

# Worker Authorization Matrix

## *Fluor Hanford October 2007*

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# Topics

- Training Verification Problems
- Integrating The Systems
- Organize The Team
- Define The Requirements
- Key Data Sources
- Keep The Function Simple
- Running the WAM Report
- Summary

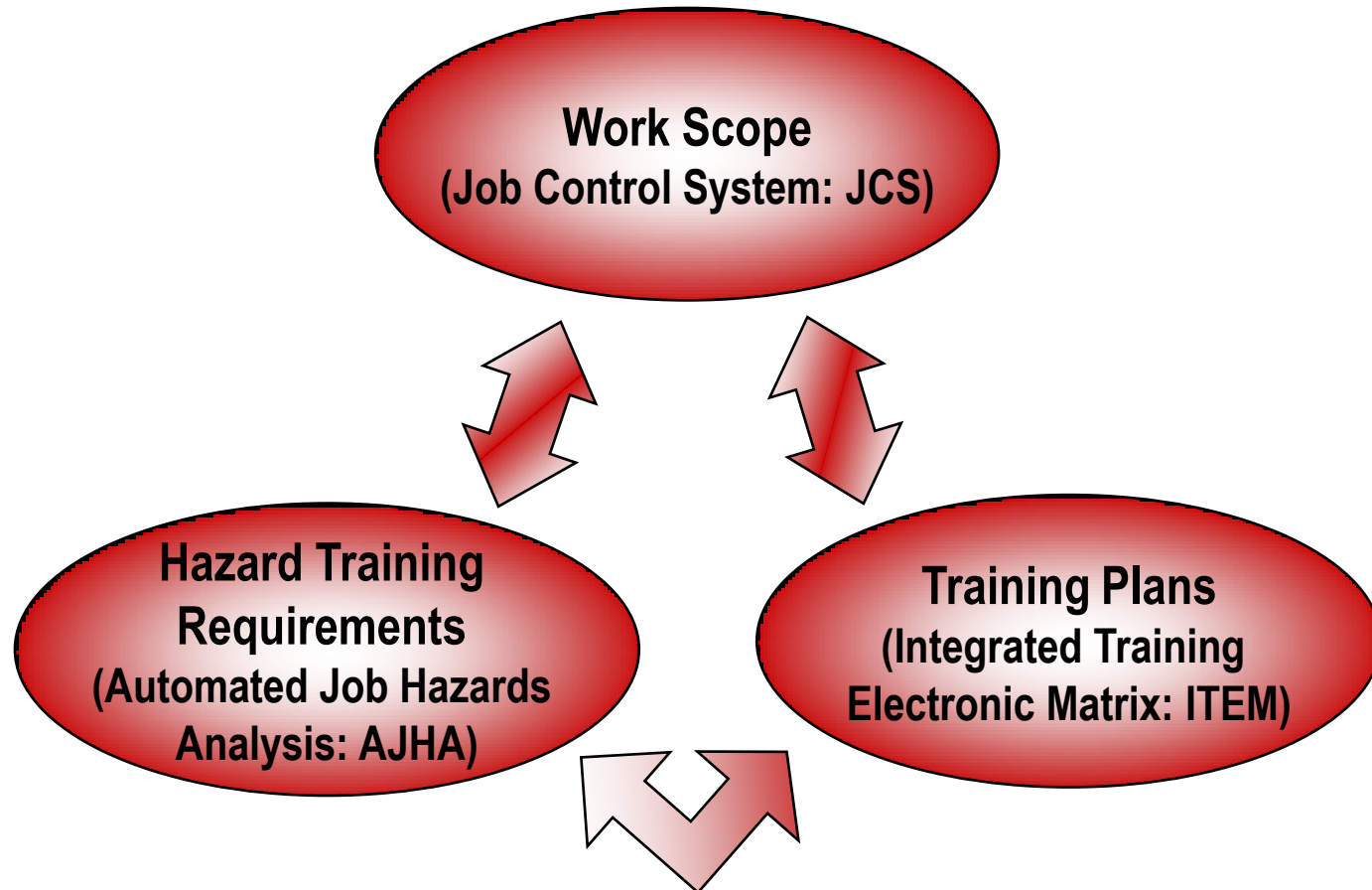
# Training Verification Problems

- Has your facility ever:
  - Assigned personnel with lapsed training?
  - Borrowed personnel without facility access training?
  - Had work delays while trying to locate qualified workers?
  - Had to suspend work because of training requirements?

# Training Verification Problems

- DOE Orders state Fieldwork Supervisor verifies training and qualification before work begins
- Training verification is conceptually simple, but functionally difficult
- FWS is placed in a difficult position
- FWSs need a fast, efficient method to verify training

# Integrating The Systems



# Organize The Team

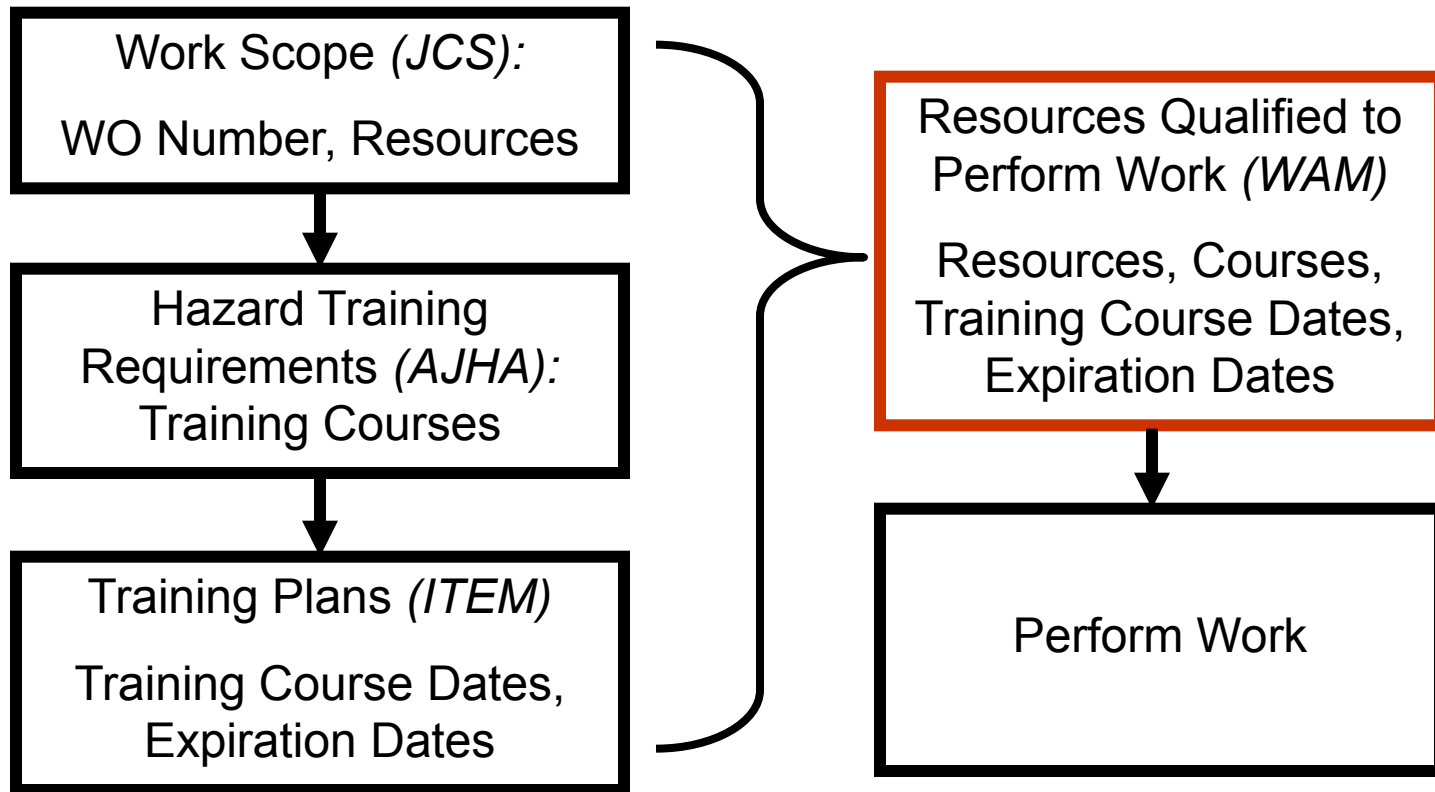
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- Sponsor
- Project Leadership (Training)
- Key System Owners
- Technical Staff

# Define The Requirements

- Clearly Define The Objective
- Identify Which Systems Own Key Data
- Define Interface Points
- Identify/Resolve Potential Interface Issues
- Design The User Interface
- Work The Plan

# Key Data Sources



# Key Data Sources

## Identify Key Data

### JCS:

- Work Order Number<sup>1</sup>
- Resources by Resource Code<sup>2</sup>

### AJHA:

- Work Order Number<sup>1</sup>
- Hazards Analysis Number
- Training Courses Required to Perform Work<sup>3</sup>

### ITEM:

- Training Course Numbers, Description<sup>3</sup>
- Training Course Equivalents
- Individual Training Completion Dates
- Individual Training Expiration Dates
- Resources by Common Occupational Classification System (COCS)<sup>2</sup>

# Keep The Function Simple

## **Follow Current Work Management Process:**

- Plan Work
- Determine Resources Required
- Perform Hazards Analysis

### *Then:*

- *Insert Training Courses From Hazards Analysis*
- *Evaluate Additional Training Needs*
- *Assign Required Courses to Resources (Grid)*
- *Run WAM Report*

# Keep The Function Simple

**Resources**

	Code	Description	COCS	Role	No	Est Hrs	Act Hrs
1	14A	TRUCK DRIVER - LIGHT	L070	FW	1	6.0	
2	14A	TRUCK DRIVER - LIGHT	L070	N/A	1	6.0	
3	14B	TRUCK DRIVER - HEAVY	L070	N/A	1	4.0	
4	22	ELECTRICIAN	C020	N/A	2	20.0	
5	23	MILLWRIGHT	C060	N/A	3	23.0	
6	B00	OPERATIONS PERSONNEL	R050	N/A	2	14.0	
7	...						

**Resource Training Requirements**

Course	Description	Type	14A FW	14A N/A	14B N/A	22 N/A	23 N/A	B00 N/A
1	020146	FALL PROTECTION PFAS USERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	020147	FALL HAZARD RECOGNITION & PREV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	044371	USERS SCAFFOLD SAFETY - CBT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	044391	PORTABLE LADDER SAFETY - CBT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	044480	OSHA ELECT CORD/PWR TOOL SAFTY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	000001	HGET - CBT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Assign Required Courses to Resources (Grid)

Insert Training Courses From Hazards Analysis to Resource Training Reqmts

Then Run The Report ...



# Run the WAM Report

Resource		Est.							
Code	Description	Role	COC S No.	Hrs.	Training Required				
14A	TRUCK DRIVER - LIGHT	FW	L070	1	6	000001	HGET - CBT		
						076200	KBC PROJECT ORIENT/FEHIC		
						[----- First Course to Expire -----]			
Qualified Resources		Location		Course Required	Course Taken	Expiration Date			
Armistead, Robert L.		2719EA//200E		076200	076200	02/16/2008			
Bonbon, Joe V.		2719EA//200E		000001	000001	07/11/2008			
Clever, Arnie U.		MO743//200W		076200	076200	11/14/2007			



## Worker Authorization Matrix Report

10/16/2007 11:07 am

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Document Number 1K-06-00256/ W GENERIC WORK ITEM

WP Record Status ACT

Work Item Title Install New Shielding - 1033 Basin

WP Record Copy Printed Yes 1

# Benefits for Field Work Supervisor

- This tool allows the FWS to quickly and easily verify worker training
- System works for borrowed workers as well as facility-assigned workers
- Usable to all FWS without special access to employee records
- Reports are not records

# Summary

- Empower a Project Team
- Agree On The Desired Outcome
- Define The Requirements
- Identify Interface Points, Sources
- Follow Existing Work Management Processes
- Keep The Function Simple