

Approved: 4-14-2014

**SUBJECT: HEALTH AND SAFETY TRAINING RECIPROCITY**

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**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