



## **Training Reciprocity: Understanding the Process**

**Panel Discussion: Ted Giltz, Brian Killand, Bob Legard, and Richard Smith**



# Health and Safety Training Reciprocity Policy 364.1

U.S. Department of Energy  
Washington, D.C.

POLICY

DOE P 364.1

Approved: 4-14-2014

**SUBJECT:** HEALTH AND SAFETY TRAINING RECIPROCIITY

## PURPOSE AND SCOPE

To establish a policy for reciprocity of employee health and safety training among DOE entities responsible for employee health and safety at DOE sites and facilities to increase efficiency and effectiveness of Departmental operations while meeting established health and safety requirements.

DOE Federal and contractor employees are required to complete various health and safety training programs prior to conducting work at DOE. In some instances, employees who work at multiple DOE facilities and sites managed by different contractors repeat similar if not exactly the same type of health and safety training programs at each facility or site visited. This results in an inefficient use of Departmental resources and reduces the time employees spend in support of accomplishing Departmental missions.

The Office of Health, Safety, and Security through its National Training Center (NTC) developed a process to certify the content of certain health and safety training courses as meeting requirements established by Federal regulations, national consensus standards, and DOE directives, allowing for the reciprocity of these training courses across the DOE complex.

## POLICY

The Department is committed to providing the necessary resources to ensure every Federal and contractor employee understands the importance of health and safety in their day-to-day work activities. This commitment requires every employee to receive training that identifies hazards, controls, and roles and responsibilities necessary to prevent or mitigate injury and illness relevant to the activities the employee will be conducting.

In order to improve productivity and conserve our resources, it is the Department's policy to encourage contractors to have training certified by the NTC, if certification is available; to honor NTC training certification; and provide reciprocity of training for any employee who has completed NTC certified training courses. Training reciprocity will benefit both the Department, contractors and employees by providing 'transportable' training.

Training certified by the NTC will be accepted at any DOE facility/site with the understanding that additional contractor, site, or facility specific training may be required to be completed by employees prior to working at locations requiring specialized training.

BY ORDER OF THE SECRETARY OF ENERGY:



DANIEL B. PONEMAN  
Deputy Secretary

## Training Reciprocity



Formalized by the U.S.  
Department of Energy

# NTC Reciprocity Saving Time & Money for DOE Missions

Hanford  
(CHPRC, WRPS, MSA, WCH)

Idaho  
(INL, AMWTP, ICP)

ANL

CPWR

Avoiding redundant training saves duplicate training costs, reduces training hours, and improves worker mobilization.

- Participating DOE Sites
- Non-Participating DOE Sites

NSTEC

LANL

LIUNA

IUOE



Volpentest  
**HAMMER**  
Federal Training Center



# Four Steps to Success

- **Preparation**
- **Self Perform Checklist Review**
- **Submission review by NTC/HAMMER**
- **Resolution and Final Certification**



# Self Perform Checklist

U.S. Department of Energy National Training Center

## ***Reciprocity Review Checklist***

<b>National Union Sponsor:</b>	<b>Evaluation Completion Date:</b>	
<b>Union Affiliate:</b>		
<b>Reviewed Course #/Title/Revision:</b> 044391 - Portable Ladder Safety		
<b>OSHA Regulations:</b> The following regulations were obtained from <a href="http://www.osha.gov/law-reg.html">www.osha.gov/law-reg.html</a>		
<b>29 CFR 1926.1060 - Training Requirements</b>		
The employer shall provide a training program for each employee using ladders and stairways, as necessary. The program shall enable each employee to recognize hazards related to ladders and stairways, and shall train each employee in the procedures to be followed to minimize these hazards. <b>(a)</b>	<input type="checkbox"/>	<input type="checkbox"/>
The employer shall ensure that each employee has been trained by a competent person in the following areas, as applicable; <b>(a)(1)</b>	<input type="checkbox"/>	<input type="checkbox"/>
The nature of fall hazards in the work area; <b>(a)(1)(i)</b>	<input type="checkbox"/>	<input type="checkbox"/>
The correct procedures for erecting, maintaining, and disassembling the fall protection systems to be used; <b>(a)(1)(ii)</b>	<input type="checkbox"/>	<input type="checkbox"/>
The proper construction, use, placement, and care in handling of all stairways and ladders; <b>(a)(1)(iii)</b>	<input type="checkbox"/>	<input type="checkbox"/>
The maximum intended load-carrying capacities of ladders; and <b>(a)(1)(iv)</b>	<input type="checkbox"/>	<input type="checkbox"/>
The standards contained in this subpart. <b>(a)(1)(v)</b>	<input type="checkbox"/>	<input type="checkbox"/>
Retraining shall be provided for each employee as necessary so that the employee maintains the understanding and knowledge acquired through compliance with this section. <b>(b)</b>	<input type="checkbox"/>	<input type="checkbox"/>



# Certified Reciprocity Courses

- **Bloodborne Pathogens**
- **Compressed Gas Cylinder Safety**
- **Confined Space Entry**
- **Fall Hazard Recognition and Prevention**
- **General Employee Radiological Training**
- **HAZWOPER**
- **Hearing Conservation**
- **Heat Stress Prevention and First Aid**
- **Lead (pb) Worker Training**
- **Portable Ladder Safety**
- **Radiological Worker**



# Reciprocity Courses Under Review

- **NFPA-70E**
- **Batteries and Battery safety**
- **Capacitors**
- **Equipment Operation Near Power lines**
- **HMPT Introduction/General**
- **HMPT Identification of Hazardous Materials**
- **HMPT Preparing Shipments, packaging, marking/Labeling, shipping papers**
- **HMPT Movement by Highway**
- **HMPT Hazardous Waste Transportation**
- **HMPT Basic Radioactive Material Transportation**
- **HMPT Advanced Radioactive Material Shipment**



# Introduction

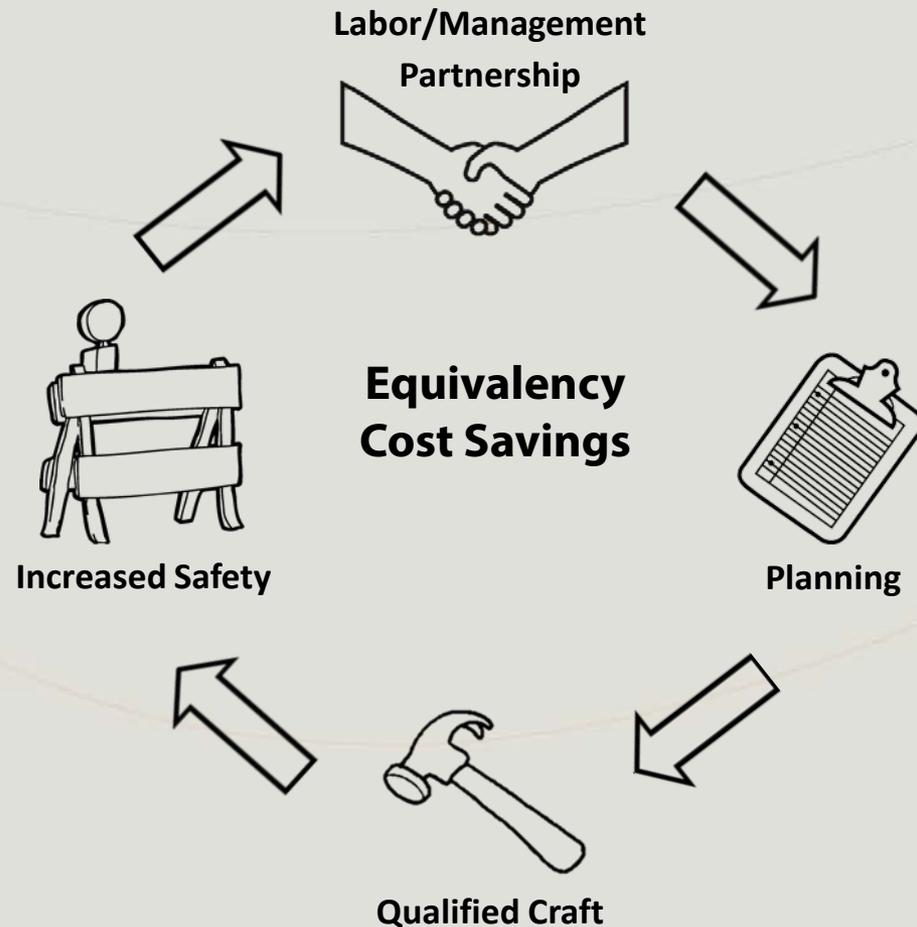
- **The Construction Worker Safety Training Program was originated from the HAMMER Board of Directors approximately 10 years ago and was implemented in 2009.**
- **Program has been very beneficial to DOE, Subcontractors and local labor force (CWB&CTC)**
- **Equivalency process (Site specific)**
- **Reciprocity process (Complex wide)**



# Equivalencies

Since program inception:

- 16 subject areas reviewed
- 70 course equivalences granted
- 2677 equivalencies granted
- ~\$4M direct cost avoidance





## What's in it for you?

- **Added safety for your workers**
- **Eliminate redundant training**
- **Build a pre-qualified workforce**
- **Efficiency**
- **Improve Project Mobilization**



# NTC eAccess/SharePoint

## Department of Energy National Training Center



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[Recover](#)

**NOTE:** If you are an NTC LMS user without a registered email address, click [here](#) for an alternate way of recovering your account.

Click <https://eaccess.ntc.doe.gov/> then click “Create” to begin the process of establishing an account. For more information please call Kelly McCleary at 509-376-1311



# Contact Information

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