

CHAPTER 10 TRAINING

10.1 INTRODUCTION

Accidents and unhealthy conditions are caused by unsafe acts and unsafe conditions. The purpose of training employees in the different aspects of Industrial Hygiene is to eliminate unsafe acts and increase the employee's awareness to the hazards associated with their work.

10.2 RESPONSIBILITIES

10.2.1 Department /Division Heads are responsible for ensuring implementation of this section.

10.2.2 Line Supervisors are responsible for:

- A. Determining, with assistance from the Industrial Hygienist and Human Resources and Training, which training is appropriate or required for the employees under their jurisdiction to work safely.
- B. Ensuring that their subordinates receive the proper and required training as outlined in this chapter.
- C. Taking the necessary training themselves to obtain a full understanding of the hazards and the practices and procedures needed to perform all jobs under their jurisdiction.

10.2.3 The Industrial Hygienist is responsible for teaching classes on a periodic basis, and ensuring that training materials are current and appropriate for PPPL.

10.2.4 Human Resources and Training is responsible for:

- A. Providing and scheduling periodic classes.
- B. Allowing challenging of tests to employees to permit employees to obtain all required training.
- C. Determining, with the IH, the frequency required for retraining.

10.2.5 All other employees are responsible for attendance at the training sessions which they are required to attend.

10.3 PRACTICES AND PROCEDURES

All employees and their supervisors who work in or with the following subjects must be trained in the hazards, practices, and procedures associated with those subjects. Human Resources and Training, in conjunction with the Industrial Hygienist, will assist supervisors in determining the courses employees must attend.

10.3.1 Chemicals (see Section 8, Chapter 1, “Chemicals” and Chapter 12, “Hazard Communication”) - Employees who handle chemicals in any form are required to attend a session of “Right to Know/Hazard Communication, Phase II”. This course is usually taught as part of a small group safety meeting. If employees are a member of a department which does not conduct small group safety meetings regularly, a special session may be set up with the Industrial Hygienist. This program instructs employees in the toxicity, storage, handling, use of personal protective equipment, emergency procedures, and equipment associated with the use and storage of chemicals in their areas, as well as understanding hazard communication and the employees’ right to know.

10.3.2 Confined Space Entry (See Section 8, Chapter 5 “Confined Spaces”) - Those employees and their supervisors who work or have the potential to work in **permit required** confined spaces shall attend a training program on this subject. The training emphasizes the hazards associated with confined and/or hazardous atmosphere spaces. Procedures are explained for preparation of, entry into, and work in these spaces.

10.3.3 High Noise Areas (See Section 8, Chapter 8 “Noise Control and Hearing Conservation”) - Those employees and their supervisors who work on a regular basis in areas of elevated noise areas (i.e., above 85 dBA) must attend a training session entitled “Hearing Conservation Training Program.” This program is designed to inform personnel of the hazards associated with elevated noise and the proper means of protection and control and includes instructions on how to use and care for various types of hearing protectors.

10.3.4 Respiratory Protection (See Section 8, Chapter 7 “Respiratory Protection”) - Those employees and their supervisors who use, or may need to use, respirators on a sporadic, emergency, or routine basis must attend a session of “Respiratory Protection Training.” This course includes training in the proper usage, care, maintenance, and limitations of respirators. Hands-on training and fit testing are included.

10.3.5 Other “small group training courses” may be developed on a periodic basis to cover special projects or areas which are not covered by the normal course selection. Contact Human Resources and Training or the Industrial Hygienist if there is a need for a special training course.