

<b>BROOKHAVEN NATIONAL LABORATORY</b> ESH Directorate SAFETY & HEALTH SERVICES DIVISION	NUMBER: <b>HP65100</b>
	REV. Final Rev0
SUBJECT: <b>Training and Qualification of Safety and Health Services Professionals</b>	DATE: 03/14/08
	PAGE: 1 OF 5

## 1.0 Purpose & Scope

The purpose of this procedure is to define specific training and qualification criteria for personnel conducting Occupational Health and Safety (OSH) services (i.e. Industrial Hygiene or Safety Engineering) at BNL. This document describes program elements necessary for compliance with 10CFR851, DOE Orders, SBMS Subject Area *Training & Qualification*, Worker Safety & Health Management System, and OHSAS 18001 Management System.

*Attachment 9.1* of this SOP provides a sample of training assessment matrices that are maintained for establishing the minimum OSH service provider qualifications.

This procedure covers any SHSD employee providing OSH services at BNL. Other organizations that have personnel providing OSH services must meet the qualifications developed via this procedure.

## 2.0 Responsibilities

- 2.1 The SHSD Division Manager, Industrial Hygiene Group Leader or the Safety Engineering Group Leader set the criteria for training, education, or experience for the programs they supervise.
- 2.2 The management of each person providing OSH services at BNL is responsible to verify the completion of the requirements and track the qualifications of their staff.
- 2.3 Staff is responsible to complete courses and classes necessary to maintain their qualifications for their role in the OSH program.

## 3.0 Definitions

*BTMS*: Brookhaven Training Management System

*IH*: Industrial Hygiene or Industrial Hygiene Group

*JPM*: Job Performance Measure- a written qualification record for on-the-job, one-on-one, or small group classroom training.

*JRA*: Job Risk Assessment- a quantitative risk assessment of hazardous operations defined in the [OHSAS 18001 Program Subject Area](#).

*JTA*: Job Training Assignments as described in the [Training and Qualification Subject Area](#).

*SE*: Safety Engineering or Safety Engineering Group (Note: may also be referred to as Industrial Safety).

<b>BROOKHAVEN NATIONAL LABORATORY</b> ESH Directorate SAFETY & HEALTH SERVICES DIVISION	NUMBER: <b>HP65100</b>
	REV. Final Rev0
SUBJECT: <b>Training and Qualification of Safety and Health Services Professionals</b>	DATE: 03/14/08
	PAGE: 2 OF 5

**4.0** **Prerequisites**  
none

**5.0** **Precautions**  
none

**6.0** **Procedure**

**6.1** **Determining the needs for formal qualification** is set by the following criteria:

6.1.1 Activities that involve routine tasks do not require formal qualification. Examples include: driving a car, attending meetings, and computer work. These are covered in [Job Risk Assessments](#) under the BNL and SHSD OHSAS 18001 program.

6.1.2 Roles/activities that involve specialized expertise require an evaluation of the person's competency. An example is serving as the SME of an OSH Subject Area. The Division Manager or Group Leader assigns these roles to individuals known to have the necessary educational and experience background. The formal qualification requirements are not specified in the documentation generated by this SOP. There may be written SOPs that the professional is expected to understand and follow. Example: IH50610 *Serving as an IH Program Administrator*.

6.1.3 Roles/activities that require specialized knowledge in a procedure or operation of monitoring equipment require formal qualification. These qualifications have a course or JPM associated with their qualification. Example: noise meter use qualified using in IH96510 *Extech Sound Level Meter*.

6.1.4 Roles/activities that have a significant safety risk require formal qualification and must have a JPM associated with the operation. Examples of these tasks include using a XRF (radiological source) and perchlorate sampling (explosion hazard).

**6.2** **Documenting qualification status:** Training and qualification of OSH service providers is documented and tracked as follows:

6.2.1 The SHSD Training Coordinator includes BNL site level training on general topics (required for all BNL employees) in each SHSD employee's BTMS Job Training Assignment. Completion is tracked in

<b>BROOKHAVEN NATIONAL LABORATORY</b> ESH Directorate SAFETY & HEALTH SERVICES DIVISION	NUMBER: <b>HP65100</b>
	REV. Final Rev0
SUBJECT: <b>Training and Qualification of Safety and Health Services Professionals</b>	DATE: 03/14/08
	PAGE: 3 OF 5

the BTMS system. These type requirements are not evaluated in this procedure. Examples are: Cyber Security and General Employee Training.

6.2.2 The Division Manger, Group Leader, or designee lists the training necessary for OSH service providers in a *Training & Qualification Matrix* or BTMS Job Training Assessment. See Attachment 9.1 for an example of a *Matrix*. The current versions of the SHSD, SE, and IH matrices are kept on the [SHSD SOP web page](#). Examples of items that may be entered in a *Matrix* include:

- Web classes, such as TQ-ELECTSAF1 *Electrical Safety I*,
- Lecture classes, such as HP-OSH-016 *Confined Space Entry*,
- External training courses, such as *HEPA Filter Testing*,
- Medical Qualifications, such as OM-MEDSURV-ODH, and
- SHSD internal courses or Job Performance Measurements, such as HP-IHP-75190 *Surface Wipe Sampling*.

6.2.3 The Division Manager, Group Leaders, or designee sends training requirements from the matrices or JTA to OTQ for entry into BTMS as JTA Codes. SHSD specifies the JPM or courses to be included under each SHSD JTA Code.

6.2.4 The Division Manger or Group Leader notifies OTQ when new JPMs or courses are added so that a new BTMS Course Number is created and assigned to the correct JTA Code.

6.2.5 The SHSD Training Coordinator enters the appropriate JTA code(s) into each SHSD individual's BTMS Job Training Assignment.

6.2.6 SHSD staff and supervisors use the BTMS system to track completion of training and qualification.

## 7.0 **Implementation and Training**

7.1 SHSD Group Leaders, or designees, qualify SHSD personnel who perform OSH fieldwork. Non-SHSD personnel may be eligible for qualification by attending SHSD training sessions.

7.2 SHSD delivered training attendance is entered into the BTMS system for all attendees.

The only official copy is on-line at the [SHSD website](#).  
 Before using a printed copy, verify that it is current by checking the document issue date on the website.

<b>BROOKHAVEN NATIONAL LABORATORY</b> ESH Directorate SAFETY & HEALTH SERVICES DIVISION	NUMBER: <b>HP65100</b>
	REV. Final Rev0
SUBJECT:  <b>Training and Qualification of          Safety and Health Services Professionals</b>	DATE: 03/14/08
	PAGE: 4 OF 5

## 8.0 References

8.1 10CFR851

## 9.0 Attachments

9.1 Example of a *Training & Qualification Matrix*

<b>Document Development</b>		
Approved By: IH Group Manager / Date <i>(Signature On File)</i> R. Selvey 03/13/08	Approved By: SE Group Manager / Date <i>(Signature On File)</i> S. Kane 03/13/08	Approved By: SHSD Division Manager / Date <i>(Signature On File)</i> P. Williams 03/13/08
ESH Coordinator/ Date:  <i>None</i>	Work Coordinator/ Date:  <i>None</i>	Prepared By: M. Beckman
QA Representative / Date:  <i>None</i>	Training Coordinator / Date:  <i>none</i>	Filing Code:  <b>HP65</b>
Facility Support Rep. / Date:  <i>None</i>	Environ. Compliance Rep. / Date:  <i>none</i>	Original Effective Date:  <b>03/14/08</b>
ISM Review - Hazard Categorization <input type="checkbox"/> High <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Low/Skill of the craft	Validation: <input type="checkbox"/> Formal Walkthrough <input type="checkbox"/> Desk Top Review <input type="checkbox"/> SME Review Name / Date:	Implementation: Training Completed: Tracked in BTMS Procedure posted on Web: 03/14/08 Hard Copy files updated: n/a Document Control on forms: none

<b>Revision Log</b>
Purpose: <input type="checkbox"/> Temporary Change <input type="checkbox"/> Change in Scope <input type="checkbox"/> Periodic review <input type="checkbox"/> Clarify/enhance procedural controls  Changed resulting from: <input type="checkbox"/> Environmental impacts <input type="checkbox"/> Federal, State and/or Local requirements <input type="checkbox"/> Corrective/preventive actions to non-conformances <input type="checkbox"/> none of the above  Section/page and Description of change: SME Reviewer/Date:

<b>BROOKHAVEN NATIONAL LABORATORY</b> ESH Directorate SAFETY & HEALTH SERVICES DIVISION	NUMBER: <b>HP65100</b>
	REV. Final Rev0
SUBJECT: <b>Training and Qualification of Safety and Health Services Professionals</b>	DATE: 03/14/08
	PAGE: 1 OF 5

## Attachment 9.1

Example of a  
Training & Qualification Matrix

**BNL Industrial Hygiene Program**  
**Unified Site-wide Training & Qualification Matrix**  
 Effective Date: 01/03/06

  
Managed by Brookhaven Science Associates  
for the U.S. Department of Energy

Course#	Title	Frequency	IH SOP#	OSHA 1910 SHSD JRA#
<b>JTA HP-60C</b>	<b>IH Program Administrator (SHSD only)</b>			
PE-OMS-109	Project Management: The Fundamentals Course	one-time	--	--
PE-PE-112	Time Management	one-time	--	--
PE-PE-123	Exceptional Customer Service	one-time	--	--
HP-HP-00500	Reporting Personnel Exposure Monitoring Results	3 yr	60500	HP-JRA-12
<h1 style="font-size: 48px; margin: 0;">Sample</h1> <p style="font-size: 18px; margin: 5px 0 0 0;">The Official Copy of the Training &amp; Qualification Matrices are kept on the SHSD Web Page to secure them as Controlled Documents and to facilitate distribution. Use only the most recent edition obtained from the SHSD web site.</p>				
TQ-OSHA-GBV10	OSHA 10 hour General Safety	one-time	--	--
HP-HP-00500	IHG Participation In Tier 1 Inspections	3 yr	60900	HP-JRA-05
<b>JTA HP-60E</b>	<b>Project Design, Building Specification, and HASP Reviewer (SHSD only)</b>			
HP-OSH-105A	Web CBT: Basic Electric Safety	AS 87MS SPECIFIED	--	--
HP-HP-00700	Conducting a Project Design, Building Specification, or HASP Review	3 yr	60700	HP-JRA-05
<b>JTA HP-61</b>	<b>IH Instrumentation and Calibration Lab Technician (SHSD only)</b>			
HP-IND-220	Web CBT or Course: Laboratory Standard	AS 87MS SPECIFIED	--	--
HP-IND-220	Web CBT or Course: Hazard Communication	AS 87MS SPECIFIED	--	--
TQ-Compgas3	Web CBT: Compressed Gas Safety	AS 87MS SPECIFIED	--	--
TQ-Electsafe1	Web CBT: Electrical Safety I	AS 87MS SPECIFIED	--	--