



ERNEST ORLANDO LAWRENCE  
BERKELEY NATIONAL LABORATORY

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**Environment, Health, & Safety  
Training Program**

**FAC0014 Facilities Division New Employee Orientation  
Course Syllabus**

**Subject Category:** General  
**Course Length:** 1 hour  
**Delivery Mode:** classroom

**Course Prerequisite:** None  
**Medical Approval:** None  
**Frequency:** One time

**Course Purpose:**

This course is designed to give Facilities Division new hires a general overview of the safety principles of the Division's safety processes and culture. Discussion will include compliance standards, injury reporting, stop work policy, safe work authorizations, job hazard analysis, training requirements, work planning and control, traffic safety, Building 76 emergency information, and safety goals will also be introduced.

**Course Objectives:**

After completing this orientation, the participant will be able to:

- Identify the purpose of stop work, and provide examples for when it would be applied
- Recognize who is accountable for safety
- Describe the purpose of a work authorization
- Recall the role training requirements have in relation to ability to perform work
- Recall purpose of zero injury goal
- Recall how and when to report injuries and incidents
- Identify three attitudes that are hazardous
- Understand individual tools used for success

**Instructors:** Janice Sexson and Tom Caronna

**Training Compliance Requirements:** Facilities Division Business Driver

**Exam:** No

**Course Instructional Materials:** Power point

**Retraining/Recertification:** No

**WEB Resource:** Pub-3000, Chapter 8 and EH&S Training Program web page @ <http://www.lbl.gov/ehs/html/training.htm>