

TRAINING GUIDANCE FOR SUBCONTRACTOR'S PRE-JOB BRIEFINGS

Recovery Act funding for Hanford has significantly increased the number of new subcontractor workers being hired to support the Recovery Projects at Hanford. These new Recovery Act workers encounter numerous hazards when working in the Hanford environment and specialized training is required to equip them with the knowledge and skills necessary to perform their work in a safe and effective manner.

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 (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** - HAMMERs 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.