



Lawrence Berkeley
National Laboratory

Attach this completed form to the relevant WPC activities where this OJT is required. To learn how, see the instructional video "How to use the OJT Tool in Activity Manager (Video)" at the OJT Website (<https://training.lbl.gov/OJT/>).

This OJT is for qualifying workers to use UV-generating devices.

Note: See back page for the meanings of these column-headings

Preparation Steps (setup)	Student Explains	Student Demos	Critical Step	Risk Important Action	Common Error	Instructor
1. Trainee understands the hazards of the UV radiation and the controls used in their operations to work safely: <ul style="list-style-type: none"> - The UV radiation is harmful to both skin and eyes - To eliminate the risk of exposure to UV, engineering, administrative controls, and personal protective equipment (PPE), must be implemented wherever possible. 	x					
2. Trainee is familiar with the manufacturer's manuals and understands specific safety-related information.	x					
3. Trainee can correctly use applicable engineering controls <ul style="list-style-type: none"> - Location - Locate the UV device in a separate room, alcove, or low-traffic area. - Avoid placing it in the direct vicinity of desk areas or other equipment in use. - Enclosure - Prevent exposure by using light-tight cabinets and enclosures. Where it is not practicable to fully enclose the UV source, use screens, shields, and barriers. - Interlocks - Some equipment comes with interlock devices. Interlocks must not be tampered with. 		x				
4. Trainee selects and uses applicable PPE: <ul style="list-style-type: none"> - Personal protective equipment (PPE) including gloves, long sleeved clothing, safety glasses, and face shield. - Proper use of protective equipment provided by the manufacturer (e.g., UV shields/ enclosures). 		x				
5. Trainee posts appropriate warning signs.		x				
6. Trainee restrict access to authorized personnel.		x				
7. Trainee can identify the symptoms of UV exposure	x					

Performing the task or Activity						
1. Trainee can safely use the UV-generating device		x				
2. Trainee is using techniques for minimizing UV exposure such as: <ul style="list-style-type: none"> - Never view the UV lamp directly. - Keep exposure time to a minimum. - Keep as far away from the device as practicable where the source is not enclosed or shielded. - If a portable UV device is used, point the light down, and not towards people or the entrance door. 		x				
3. Trainee is always present when the UV generating device is working.		x				
Clean up (what is done after performing the task)						
1. Trainee turns off the device.		x				
2. Trainee stores all PPE appropriately (e.g., the safety glasses and face shield are not scratched).		x				
Emergency Response						
1. Trainee understands what to do if something unexpected occurs, such as an off-normal event, or other emergency: <ul style="list-style-type: none"> - Turn Off the device - Secure the room. - Seek medical attention. - Report the incident to the supervisor at first opportunity. 	x					
Instructor Notes						

This form helps you document the contents of your OJT sessions. From within WPC, you can attach the completed form to the relevant Activity, or place it in a network drive and link to it from the Activity. See: <https://training.lbl.gov/OJT/>

Instructions

Add or delete rows and/or categories as need. Add the steps needed to perform the task/activity.

The template is arranged in blocks. Use the blocks that are helpful to you and delete blocks that don't apply. You can also add rows and blocks as-needed. Likewise, use the columns that apply to your OJT and ignore the ones that don't.

Steps

List the steps the student must be able to perform to execute this task correctly. Use the columns to indicate your expectations for the student, and to remind yourself if a step cannot be easily undone ("critical step"), if this is a step necessary for reducing risk in a later step ("risk-important action") or if students frequently make a common error.

Other things you should consider noting in this column include:

- Why (e.g., "Why is this step necessary?") and What-If (e.g., "What if I forget to do this step or do it wrong? What could happen?") questions related to this step

Student Explains

Check this column if the student must **explain** something (e.g., how to respond to a particular emergency or off-normal condition).

Student Demos

Check this column if the student must **demonstrate** something (e.g., how to put on proper PPE). In general, it's preferable to have the student demonstrate rather than just explain.

Critical Step

Mark this column if this is a **critical step**, meaning, it's a step that can't be easily undone. (e.g., once you combine two chemicals in the same beaker, you can't easily "uncombine" them). You and the student should both verify that everything is as it should be before executing a critical step.

Risk Important Action

Mark this column if this is a **risk important action**. For example, putting on your seatbelt is a risk-important action because it mitigates the harm you could experience if your car is involved in a crash. By itself, it makes no difference, but in an emergency, it can make a very big difference. In laboratory terms, this could be analogous to keeping a spill kit nearby in case there's a chemical spill, or ensuring you have calcium gluconate gel nearby if you are working with hydrofluoric acid.

Common Error

Check this column if there are known, common mistakes that people make. If this row is documenting such a step, identify those common errors for the student, clarify why so many people make them, and ensure that the student knows to avoid them.

Instructor

Some OJT is taught by multiple instructors, each taking responsibility for a different portion of the session. If that is the case for your OJT, use this column to mark (with the instructor's name) which instructor teaches which steps. If your OJT has only one instructor, you can just put the instructor's name in this column in the first row and leave the rest of the column blank.