required for a course, contact the Point of Contact for the course.

HAMMER/Hanford Training Work Closure, Delay, or Early Release Billing Policy

There are times when weather conditions or other events create work or travel conditions that result in changes to normal working hours. The Hanford Occurrence Notification Center (ONC) continuously monitors and collects information regarding condition of roads, parking lots, facilities and weather. ONC places message on Hanford Hotline and the Hanford Web Home Page. The Hanford Hotline can be accessed by calling 376-9999. The Hanford Home Page (internet) is located at www.hanford.gov.

Once the decision is made to alter regular schedules, onsite and area radio and television notifications are made and the Hanford Hotline and the Hanford Web Home Page are updated. It is important for subcontractors to comply with work delay or cancellations. During work delays, HAMMER staff clear parking lots and sidewalks and it is important that these areas remain free of workers and vehicles until the work is completed.

HAMMER/Hanford Training does have a Work Closure, Delay, or Early Release Billing Policy. This policy applies to training provided by the MSA and their subcontractors. When a work closure, delay, or early release is announced for all non-essential Hanford personnel, as in the case of inclement weather, HAMMER/Hanford Training will take the following actions:

Event	Policy
Full Day Work Closure	All scheduled classes will be canceled and there will be no billing for classes, scheduled that day. Rosters will be clearly marked CANCELED across its face and submitted to Management Information Systems.
Work Delay (one to four hours)	<p>Classes scheduled to begin during the delay period will be canceled and there will be no billing for those classes. (For example, an 8-hour Hazardous Waste Refresher is scheduled to start at 7:30 a.m. on a day when a work delay is announced. The class will be canceled.) Students report to their regular work locations as directed by management.</p> <p>Classes scheduled to begin at least one hour after the delay ends will occur as scheduled and will be billed. The student's organization will be billed whether or not the student attends the training. (For example, a student is registered for a class at 12 noon and a work delay of up to two hours is announced that morning. The class will be held as scheduled.)</p> <p>EXCEPTION: Radiological Worker classes will resume at the end of the delay. The delivery of the training material will be adjusted to meet the original completion date and students will be billed as appropriate for completion of the training.</p>

HAMMER/Hanford Training
Work Closure, Delay, or Early Release Billing Policy

Early Release	If an early release occurs before the scheduled class time is over, the responsible manager per the Training Activity Sheet will decide whether or not the objectives have been sufficiently covered to allow credit for the course. If necessary, the class will be rescheduled to allow completion. Students will be billed for the course in the event of an early release. Rosters will be submitted as Incomplete-Bill at the time of the early release. Once the student completes the course they will be coded as Complete-No Bill .
Rescheduling Classes	Canceled classes will be re-scheduled when a work closure, delay or early release prevented training completion as originally planned. If inclement weather interrupts classes running longer than one day, arrangements will be made on a case-by-case basis by the course Point of Contact (POC).

BILLING POLICY FOR EXTERNAL STUDENTS

External students are defined as students paying tuition with cash, check, or credit card.

No personal checks can be accepted—only company checks.

Student will be enrolled after registration form is received and Hanford Training verifies eligibility.

Student must provide payment five working days in advance in order to remain registered. If payment is not received five days prior to class start time the student will be dropped from the class.

Contact the training POC to cancel a registration (Libby Butler, 376-7117/email: libby_j_butler@rl.gov) at least five working days before the class begins. There will be no tuition refunds for cancellations less than five full working days. Five working days does not include the day of notification.

NOTE: If you cannot cancel within the five-day limit, you may send a substitute. Ensure that the substitute crosses out the name of the registered student on the roster; otherwise, both students will be billed.