



Environment, Health, & Safety
Training Program

EHS 802 ~ Reporting Adverse EHS Occurrences in ORPS

Course Syllabus

Subject Category:	EHS Reporting	Course Prerequisite:	None
Course Length:	15 minutes	Medical Approval:	None
Delivery Mode:	Online		

Course Purpose: EHS-802 is designed for Lab employees designated by their lab management as the Division Occurrence Reporting and Processing System (ORPS) Points-of-Contact. Other employees who serve as EHS staff, EHS Division Liaisons, Division safety managers, and Division Safety Coordinators may need this course. Training orients attendees to recognize their reporting responsibilities to DOE.

Course Objectives:

Upon successful completion participants will be able to:

- Identify the roles and responsibilities of those involved in the Occurrence Reporting Process
- Given examples, determine whether an event is reportable through ORPS
- Given examples, determine the significant category of an event using a DOE ORPS flow chart.
- Given examples, determine the notification requirement
- Recall who to contact for assistance related to ORPS reporting

Course Instructional Materials:

- Online training with demonstration and activities
- Flowchart poster available upon request

Course Development: EHS Training

Training Compliance Requirements: DOE Order 232.2

Exam: No exam. Course contains activities and scenarios that contain questions.

Participant Evaluation: Written evaluations regarding the effectiveness of the training.

Written or Practical Exam: None

Retraining/Recertification: None

WEB Resource: Guidance documents and reporting tools available at ORPS web page: <http://www.lbl.gov/ehs/orps>.