

## **Office of Health, Safety and Security (HSS) Focus Group Training Work Group Charter**

In an ongoing effort to further the improvement of health, safety, environmental, and security performance within the Department, DOE is engaged in the establishment of Work Groups to pursue health and safety improvement across the DOE Complex. These efforts support DOE's responsibility as owner/manager to protect its greatest asset: the worker. The work groups support DOE's integrated safety management system and further DOE's best interests by fostering worker involvement and partnerships to maximize continuity of operations and the success of the Department's national security mission.

The Training Work Group fosters improvements in the quality, efficacy, and delivery of DOE safety training, and realizes significant efficiencies by minimizing redundancies across the DOE Complex. The Work Group provides a collaborative opportunity for DOE to gain insights from operating contractors, the contractor work force and their representatives, and to combine the best wisdom to assure that the most efficient and effective worker health and safety program expectations, approaches and processes are in place and are well communicated. The Work Group will address the need for improved training quality, training standardization, expanding course availability, portability, and aligning viable training methods/modalities to meet the needs of the audiences.

### **I. PURPOSE**

The intent of the Training Work Group is to assist DOE/HSS in putting in place appropriate norms for safety and health training, supporting the growth of a quality safety culture, of which training is one element, and ensuring that both in-house and contract workers receive standardized training to protect their safety and health. The Training Work Group (and its DOE National Training Center (NTC)/ National Institute of Environmental Health Sciences (NIEHS)/Volpentest HAMMER Training and Education Center (HAMMER) Sub-committee) will work to:

1. Ensure quality, meaningful worker involvement in training;
2. Encourage and support the establishment of local site committees to implement quality training, including meaningful worker and union involvement, and implement portability, credentialing, and recognition of training within DOE sites and/or across the DOE complex; and
3. Serve as a technical resource to the site committees and provide continued assessment of safety and health training activities implemented as part of this joint initiative.

### **II. OBJECTIVES**

The objective of the Training Work Group is to guide the development and implementation of a structured approach for improving the quality of worker health and safety training and the enhancement of the safety and health culture through enhanced standardization of training, improved training portability for workers, and increasing meaningful worker involvement in the

development and delivery of site health and safety training programs. The following actions will facilitate achievement of our objectives:

1. Provide guidance and recommendations on the “straw man” program presented in the NTC/NIEHS/HAMMER document, “Worker Safety and Health Training – A White Paper for a Collaborative Approach to Integrated Safety & Health Training at DOE Facilities.”
2. Address comments received from stakeholders on the collaborative training white paper, providing resolutions to issues identified, modifying the program for submission to DOE senior management.
3. Conduct a needs analysis to assess DOE safety and health training requirements/practices/policies and identify the safety and health training necessary for workers at DOE sites, the gaps in safety and health training currently provided by apprenticeship programs and other skilled trade training programs, and to expand the acceptance of qualified training at the local DOE sites.
4. Develop an implementation strategy and project plan for expanding the use of integrated collaborative training DOE-wide and serve as a resource for DOE sites by providing guidance and technical support to site safety and health training committees.
5. Develop a list of worker safety and health training currently receiving structured documented reciprocity between contractors and/or facilities or sites and skilled trade training that would be candidates for reciprocity. Identify training subjects to be considered by sites as candidates suited to be included in integrated collaborative training.
6. Provide safety and health data, statistics, and other non-quantifiable or intangible benefits to support the expansion of collaborative training programs.
7. Partner with local site training committees, supporting them as a resource where they already exist, while facilitating their establishment at sites where they do not exist.
8. Present benefits of the principles of collaborative training through a series of engagements at various DOE sites. Training modalities will be designed for the particular work force being trained]
9. Support succession planning for safety and health training of workers at DOE sites via input to the Succession Planning Sub-Group and provision of direct assistance to sites in these disciplines via worker training programs.

### **III. SCOPE/APPROACH/LIMITATIONS**

1. The NTC/NIEHS/HAMMER Team will operate as a Training Work Group Subcommittee.
2. A series of webinars and/or conference calls will be conducted in cooperation with the Training Work Group and the NTC/NIEHS/HAMMER Team to facilitate stakeholders commenting and providing input on the straw man program.
3. Training Work Group members will gather available statistics and other data concerning existing integrated collaborative training and training gaps and present it for use in support of a business case for expanding integrated collaborative worker health and safety training. Also, members will identify metrics that can be employed in the future.
4. A project plan will be established for the implementation of programs DOE-wide.

5. Provide guidance on prioritization and implementation strategies for engagement with DOE sites to facilitate participation with existing site training committees or the establishment of them where none exist.
6. Limitations: The purpose of the charter is to assure that the implementation of DOE's existing policies and rules are fully informed and in the best interest of the Department. Policy decisions are the sole responsibility of the Department as the owner/operator. Specific terms and conditions of employment or any pending negotiations or bargaining cannot be discussed.

#### **IV. ORGANIZATION**

1. Work Group Leads:  
Karen Boardman (NTC)  
Pete Stafford (Building and Construction Trades Department/Center for Construction Research and Technology)  
Julie Johnston (EFCOG Lead)
2. Work Group Lead Alternates:  
John Morawetz (International Chemical Workers Union Council)  
Diane Whitten (Hanford Atomic Metal Trades Council)  
Charlie Kronvall (EFCOG)
3. Work Group Members:  
HSS: Mike Ardaiz, Jim McGee, Evan Dunne (NTC) and Pete Turcic (NTC)  
Union/Stakeholder:  
Gary Gustafson (Laborers' International Union of North America)  
Chip Hughes (NIEHS)  
Gary Karnofski (HAMMER)  
Dave LeGrande (Communications Workers of America)  
Barb McCabe (International Union of Operating Engineers)  
Tom McQuiston (United Steelworkers)  
Doug Stephens (United Steelworkers)  
James Ridley (International Association of Fire Fighters)  
Gerald Ryan (Operative Plasterers' and Cement Masons' International Association)  
Stephen Wallace (NNSA)
4. The NTC/NIEHS/HAMMER Team will operate as a Training Work Group Subcommittee. The Work Group Leads will be informed of meetings and conference calls of the Team and be invited to participate at their discretion. The work products of the Team will be presented to the entire Work Group for consideration before being finalized.
5. Work Group Leads will jointly agree on next steps before communications, guidance, or directions are circulated to the full Work Group, and are responsible for ensuring the communication of efforts among their respective staffs and memberships.
6. Work Group activities will be conducted on an agreed upon basis to support discussion and activities to address pertinent issues.
7. Work Group Leads will operate in consultation with DOE's General Counsel (GC-63 and GC-51).