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EVALUATION OF INJURY/ILLNESS
RECORDKEEPING PILOT COURSE TAUGHT IN
RICHLAND, WASHINGTON JUNE 18, 1992

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MASTER
EP

1.0 SUMMARY

This section summarizes trainee evaluations for the Safety Training Section course, Injury/Illness Recordkeeping which was conducted June 18, at Hanford, in Richland, Washington. This class was the second pilot course taught. This class was designed to acquaint attendees with DOE orders 5484.1, 5484.1A, draft 3 and the OSHA regulations found in 29 CFR 1904.

Section 1.1 and 1.2 of this report summarize the quantitative course evaluations that trainees provided upon completion of the course. Appendix A provides a transcript of the trainees' written comments.

Numeric course ratings were generally positive and show that the course material and instruction were well received. Written comments supported the positive numeric ratings, however they indicated that the section pertaining to DOE orders must be improved prior to the next class. The course content and knowledge gained by the trainees exceeded most of the students' expectations of the course.

Results from the final examination showed that students had difficulty with the class. Several additional hands-on exercises will be included to promote better understanding, in future courses, the exam will be revised.

Several possibilities have been discussed to improve the content of the class. The idea of including SPMS system information as well as vehicle and property damage has been posed to DOE. PNL is currently working with Janet Macon of EH-31.4 to better define the scope, duration, focus, target population, purpose and objective for this course.

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1.1 SUMMARY OF TRAINEE COURSE EVALUATION AT HANFORD

This course was conducted at Hanford, in Richland, Washington, June 18, 1992. Two instructors presented the course to twenty-one Westinghouse, Kaiser, Savannah River, Battelle PNL, DOE, and Hanford Environmental Health Foundation personnel.

1.2 NUMERIC RATINGS

Nineteen trainees completed a course evaluation form upon finishing the course. The first rating area of the form covered three items dealing with course content; the second rating area covered one item dealing with testing materials; and the third rating area covered five items specifically associated with course topic areas.

For the first and second rating areas, respondents were instructed to rate the degree to which they agreed or disagreed with each statement using a five-point scale with 1 (low) anchored to "strongly disagree" and 5 (high) anchored to "strongly agree". The ratings are as follows:

COURSE CONTENT AND TESTING MATERIALS RATINGS

1. Developed specific skills and competencies in injury/illness recordkeeping.
Average Class Rating - 4.42
2. Gained a greater understanding of 29 CFR 1904.
Average Class Rating - 4.21
3. Would recommend this course to others.
Average Class Rating - 4.74
4. The final test was a good measure of the knowledge gained in the course.
Average Class Rating - 3.71

The average class rating for the course content area and testing materials area was 4.28. This reinforces the applicability of the course content to the trainees' interests and work environments.

The third rating area asked the respondents to rate the value of each of the fifteen topic areas using a five-point scale with 1 (Unsatisfactory), 2 (Satisfactory), 3 (Good), 4 (Very Good), or 5 (Excellent). The following are the average class ratings that dealt with topic content as well as with the value of the instructor:

INSTRUCTOR NAME	TOPICAL AREAS PRESENTED	CONTENT RATING	INSTRUCTOR RATING
H. Bowers	DOE Order 5484.1 and 5484.1A	3.37	3.79
L. Ballas	Recordkeeping Guidelines	4.16	4.26
L. Ballas	Recordkeeping Requirements	4.21	4.32
L. Ballas	Mechanics and Maintenance of Records	4.16	4.32
L. Ballas	Recordability	4.05	4.32

The overall average class rating for specific topic content was 3.99. The overall average class rating for L. Ballas was 4.31. The overall average class rating for H. Bowers was 3.79.

1.3 WRITTEN COMMENTS

After providing numeric course evaluations, participants provided written comments about the course. Written comments were transcribed and are presented verbatim in Appendix A.

1.4 EXAMINATION RESULTS

On the last day of the course, a final examination was administered to twenty attendees. There were 15 multiple choice questions. The scores ranged from 67% to 93% with the average score being 85%. Seventeen persons successfully completed the course.

APPENDIX A

EVALUATION COMMENTS
INJURY/ILLNESS RECORDKEEPING
JUNE 18, 1992
RICHLAND, WA (HANFORD)

APPENDIX A

TRAINEE EVALUATION RESPONSES INJURY/ILLNESS RECORDKEEPING JUNE 18, 1992-RICHLAND, WA HANFORD

Please briefly describe how your expectations of this course were or were not met.

I had no expectations but, I learned a lot of useful information.

Expectations met.

Better interpretations of recordability.

This course met my expectations in that it supplied the reference material and knowledge to correctly record injuries/illnesses.

Many things were clarified.

I found this course to be very informative and would highly recommend it to everyone.

They were met. They have given me a good working knowledge of how to record.

None.

Brush up on recordkeeping was good informative course.

I highly recommend each sit receive this training.

Improved understanding of OSHA recording.

The most helpful topics covered or activities presented in this course were:

Case studies.

Clarification of unclear recordable cases.

What is recordable.

Filling out the OSHA 101.

Recordability.

Open discussions, examples.

Chart of recordability.

All.

Situational examples from class.

Hearing loss information.

All topics covered proved helpful.

Workshop.

Stipulations.

Discussion of recordability of cases.

Decision/determination of recordability.

The least helpful things discussed or done were:

None.

Examples of other CO's.

Not really any.

Small contractors (N/A).

This course would be helpful mainly for people who must fill out these forms but was good information.

More emphasis should be given to:

Seems okay to me.

Recordability/what isn't.

Group activities.

More handouts of interpretations for reference.

Less emphasis should be given to:

Lecture.

What specific suggestions do you have for improving future sessions?

Provide more group interaction.

More DOE information.

Have ?margins? already marked.

Other materials to supplement or substitute for the provided handouts?

Daily schedule/timing of activities, worktime?

Good.

Schedule of class activity productive and well planned.

Facilities/training room arrangements?

Good accommodations.

Good.

Okay.

Adequate.

What other types of safety training courses would you like to see available?

Any further comments?

Very helpful class.

To attain better understanding of the needs of the Health-Safety Department relating to HEHF nurses and patient care. Pass meeting routinely scheduled between these companies.

APPENDIX B

TRAINEE EVALUATION FORM

EVALUATION FORM

II-101—Occupational Injury and
Illness Recordkeeping

Date _____

Name (optional) _____

Title _____

Location _____

Please evaluate various features of the course you have just completed. The information you provide here will be combined with that from other attendees and summarized for the sponsor, the U.S. Department of Energy. Results from this evaluation will be used to improve this course.

Course Content	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
Overall, as a result of this course I believe that I:					
developed specific skills and competencies in injury/illness recordkeeping.	5	4	3	2	1
gained a greater understanding of 29 CFR 1904	5	4	3	2	1
would recommend this course to others.	5	4	3	2	1

Testing Materials

The final test was a good measure of the knowledge gained in the course.	5	4	3	2	1
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Topic Areas

Please evaluate each topic area using the 5-point scale below.

5 Excellent 4 Very Good 3 Good 2 Satisfactory 1 Unsatisfactory

		Content					Instructor				
DOE Order 5484.1 and 5484.1A	5	4	3	2	1	5	4	3	2	1	
Recordkeeping Guidelines	5	4	3	2	1	5	4	3	2	1	
Recordkeeping Requirements	5	4	3	2	1	5	4	3	2	1	
Mechanics and Maintenance of Records	5	4	3	2	1	5	4	3	2	1	
Recordability	5	4	3	2	1	5	4	3	2	1	

1. Please briefly describe how your expectations of this course were or were not met. _____

2. The **most** helpful topics covered or activities presented in this course were: _____

3. The **least** helpful topics or activities in this course were: _____

4. More emphasis should be given to: _____

5. Less emphasis should be given to: _____

6. What specific suggestions do you have for improving future sessions? _____

7. Other materials to supplement or substitute for the provided handouts? _____

8. Daily schedule/timing of activities, work time? _____

9. Facilities/training room arrangements? _____

10. What other types of safety training courses would you like to see available? _____

11. Any further comments? _____

12. Overall rating:

Based on your comments above, please rate the course on a 5-point scale by circling the number of your choice.

5 Excellent 4 Very Good 3 Good 2 Satisfactory 1 Unsatisfactory

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