

ON-THE-JOB TRAINING

1.0 Objective

The objective of this surveillance is to evaluate the effectiveness of skills-based training provided in the workplace by the laboratory. The Facility Representative or Environmental, Safety, and Health Support Specialist reviews materials used for this training and observes actual on-the-job training. Through this surveillance, the Facility Representative or Environmental, Safety, and Health Support Specialist evaluates compliance with DOE requirements and the degree of implementation of best practices.

The Facility Representative or Environmental, Safety, and Health Support Specialist may evaluate a wider range of on-the-job training. Examples are included in Table 1.

2.0 References

- 2.1 DOE O 360.1, *Training*
- 2.2 DOE 5480.20A, *Personnel Selection, Qualification, Training, and Staffing Requirements at DOE Reactor and Non-Reactor Nuclear Facilities*
- 2.3 10 CFR Part 835, Subpart J, Section 901, *Radiation Safety Training*
- 2.4 DOE-STD-1012-92, *Guide to Good Practices for On-The-Job Training*
- 2.5 DOE-STD-1070-94, *June 1994, Guidelines for Evaluation of Nuclear Facility Training Programs*

3.0 Surveillance Activities

The Facility Representative or Environmental, Safety, and Health Support Specialist performs the following activities in conducting this surveillance:

- 1. Review training materials for the training including lesson plans, and student aids.
- 2. Observe on-the-job training.
- 3. Interview students.

Table 1. - Examples of On-The-Job Training That May be Observed

Maintenance Technicians
Operators
Radiological Control Technicians
Fissile Material Handlers
Hazardous Waste Activities Workers
Fire Protection Specialists
Laboratory Technicians
Electricians
Mechanics
Instrumentation Technicians

**Surveillance Guideline
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Surveillance No.: _____

Facility: _____

Date Completed: _____

		<u>YES</u>	<u>NO</u>	<u>N/A</u>
Activity One - Review Training Materials				
1.	Does the lesson plan identify the learning objective for the on-the-job training?	_____	_____	_____
2.	Do lesson plans include standards for evaluating trainee performance?	_____	_____	_____
3.	Do lesson plans contain sufficient detail to provide for effective and consistent instruction?	_____	_____	_____
4.	Do lesson plans support the learning objectives?	_____	_____	_____
5.	Are lesson plans reviewed by a subject matter expert and by line management?	_____	_____	_____
6.	Are lesson plans controlled to ensure that only the most current versions of lesson plans are used in conducting on-the-job training?	_____	_____	_____
Activity Two - Observe On-The-Job Training				
7.	Is the most current version of the lesson plan used by the instructor in conducting the on-the-job training?	_____	_____	_____
8.	Is the training conducted on actual plant equipment and by actual task performance?	_____	_____	_____
9.	If actual task performance is not possible, is the simulation or walkthrough performed with as much realism as possible using actual tools, equipment, and references?	_____	_____	_____

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	<u>YES</u>	<u>NO</u>	<u>N/A</u>
10. Have personnel conducting on-the-job training received training on instruction and evaluation techniques?	_____	_____	_____
11. Does the instructor follow the lesson plan in conducting on-the-job training?	_____	_____	_____
12. Does the instructor verify at the completion of the training that the trainee has mastered the pertinent skills using the performance standards included in the lesson plan?	_____	_____	_____
13. Is task performance assessment completed without prompting or coaching by the instructor?	_____	_____	_____
14. Is the instructor overseeing the student's work throughout the on-the-job training and providing continuous coaching and feedback?	_____	_____	_____
15. Does the instructor provide sufficient demonstrations of task activities?	_____	_____	_____
16. Does the instructor document completion of the on-the-job training including qualification status?	_____	_____	_____
17. Does the student complete a critique of the on-the-job training?	_____	_____	_____

Activity Three - Interview Personnel Who Have Received On-The-Job Training

18. Did the students receive separate on-the-job training before performance in completing a task was assessed?	_____	_____	_____
19. During on-the-job training and performance assessments, was adequate feedback provided to allow students to correct mistakes or errors?	_____	_____	_____
20. Did the on-the-job training accurately reflect how tasks are performed in the workplace?	_____	_____	_____

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	<u>YES</u>	<u>NO</u>	<u>N/A</u>
21. Did the instructor provide sufficient demonstration and on-going coaching and feedback during the on-the-job training?	_____	_____	_____
22. As a result of the on-the-job training, do employees feel that their skills to perform tasks in their jobs have been enhanced?	_____	_____	_____
OTHER:			

NOTES/COMMENTS:

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PERSONNEL CONTACTED: _____

**IF MORE SPACE IS NEEDED FOR FINDINGS, OBSERVATIONS, AND FOLLOWUP
ITEMS - USE ADDITIONAL SHEETS**

FINDINGS:

Finding No.: _____

Description: _____

Finding No.: _____

Description: _____

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Finding No. : _____

Description: _____

OBSERVATIONS:

Observation No. : _____

Description: _____

Observation No. : _____

Description: _____

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Observation No. : _____

Description: _____

FOLLOWUP ITEMS:

Followup Item No. : _____

Description: _____

Followup Item No. : _____

Description: _____

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Followup Item No.: _____

Description: _____

LABORATORY MANAGEMENT DEBRIEFED AND RESULTS: _____

Signature: _____ Date: _____

Facility Representative or
Environmental, Safety, and Health Support Specialist