

## Ames Laboratory Needs Assessment Program

The Needs Assessment Program is a joint effort between Human Resources, Occupational Medicine, and ESH&A. The Needs Assessment Program provides a mechanism to identify hazards, training needs, and job task elements. The identification of hazards and job task elements are identified on a *Hazard Inventory/Job Task Analysis Packet*. A supervisor completes this packet at the time of requesting a new hire. Once an employee is hired, their training needs are determined by the completion of a *Training Needs Questionnaire (TNQ)*. The completion of the TNQ is a joint effort between the employee and their supervisor who ensures that mandatory requirements are met, as well as, professional development needs. The results of the TNQ are provided to both the supervisor and employee via an *Employee Training Profile (ETP)*. The information collected during the Needs Assessment Process, aids the supervisor in planning for training events and triggers certain medical actions and related ESH&A room monitoring events.

To assure that training needs are continuously addressed, ETPs are mailed to evaluating supervisors on an annual basis. ETPs are sent out following the distribution of the Laboratory's Performance Appraisals to allow for training goals to be established during the evaluation process. In addition, Program Directors/Department Managers are provided with training completion statistics for all applicable mandatory training modules to ensure training requirements are being met. Furthermore, supervisors are instructed to obtain a new TNQ for an employee should their assigned job activities change significantly or should they change job positions.

Name: \_\_\_\_\_  
Employee #: \_\_\_\_\_  
Supervisor: \_\_\_\_\_

05/20/08

Training Needs Questionnaire

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Part I.

Instructions: Answer each question based on your current job assignment and current needs.

Question Office use

---ELECTRICAL SAFETY---

Will you be an unqualified electrical worker who works with electrical equipment in a research setting?      yes    no    (2003)

Are you planning to be a Qualified Electrical Worker (QEW) who will repair, modify, or troubleshoot electrical equipment at less than 600 volts or will you supervise this type of worker?      yes    no    (2005)

Are you planning to be a Qualified Electrical Worker (QEW) who will repair, modify or troubleshoot high voltage electrical equipment at greater than 600 volts or will you supervise this type of worker?      yes    no    (2010)

Are you planning to be a Qualified Electrical Worker (QEW) who will perform 120 volt plug wiring, electrical equipment construction, or electrical power wiring or will you supervise this type of worker?      yes    no    (2018)

Will you install and maintain low voltage signal or automated data processing equipment?      yes    no    (2020)

Will you supervise a QEW Facilities Electrician or a QEW Engineering Services Group Electronics Technician?      yes    no    (2022)

---GENERAL SAFETY---

Will you perform the lockout of hazardous energy (pneumatic, lasers, x-rays, hydraulic, gravitational, steam, spring, chemical thermal, etc?)      yes    no    (3010)

Note: If you are performing only Electrical LOTO and you plan on completing Basic Electrical Safety Training then answer "no" to this question.

Will you use safety glasses, goggles, chemical gloves, leather gloves, protective footwear, face shield or a hard hat to perform your assigned work activities?      yes    no    (3015)

Will you perform service and/or maintenance of machinery that has belts/pulley, moving/rotating shafts, chains, gears, nip points, etc.?      yes    no    (3020)

Will you work with machinery that has belts/pulleys, moving/rotating shafts, chains, gears, nip points, etc.?	yes	no	(3021)
Will you work in a confined space that: 1) is large enough & configured such that a person can bodily enter, 2) has limited or restricted means for entry or exit, 3) is not designed for continuous occupancy, or 4) is labeled as a confined space?	yes	no	(3025)
Will you work with: 1) step ladders with more than three steps 2) extension ladders or 3) rolling stairs?	yes	no	(3027)
Will you use scaffolding to perform your work?	yes	no	(3029)
Will your job require you to perform work at heights of six feet or more?	yes	no	(3031)
Will you use a boom lift or scissors lift to perform your work?	yes	no	(3033)
Will you perform hotwork activities involving open flame, torchwork and/or soldering?	yes	no	(3034)
Will you perform welding or torch cutting in your work activities?	yes	no	(3035)
Will you perform shipping operations for hazardous materials by air (not including radioactive materials or waste shipments)?	yes	no	(3038)

---INDUSTRIAL HYGIENE---

Are you an Ames Laboratory Group Leader of individuals working in laboratories where hazardous chemicals are used?	yes	no	(4001)
Will you work with hazardous chemicals in the course of your work?	yes	no	(4003)
Are you a Group Leader/Supervisor of individuals working with hazardous chemicals in non-laboratory spaces?	yes	no	(4004)
Will you use a respirator/dust mask during work activities?	yes	no	(4005)
Will you work with compressed gas cylinders?	yes	no	(4016)
Are you a researcher that will work with biohazardous agents (e.g., blood or blood components) that can cause disease in humans, plants, or animals or do you supervise this type of worker?	yes	no	(4020)
Would you like to learn about hazards associated with human blood, blood components, or other potentially infectious materials?	yes	no	(4025)

Will you use a computer on a regular basis?	yes	no	(4030)
Will you lift, push/pull objects that weigh more than 40lbs. or frequently lift, push/pull objects that weigh 20-40 lbs?	yes	no	(4035)
Will you remove or abate asbestos as a work activity?	yes	no	(4040)
Will you supervise an employee who removes or abates asbestos as a work activity?	yes	no	(4045)
Will you work with lead or lead-containing materials in a non-research setting during work activities?	yes	no	(4050)
Will your work activities require you to use anhydrous fluoride or hydrofluoric acid?	yes	no	(4051)
Will you need to purchase tax-free ethanol for your research?	yes	no	(4053)
Will you work with nanoscale materials (particles with diameters less than 100 nanometers)?	yes	no	(4055)
Will you work with cryogenic fluids/gases such as liquid nitrogen or helium?	yes	no	(4057)

---PROFESSIONAL DEVELOPMENT---

Will you perform year-end financial activities for the Ames Laboratory?	yes	no	(5025)
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---RADIATION SAFETY---

Will your job require you to routinely enter a controlled area and encounter radiological barriers and postings?	yes	no	(6005)
Will your job assignment involve entry into Radioactive Materials Areas, Contamination Areas, or Airborne Radioactivity Areas?	yes	no	(6015)

---WELLNESS ISSUES---

Are you interested in becoming certified in CPR?	yes	no	(7005)
Are you interested in learning basic first aid?	yes	no	(7010)

---WASTE MANAGEMENT---

Will you generate waste during your work activities or will you supervise a hazardous waste generator?	yes	no	(8008)
Will you be involved in work at a Hazardous Waste Sites, e.g., EPA National Priority List Sites or clean-up of RCRA sites?	yes	no	(8010)

Part II.

Instructions: The following positions & activities have training requirements that must be fulfilled. Please circle 'yes' if the items apply to you.

Assistant Computer Protection Manager (ACPM)	yes	no	(9002)
Ames Laboratory Administrative Assistant	yes	no	(9003)
Storekeeper	yes	no	(9004)
Laboratory Hazardous Materials Vehicle Operator	yes	no	(9005)
ES&H Radiation Safety Officer	yes	no	(9006)
Materials & Transportation Manager	yes	no	(9007)
ES&H Environmental Specialist	yes	no	(9008)
Custodian	yes	no	(9018)
Ames Laboratory ES&H Coordinator/Representative	yes	no	(9024)
Facilities Electrician	yes	no	(9027)
Engineering Services Group Electronics Technician	yes	no	(9028)
Emergency Team Member	yes	no	(9032)
Emergency Coordinator (EC) or Alternate EC	yes	no	(9033)
In-house Technical Support Team Member or Alternate	yes	no	(9034)
Forklift Operator	yes	no	(9036)
Ames Laboratory Group Leader	yes	no	(9039)
Health Care Provider	yes	no	(9045)
Hoist & Crane Operator	yes	no	(9048)
Host to Foreign Nationals	yes	no	(9050)
Laser Worker	yes	no	(9054)
Record Liaison	yes	no	(9078)
X-Ray Worker	yes	no	(9090)
Plant Safety Patrol Officer	yes	no	(9093)
Plant Safety Sergeant	yes	no	(9096)
Spill Response Team Member	yes	no	(9097)
Facilities Services Crafts Worker	yes	no	(9099)