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GENERAL EMPLOYEE TRAINING: INITIAL NEEDS ASSESSMENT

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ABSTRACT

U.S. Department of Energy Orders, including those for Emergency Preparedness, require that DOE facility employees receive a preparatory course on certain basic work practices and employee responsibilities before receiving any job-specific training. Most of this general information is required for employees to either prevent or to handle emergency situations that may arise in the workplace. While the categories are general, the information should be given at both Laboratory and individual-site levels, if possible. A simple checklist developed by Oak Ridge National Laboratory proved beneficial when assessing its general employee orientation compliance status. The checklist includes subject areas covered, organizational identities and responsibilities, and documentation needs.

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INTRODUCTION

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Several DOE Orders including those for Emergency Preparedness¹ require that DOE facility employees receive a preparatory course on certain basic work practices and employee responsibilities before progressing to job-specific training and, where needed, technical qualification/certification. Typical subjects² include:

- General emergency preparedness (emergency plan)
- Basic criticality control
- Radiation safety and contamination control practices
- Industrial safety, including hazardous material control
- Facility physical security
- Quality assurance/control
- Fire prevention/response
- Facility operations
- Company policy and administration

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¹U.S. Department of Energy Orders 5480.5, 5500.2, 5500.3, 5481.1B, and 5480.2.

²U.S. Department of Energy, Guidelines for Evaluating DOE Non-Reactor Nuclear Facility Training Programs, November 1985.

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