

Standards

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Hanford General Employee Training

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Hanford General Employee Training (HGET) Training Program Description

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Hanford General Employee Training (HGET) Training Program Description

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1.0 PURPOSE

This Training Program Description (TPD) describes the training needed to meet the annual General Employee Training requirements from a wide-range of applicable U.S. Department of Energy (DOE) orders, and federal and state regulations and provides guidelines on HGET content changes.

2.0 SCOPE

This TPD applies to Hanford Site employees and onsite subcontractors. Completion of HGET by Hanford Site employees and onsite subcontractors meets one of the minimum Site Access Requirements to be issued a badge allowing access to the Hanford Site and/or Hanford facilities. Additional requirements are defined in HMIS-STD-TQ-61030, *Hanford Site Access Training Program Description (TPD-0010)*, and HMIS-RD-SEC-28974, *Security Badge Requirements*.

HGET is a Sitewide standardized training program that is approved by the HGET Approval Authorities and is managed by Hanford Mission Integration Solutions (HMIS).

HGET is not intended to meet job or facility-specific training requirements.

3.0 TRAINING REQUIREMENTS

3.1 Entry-Level Requirements

Employees assigned to take HGET shall be able to communicate in written and spoken English. Employees who cannot communicate in written and spoken English shall be directed to return to their management. The employee's management shall determine and provide what, if any, accommodation is needed for employees who cannot communicate in written English. If the employee is assigned to take HGET at a centralized or satellite workstation, the accommodation shall be communicated to the HGET Authenticator.

3.2 Initial Training

New hire Hanford Site employees and onsite subcontractors shall take HGET Initial, Course # 000001. HGET Initial contains lessons in seven topical areas and may contain lessons on Special Topics which are posted for a maximum of one year. Topical areas addressed in HGET:

- Emergency Preparedness
- Industrial Safety
- Radiological Safety
- Security
- Counterintelligence
- Environmental Management

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- Business Practices

The lessons in HGET Initial are designated as required lessons. HGET lessons may contain content sections. The content sections are designated as required or optional. Students must complete all lesson and content sections designated as required and associated lesson knowledge checks in order to complete the lesson. Incorrect answers in knowledge checks are remediated immediately.

3.3 Requalification

HGET Refresher, Course # 000019, shall be completed once every 12 months. HGET Refresher contains the full complement of HGET lessons. Students are offered an opportunity to “test out” of most lessons. If a student successfully passes the test out option, the lesson will be considered complete.

3.3.1 Expired Training for Two Years or More

Individuals whose HGET has expired for a period of two (2) years or more shall complete HGET Initial.

3.3.2 Access to Hanford Local Area Network (HLAN)

Access to the HLAN is dependant upon employee maintaining HGET qualification. Failure to requalify prior to the 12-month due date will result in the termination of the employee’s access to HLAN until such time that the HGET course is successfully completed.

3.4 Exceptions and Extensions

Because the general employee training program is designed to meet the training and retraining requirements listed in Appendix D, exceptions and extensions are not allowed.

3.5 Equivalencies

Because HGET is designed to meet Hanford Site requirements, equivalencies from other general employee training courses are not allowed.

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4.0 RECORD IDENTIFICATION

All records are generated, processed, and maintained in accordance with HMIS-PRO-TQ-249, *Training Records Administration*, HMIS-PRO-RM-10588, *Records Management Processes*, and [HMIS-PRO-RM-32281](#), *Electronic Records Management*.

Table 1. Records Capture Table

Name of Document	Submittal Responsibility	Retention Responsibility
Electronic training record	Employee completing HGET Initial or Refresher	Training Records

5.0 SOURCES

5.1 Requirements

HMIS-PLN-WP-41080, *Hanford Integrated Standards Management Plan*
 HMIS-PRO-TQ-175, *Training Program Descriptions*

5.2 References

HMIS-PRO-TQ-179, *Obtaining Training Equivalencies, Waivers, and Extensions*
 HMIS-PRO-TQ-249, *Training Records Administration*
 HMIS-PRO-RM-105888, *Records Management Process*
 HMIS-PRO-RM-32281, *Electronic Records Management*
 DOE-HDBK-1103-96, *Table Top Needs Analysis*
 HMIS-STD-TQ-61030, *Hanford Site Access Training Program Description*
 HMIS-RD-SEC-28974, *Security Badge Requirements*

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APPENDIX A. GLOSSARY

<i>Term</i>	<i>Definition</i>
CWB&CTC	Central Washington Building and Construction Trades Council
DOE	U.S. Department of Energy
DOE-RL	U.S. Department of Energy-Richland Operations Office
HAMTC	Hanford Atomic Metal Trades Council
Hanford Site employee	An employee of a Hanford Site prime contractor or DOE
HGET Approval Authorities	Representatives from each Hanford Site prime contractor, DOE-RL, and Labor (HAMTC and CWB&CTC) who use HGET
HGET Training Program Manager	The HAMMER employee responsible for managing the HGET Training Program
Onsite subcontractor employee	An employee of a company supplying services to a Hanford Site prime contractor or DOE who are provided offices or working quarters on the Hanford Site
TCOE	Training Center of Expertise

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APPENDIX B. HGET CONTENT GUIDELINES**NEW LESSONS**

HGET is not intended to meet contractor, job, or facility specific training requirements. Addition of new lessons should be validated via a needs analysis. (Refer to DOE-HDBK-1103-96, Table Top Needs Analysis for a methodology to determine if training is the appropriate intervention. If the needs analysis determines that training is a viable solution, a justification must be made that the training is applicable to the HGET audience.)

Requests for new lessons in HGET are to be presented to and approved by the Training Center of Expertise (TCOE). A formal response from the TCOE shall be included in the TCOE Meeting Minutes documenting their decision for approval or rejection. If a lesson is rejected, the reason(s) for rejection shall be included in the TCOE Meeting Minutes. If approved by the TCOE, the content shall be approved by consensus of the HGET Approval Authorities.

CHANGES TO CURRENT LESSONS OR SECTIONS

HGET is a dynamic course. Changes may be driven by student comments, changes in DOE Orders, federal and state regulations, and enhancements to instructional design stimulated by technology changes.

The HGET Training Program Manager will coordinate gaining approval, via consensus of the Approval Authorities identified in Appendix C, for changes to the HGET content and provide direction to the HGET subcontractor to implement changes.

Changes to format, grammar, references, URLs, or correction to current content do not require a consensus of the HGET Approval Authorities and may be implemented with the approval of the HGET Training Program Manager.

GUIDELINES

The guidelines below are based on the following goal:

HGET is intended to meet training requirements in DOE Orders, federal and state regulations that apply to the general employee (98% of the population).

HGET Lessons**Drivers:**

- Is there a regulatory requirement to conduct the training? If not, evaluate other options.
- Is there a retraining requirement? If not, consider a standalone course because there are no legal ramifications if an employee is not retrained. HGET is required annually; justification for

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inclusion should be substantial and quantitatively provable to force annual training when it is not required.

- If there is a retraining requirement, is it annual? If greater than annual, consider a standalone course.

Relevance:

- Does the requirement apply to 98% of the HGET audience? Note: Caution should be exercised for regulations that state “all employees shall be trained” because this “all” only applies to those who fall under the regulation. Weight the relevance against the entire HGET audience. The applicability of this decision is made by the HGET Approval Authorities.

Lesson Content:

- In cases where regulatory training requirements do not provide specific content guidelines, the goal should be to develop the minimum amount of content that can be justified. Elaboration and additional training should be provided to appropriate audience via a different venue.

Media Appropriate:

- Can mastery of the objectives be achieved via a technology-Web-based training?
- Is Web-based training the best choice for the training?

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APPENDIX C. RESPONSIBILITIES**Buyer Technical Representative for HGET Statement of Work**

The Buyer Technical Representative (BTR) acts as the liaison between the HGET Subcontractor and the HGET Training Program Manager and is responsible to:

- Monitor performance in accordance with the Statement of Work
- Participate in performance status meetings

Employee and Onsite Contractor Employee

Each Hanford Site employee and onsite subcontractor employee is responsible for completing all required portions of HGET on or before the annual due date to comply with Hanford Site Access training requirements per HMIS-STD-TQ-61030, *Hanford Site Access Training Program Description* (TPD-0030), and HMIS-RD-SEC-28974, *Security Badge Requirements*, and the training requirements listed in Appendix D. It is the expectation of Hanford Site management that any employee whose HGET training lapses should not be allowed to perform any normal job functions until HGET is completed. Extended delinquency of HGET should be referred to their manager for disciplinary action where appropriate.

Manager of Employee and Manager of Onsite Contractor Employee

Determine and provide what, if any, accommodation is needed for employees who cannot communicate in written English.

Ensure that all employees maintain HGET by completing required training on or before the annual due date. If an employee fails to complete the training on time, the employee should complete HGET as soon as possible, and should not perform any normal job functions until HGET is completed. Completing HGET should be the primary job assignment. In cases of approved absences, the employee should complete HGET immediately upon returning to work. Failure to complete HGET in a timely manner, and without cause, should be considered for disciplinary action.

HGET Approval Authorities

Each prime Hanford Site contractor, the Department of Energy Richland Operations Office (DOE-RL), and Labor representatives who use HGET shall designate a central approval authority. This includes but is not limited to:

- Central Washington Building and Construction Trades Council (CWB&CTC)
- Central Plateau Cleanup Company (CPCCo)
- Department of Energy Richland Operations Office (DOE-RL)

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- Hanford Atomic Metal Trades Council (HAMTC)
- HPMC Occupational Medical Services (HPMC)
- Hanford Mission Integration Solutions (HMIS)
- Washington River Protection Solutions (WRPS)
- Hanford Laboratory Management and Integration (HLMI)

This individual will be responsible for obtaining approvals via the process established by their contractor or federal agency and coordinating with the HGET Training Program Manager.

HGET Subcontractor

The HGET Subcontractor is responsible to:

- Design and develop assigned HGET instruction modules
- Develop and maintain a lesson specification
- Review new and revised lesson content and knowledge check questions to ensure accuracy
- Obtain approval for lessons and lesson changes from the HGET Training Program Manager
- Provide the electronic lesson modules
- Provide centralized and satellite workstation locations as defined by contract
- Provide authenticators as defined by contractual agreement

HGET Training Program Manager

The HGET Training Program Manager is responsible to:

- Create and maintain Training Activity Sheets (TASs) for HGET Initial and HGET Refresher
- Coordinate delivery of approved HGET lesson content to the HGET Subcontractor Web-Based Training (WBT) instructional developer
- Coordinate periodic reviews of HGET lesson content
- Coordinate interim changes to HGET training material
- Gain consensus for approval of content and content revisions from the HGET Approval Authorities

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- Review new and revised lesson content and knowledge check questions to ensure accuracy
- Provide direction to individuals requesting HGET training information
- Maintain this Training Program Description (TPD)

Training Center of Expertise (TCOE)

The TCOE shall review requests for new lessons in HGET. The decision to approve or reject the new lesson shall be documented in the TCOE Meeting Minutes. If a lesson is rejected, the reason(s) for rejection shall be included in the TCOE Meeting Minutes.

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APPENDIX D. REQUIREMENTS MET WHEN COMPLETING HGET

Lesson	Driver(s)
Emergency Preparedness	<p>DOE/RL-94-02, Hanford Emergency Management Plan, Section 12.0</p> <p>Hanford RCRA Permit WA7890008967, Section II.C.2</p> <p>Hanford Facility Resource Conservation and Recovery Act (RCRA) Permit WA7890008967, Attachment 5, Condition 5.1.1.1</p> <p>WAC 173-303-200(9)(a) and WAC 173-303-330(1) Dangerous Waste Training Program</p>
Personal Safety	<p>29 CFR 1910 Occupational Health and Safety Standards (OSHA) (as referenced by 10 CFR 851)</p> <p>10 CFR 851, Worker Safety and Health Program</p> <p>29 CFR 1926, Safety and Health Regulations for Construction, Subpart E, Personal Protective and Life Saving Equipment</p>
Asbestos Safety	Good Business Practice
Electrical Safety	<p>29 CFR 1910. Subpart S, Electrical, 1910.332 (b) Training</p> <p>1910.332(b)(2)</p> <p>1910.332(b)(3)</p> <p>NFPA 70E-2009 110.6(d)(2)</p> <p>DOE-0359, Hanford Site Electrical Program</p>
Fire Safety	<p>HMIS-RD-FP-10606, Section 2.4.4.k.</p> <p>DOE Order 420.1C Attachment 2, Chapter II,3.bd(1)(b)</p>
Government Vehicle Use	Good Business Practice
Hazard Communication	<p>Good Business Practice</p> <p>The Hazard Communication (HAZCOM) information in Hanford HGET is intended as a general introduction to the topic of Hazard Communication as required by OSHA Standard 29 CFR 1910.1200. The training will ALSO document the transition to the revised 2012 OSHA HAZCOM standard utilizing the United Nations Globally Harmonized System (GHS) of classification and</p>

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	labeling of substances and mixtures. Additional facility specific HAZCOM training will be provided at each project or work area where chemicals are used or stored that may expose workers to health and/or physical hazards.
Extreme Temperatures	Good Business Practice, VPP
Lock and Tag	<p>WAC 296-803-60005, Lockout/Tagout (Control of Hazardous Energy</p> <p>29 CFR1910.147 The Control of Hazardous Energy (lockout/tagout) (c)(7)(i)(B)</p> <p>DOE Order 422.1, Conduct of Operations</p> <p>DOE-0338 Lockout/Tagout Training Program Description</p> <p>DOE-0336, Hanford Site Lockout/Tagout Procedure, Section 5.1</p>
Manual Lifting Techniques	Good Business Practice
General Employee Radiological Training (GERT)	<p>Good Business Practice</p> <p>Required biennially for access to Radiologically Controlled Areas at the Hanford site. Included in HGET for site employees.</p> <p>In approximately 2001 the Hanford Radiological Control Forum made the decision to establish a policy of overtrain for General Employee Radiological Training (GERT). GERT is required by 10 CFR 835.901(a) for general employee unescorted entry into posted Radiological Areas on the Hanford Site. The GERT requirement is also provided as a DOE-RL contract requirement from the Hanford Health and Safety Document Section I.6 and Table 1.</p> <p>The decision to conduct GERT annually was a compromise based on cost of implementation of alternatives and the use of existing processes. The existing HGET course was used as a part of the badging process. This action was completed due to multiple contractor assessments that identified that individuals temporarily assigned to Site areas, visiting for meetings, or assigned for temporary job assignments had not completed the required GERT training within the required 24-month period. (The law requires pre-approval of use of an available 30-day maximum training extension.) Available technology did not offer an inexpensive</p>

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	<p>means to prevent Site access without GERT training or a process to assign escorts. Identified potential training verification processes would require development and maintenance resources. Casual visitors to Site locations and areas often did not recognize that GERT was required for Site access and subsequently created potential non-compliances with requirements.</p> <p>Discussions were conducted with DOE Headquarters Office of Worker Safety and DOE-RL staff who agreed that a graded approach for completion of GERT could be applied. After review of several options it was decided to link completion of GERT to the badging/visitor access processes. Hanford access processes contain requirements for several levels of GERT based on the duration of anticipated Site access. Individuals granted a ‘hard’ badge (e.g., contractor, DOE, L, Q) the HMIS Badging process would complete GERT on an annual basis as a part of HGET. This direction was incorporated into Site contractor radiation safety program documents including this training program description.</p>
Counterintelligence	<p>DOE O 475.1, Counterintelligence Program, Sec. 5, Responsibilities, paragraph g (8)</p> <p>DOE Counterintelligence Pacific Northwest Field Office (PNFO) Site CI Support Plan</p>
Security – Hanford Site Protection	<p>CRD M 470.4-1 Change 1 (Supplemented Rev. 1), Safeguards and Security Program, Section A</p> <p>DOE M 470.4-1 Change 1, Safeguards and Security Program, Section. K, 4</p> <p>DOE M 470.4-1, Safeguards and Security Program, Part 2, Section K K-2 8-26-05</p> <p>HMIS-PRO-SEC-397 Security Awareness and Education. Section 4, Part 1</p> <p>DOE O 470.4-B “Safeguards and Security Program”</p> <p>DOE O 472.2 “Personnel Security”</p> <p>DOE O 475.2A “Identifying Classified Information”</p>

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	<p>Executive Order 13526 “Classified National Security Information”</p> <p>Executive Order 12968 “Access to Classified Information” 10 CFR 710.8 “Criteria”</p>
Security – Procedures	<p>CRD M 470.4-1 Change 1 (Supplemented Rev. 1), Safeguards and Security Program, Section A</p> <p>DOE M 470.4-1 Change 1, Safeguards and Security Program, Section. K</p> <p>HMIS-PRO-SEC-397 Security Awareness and Education</p>
Environmental Management	<p>Environmental Stewardship WAC 173-303-330, , Personnel Training</p> <p>WAC 173-303-200(9), Personnel Training</p> <p>Hanford RCRA Permit WA7890008967, Attachment 5, Section 5.1</p> <p>Hanford RCRA Permit WA7890008967, Part II, Condition- II. C.2</p> <p>Hanford RCRA Permit WA7890008967, Part II, Condition II.C.4</p> <p>WAC 173-303-573, Standards for universal waste management, Section (12)</p> <p>WAC 173-303-573, Standards for universal waste management, Section (23)</p> <p>National Environmental Policy Act (NEPA) 42 USC 4321-4347 - Good Business Practice</p> <p>Protection of Historic and Cultural Properties – 16 USC 470aa-mm Good Business Practice</p>
Records and Information Management	<p>36 CFR 1220. Federal Records – General, 1220.34(f)</p> <p>CRD O 243.1B (Supp Rev 0), Records Management Program</p> <p>HMIS-RD-RM-210, Records Management Program</p>

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Lesson	Driver(s)
Beryllium Associated Worker	<p>Good Business Practice</p> <p>This course exceeds the requirement of 10 CFR 850.37 to provide training every two years for associated workers and other individuals about beryllium hazards and controls, and is intended for all Hanford Site employees.</p>
Conduct of Operations / Event Prevention Basics	Good Business Practice - Approved by TCOE 07/2010
Unclassified Computer Security	<p>CRD O 205.1B, Change 2, (Supp Rev 2), DOE Cyber Security Program</p> <p>Department of Energy Office of Environmental Management Cyber Security Policy and Risk Management Approach Implementation Plan, dated February 2014</p> <p>HNF-52725, Hanford Accreditation Boundary System Security Plan</p> <p>HMIS-POL-CS-58819, Information Management Policy</p>

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