

Construction Worker Safety Training Program Subcommittee February 2, 2011

Attendees:

Randy Coleman	Gary Karnofski	Justin McClendon	James Morris
David Davis	Lloyd Keith	Karen McGinnis	Mark Reavis
Greg Gales	Mike Kelly	Red McKennon	John Roberts
Jim Gamin	Bob Legard	Steven Maki	Ray Sadesky
Debbie Kane	Ethan LeGrand	Mark Manderbach	Stan Scott
			Mike Warren

Red McKennon chaired the meeting.

Safety Topic:

Rick Zimmerman spoke about Voluntary Protection Program (VPP), safety, and what it means to HAMMER and the local unions. Nationwide, Occupational Safety & Health Administration (OSHA) has almost 2500 Star or Merit organizations, 1000 of these are union. The VPP program empowers employees to make a safe workplace. The Worker Trainer Program is a key aspect of this and sets an example for other sites to follow.

Karen McGinnis added that there has been criticism regarding VPP giving flags and merits to groups who didn't qualify. Karen felt that this (January) was the toughest review she has ever been through and. HAMMER earned its Star Status!

Introductions were made around the table.

Meeting Minutes:

A motion was made and seconded to accept the minutes as written.

Action Items:

The following action items were discussed:

1. Develop a PowerPoint describing the process for getting newly hired workers on site and performing their assigned tasks. Locate it on the website to show a useable process or timeline.
2. Obtain an interpretation from the U.S. Department of Energy (DOE) regarding allowable expenses for reimbursing employees for training received. This concept is believed to be an allowable expense. HAMMER Strategic Planning is working to locate the details of the tuition reimbursement.
3. Begin revising the reimbursement procedure. Originally, the "Pilot Program" included covering both tuition expenses and reimbursement of wages. When the Tri-City Development Council (TRIDEC) proposal is completed, revisions will be made to the reimbursement policy, but not at this point.

Jim Gamin stated that there are issues with how contracts are set up with their subcontractors, according to Washington Closure Hanford (WCH). This is a financial action for Gary Karnofski's group.

Gary said, the idea is to set up a process within each of the contractors to accomplish what is in the DOE letter.

1. Create a Fact Sheet describing the process that Building Trades workers use to obtain Hazardous Waste Operations and Emergency Response (HAZWOPER) training while waiting for employment. Bob Legard and Kristin Eby will add it to the website when completed.
2. Develop a subcontractor training briefing that describes the process used at Hanford to get new employees on site. Bob Legard attends Pre-Job briefings and networks with others by attending labor and subcontractor meetings to discuss their processes and training requirements.

Jamie Morris added that Bob has been successful in expediting a process for subcontractors to get the information they need for equivalencies, etc.

A question was asked about how subcontractors know the training requirements for the specific job they're bidding.

Jamie Morris said that information is given to the Buyer Technical Representatives (BTR) and information is included in the Request for Proposal (RFP). This has helped early on in the process to find out which training is needed. The information is also included in the Statement of Work (SOW).

Jim Gamin noted: That WCH doesn't seem to have as many issues with their subcontractors. He asked about their process and mentioned comparing it with others. There may be a lessons learned here. WCH discussion on this included the varying work scopes and the Appendix G, which includes SPR sign-offs on training.

Jamie Morris stated the information flow is getting better and he is more involved in creating the SOWs. He also added that while most contact is with larger subcontractors, smaller "mom and pop" subcontractors also call asking for guidance.

A suggestion was made to put together a team to define a path forward as the contracting process begins and continues. An action was made to create a team of experts to contact other groups such as Training and Finance.

Jim Gamin mentioned there are pinch points that are causing issues and those should be studied and eliminated. Although there are a lot of pieces that determine the correct training, training is scheduled according to general training, job-specific requirements, and then according to job hazard analysis. It comes

down to knowing who to contact in regards to the paperwork process on equivalencies and registration.

Randy Coleman added that there have been instances where the paperwork is completed and information was inadvertently left out. Someone who has a sharp eye and understands details of the process is going to have an advantage. In order to correct the issues, the main problems need to be identified.

Steve Maki said there are actually two actions, one is internal and the other action is for the Building Trades to survey the contractors to identify their issues with the process, contact Bob Legard, and resolve them. Steve asked Bob where his percentage of calls were coming from, and suggested building a spreadsheet including the listed problems faced by the contractors to determine common issues.

Bob Legard: The biggest issue seems to be getting subcontractor employees through the hiring process efficiently and mobilized to do their assigned tasks. Subcontractors hire employees one day and expect them to be ready to begin performing assigned tasks the next. When the employees do not meet Hanford training requirements, the subcontractors request HAMMER to enroll their employees into training quickly to avoid down time. HAMMER reacts by adding extra classes.

Jamie Morris agreed that issues need to be identified first, but at some point the procurement side must be engaged since that is where most of the information exchange needs to occur.

Equivalencies:

Bob Legard provided an Equivalency Comparison Chart and described the data. He explained that the number of equivalencies has decreased in FY 2011. He indicated that there are several factors that contributed to the decrease, including a hiring freeze and subcontractors have already developed their workforce. Bob also noted the increase in training of FY 2009. We should be focusing on retaining the employees' qualifications and the investment that has been made in their training. The pilot program issue needs to be resolved to take care of the tuition and reimbursement so that training is easy to keep up with. Bob continued explaining the chart by stating shows that in the second quarter equivalency numbers have increased and provided the following statistics.

In the last 28 days, there have been:

57 Equivalencies processed,
\$51,220 M/Hrs costs avoided,
\$25,661 Tuition costs avoided,
\$76,881 Total costs avoided.

Steve Maki agreed with maintaining the retraining and added that there needs to be a process on how the notifications will be presented to the labor groups and subcontractors.

Pilot Program:

Gary Karnofski said when it was realized that paying tuitions for unemployed construction workers was not an allowable expense for the contractors, Randy Coleman, Bob Legard, and Lloyd Keith met with TRIDEC and Columbia Basin College (CBC) to find a solution. Gary continued by stating that we have proposed an idea. The bottom line is four refresher courses that will cost \$1000 and the initial courses will cost \$2000. This tuition is paid on a first come-first serve basis. The U.S Department of Energy gave a verbal approval for funding, but other partners are working on their justifications. He described the process and estimated that this program could begin late this spring.

Discussion continued based on Work Source-approved funding for completing gap requirements. There is only \$150,000 allocated in the Work Source grant and that may not be enough for the gap training; another grant may be an option.

Jim Gamin added that it was not important who was delivering the training, so long as it is done in a consistent manner. Jim also noted that some courses require a medical evaluation. HAZWOPER and Respiratory classes require these evaluations and are not included in this grant.

Randy Coleman talked about the issue with respirator training.. It is difficult to verify modules of training that are done somewhere else, such as California.

Gary Karnofski stated that Work Source wouldn't be able to specify that only out-of-work construction workers be allowed to participate in this program.

HAZWOPER Classes:

Bob Legard described the process for Building Trades workers who are waiting for employment to enroll in our HAZWOPER classes. When contacted, Bob verifies their information with the local unions and adds them to a will-call list so they can be enlisted in the class. Bob provided the following statistics for this program:

From 2009 to date:

283 potential workers have contacted us to take the training
124 received the training
74 have received employment at Hanford

Bob, Randy, and Richard Smith are currently working to add classes to accommodate the 40 people that remain on the list.

Items for Discussion:

Charter:

Bob Legard changed the Charter from listing individual names to just their organization. The change was made to reduce the number of changes to the Charter.

A motion was made and seconded to accept the changes as written.

Equivalency Updates:

Bob Legard described the process we are using to determine whether a course is equivalent. A chart listing all enabling objectives and requirements for each class is developed and reviewed. The Technical Authority references the chart to find where requirements have been met in the training.

Currently, HAMMER is reviewing the Power Tool & Cord class for the Laborers, the Pipe Fitters, and the Boilermakers training. The review indicates that each of the programs lack the same Hanford requirements. To address these gaps in training, we will add a section to Hanford General Employee Training (HGET) and a memorandum will be developed to document the equivalent training.

Website:

Pictures were added with links to the fact sheet and others can be added later. Kristin Eby then demonstrated the use of a carousel for special effects. The student training policies (including the new cell phone use policy) were also added in the drop-down menu or the side menu. A walkthrough for processes will also be added. Bob Legard suggested adding a point of contact (to the SOWs?) to answer questions.

Gordon McCleary asked if it would be beneficial to have a statement asking that all current workers at the Hanford Site pay special attention to the specific training requirements for their projects. Information going on the website will be reviewed for compatibility with the internet site or the intranet site.

It was stated that the pre-job briefing identifies the training managers for each contractor. Please review the steps beginning with contracting and ending with the individual being hired. Through this, a map will be developed to show the process flow.

Pre-Jobs Briefings:

Bob Legard said previous discussions during this meeting have covered planned topics.

Presentations for the Steering Committee:

Bob Legard stated that he usually covers the four focus areas; Hanford Site Standard Safety Training, the Equivalencies process, the Database, and the Reimbursement/Pilot Program. The subcommittee believes that we have met the intent of the first three focus areas. Bob stated he was going to stress the importance of the fourth focus area so that the Site wouldn't lose the investment made in the training that has already been completed.

Jim Gamin would like the communication links verified between the various contractor training databases.

Red McKennon stated the reimbursement action cannot be closed yet though it is close.

Review New Actions:

Three actions have been combined into one action:

- The interpretation allowable expenses for reimbursing employees,
- The revision process for the reimbursement procedure, and
- The fact sheets for the training reimbursement process.

The charter review and website is complete.

The action is to update the website for accuracy.

Subcontractor training briefing will not be an action at this time. A committee of HAMMER finance staff and other contractors will review the process and interfaces.

Closing Comments:

Bob thanked everyone for showing up and participating in the meeting.