Chapter 24: Training

Minimum Training Requirements

The purpose of these requirements is to ensure that everyone has the minimum training necessary to perform his or her role safely at SLAC. These requirements cover determining only minimum environment, safety, and health (ESH) training, based on work planning and control requirements, which areas personnel will need to access without a qualified escort, and employment status. Additional training requirements may apply depending on hazards associated with the specific work to be performed and areas accessed (see Training: Course Assignment Procedure). These requirements apply to all persons on-site, employees and non-employees, and their SLAC supervisors and points of contact.

2 Requirements

An ESH orientation course and a traffic safety course are mandatory for everyone except escorted visitors and certain service workers, as described below. These minimum training requirements must be completed in order to obtain a SLAC identification badge and before beginning work (see Training: Badging Procedure). Additional, job-specific training may also be required (see Training: Course Assignment Procedure).

The following table summarizes minimum training requirements for specified groups based on employment status.
### Table 1 Minimum Training Requirements

<table>
<thead>
<tr>
<th>Employment Status</th>
<th>Safety Orientation</th>
<th>Work Planning and Control¹</th>
<th>Unescorted Access to Radiological Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLAC employee</td>
<td>ESH Course 219 and ESH Course 154²</td>
<td>If performing green work in non-office areas ESH Course 121</td>
<td>Applies to everyone: For access into a controlled area or radiologically controlled area, take ESH Course 115</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If releasing work, or supervising or performing yellow or red work ESH Course 120</td>
<td>For access into a radiation area, high radiation area, or radiological buffer area, take ESH Course 116</td>
</tr>
<tr>
<td>Non-SLAC employee³ who will be working at SLAC and need unescorted access to SLAC laboratory or industrial areas and/or controlled areas</td>
<td>ESH Course 396 and ESH Course 154²</td>
<td>Service subcontractor may work for up to two days without this, if escorted by a supervisor-level person, either SLAC or subcontractor, who has the required training and badge. Workers using this exemption will be issued a temporary, escort-required badge.</td>
<td>ESH Course 120 or ESH Course 121 May be required by a directorate, laser safety officer, or facility construction manager but is not otherwise mandatory</td>
</tr>
<tr>
<td>Subcontracted construction worker</td>
<td>ESH Course 375 and ESH Course 154²</td>
<td>May work for up to two days without this, if escorted by a supervisor-level person, either SLAC or subcontractor, who has the required training and badge. Workers using this exemption will be issued a temporary, escort-required badge.</td>
<td></td>
</tr>
<tr>
<td>Escorted visitor</td>
<td>▪ No training required but must follow escort requirements for the area type ▪ Must wear dated visitor ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exempt service worker (includes most types of service personnel who perform routine activities such as FedEx or UPS delivery, office machine repair, emergency medical)</td>
<td>▪ Must not perform high risk tasks ▪ Must remain outside industrial areas and posted radiological areas unless accompanied by a qualified escort (someone who does have the required training for the area)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. The work planning and control (WPC) scheme designates work activities into green, red, and yellow. For more information on WPC training and documentation requirements, see Chapter 2, “Work Planning and Control”.

2. Workers have until 15 January 2014 to complete ESH Course 154, SLAC Traffic Safety Training (ESH Course 154).

3. Includes subcontractors (non-construction), users, emeritus staff, collaborators, visiting scholars, scientists, researchers, students, and other invited guests.
3 Forms

The following are forms required by these requirements:

- **SLAC Training Assessment** (STA). Required for all SLAC employees. Optional for non-employees.

4 Recordkeeping

The following recordkeeping requirements apply for these requirements:

- ESH Training maintains records of assigned and completed training in the SLAC Training database; records may be accessed through the [ESH Training History Report](#).

5 References

**SLAC Environment, Safety, and Health Manual** (SLAC-I-720-0A29Z-001)

- Chapter 24, “Training”
  - **Training: Badging Procedure** (SLAC-I-720-0A04C-004)
  - **Training: Course Assignment Procedure** (SLAC-I-720-0A04S-001)
- Chapter 9, “Radiological Safety”
  - **Radiological Safety: Radiological Work and Area Entry Requirements** (SLAC-I-760-0A05S-002)

Other SLAC Documents

- **ESH Training**
- **ESH Training History Report**
- **ESH Course Catalog**
  - ESH Course 219, Employee Orientation to Environment, Safety and Health (EOESH) ([ESH Course 219](#))
  - ESH Course 396, Safety Orientation for Non-SLAC Employees (SON) ([ESH Course 396](#))
  - ESH Course 375, Construction Safety Orientation ([ESH Course 375](#))
  - ESH Course 154, SLAC Traffic Safety Training ([ESH Course 154](#))
  - ESH Course 115, General Employee Radiological Training (GERT) ([ESH Course 115](#))
  - ESH Course 116, Radiological Worker I Training (RWT I) ([ESH Course 116](#))
  - ESH Course 120, Work Planning and Control Overview ([ESH Course 120](#))
  - ESH Course 121, WPC Overview for Green Workers in Non-Office Areas ([ESH Course 121](#))