

Attachment A: Sample OJT Form



LAWRENCE BERKELEY NATIONAL LABORATORY
Radiation Protection Group
Bldg. 75B Ext. 7652

RADIATION PROTECTION GROUP
ON-THE-JOB TRAINING RECORD

Date: _____

XA: _____

Completion of X-Ray Machine Specific Safety Training Requirements

General Employee Radiation Training (GERT) and on-the-job training (OJT) for the x-ray machine specifically authorized by the above listed X-Ray Authorization (XA) must be completed for each user authorized by the X-ray System Supervisor to use an x-ray machine. Each user is required by regulations to receive instruction in hazards associated with the use of x-ray machines. This training must include the training material and written exam provided to the X-ray System Supervisor by the X-ray Safety Officer (XSO). A record of all such training must be kept in the laboratory's X-ray radiation journal (XRJ) binder. It is suggested that this form be used to document all on-the-job training given to the individuals.

Project to complete the following:

1. Machine Specific Training on the following project-specific procedures was completed on (date) _____.

Check the following.

- ___ Review of X-ray Radiation Safety training material
- ___ Written exam completed. DATE: _____
- ___ Training on machine specific operating procedure
- ___ Required project records (log book entries)
- ___ Emergency procedures
- ___ Response to area monitor alarms

2. Additional Comments:

Employee Signature _____

Date: _____

OJT Instructor Signature _____

Date: _____