

Design and conduct a skill-based drill

Time Requirement: 2 hours (or more depending on task selected)

Number of Instructors: 1 or more, consistent with ratio in Minimum Criteria

Materials

- Participant drill materials (specific to the drill)
- Whiteboard or equivalent; markers

Objectives

When completed, participants will be better able to:

- Conduct the task or response activity.
- Participate in a debriefing to identify areas for improvement
- Identify approaches to achieving improvements identified

Suggested Instructor Preparation

- Work with participants and supervisors to identify a drill topic that will improve skills and self-efficacy. Reconnaissance is critical, to be as site-specific and up-to-date as possible. Approaches to identifying appropriate topics include:
 - Input from workers—what skill do they feel needs more practice time?
 - don/doff PPE not covered by an existing MWC refresher exercise
 - use fire extinguisher
 - calibrate sampler
 - security control during an unexpected release
 - Review events of past year
 - what could have gone better?
 - near misses indicated work practices not followed/known
 - need to integrate new workers into the team
 - Discuss with management
 - what have workers requested?
 - perceived needs
- Gather and review employer-specific materials needed for the drill (live fire permits may be needed)
- Obtain any special permits
- Notify neighbors/agencies if outdoor areas will be used for activities not part of normal operations
- Review all relevant sections of the program that these participants have completed

Design and conduct a skill-based drill – Facilitator Guide

- Design the drill and any checklists/worksheets that will be used. When appropriate, model from existing MWC worksheets
 - Note: sample checklists for the following drills are attached
 - Level B dress-out
 - Hazard assessment
 - Equipment inventory
 - Using the ERG
 - Hazmat spill control tactics
 - Setting up dry decon
- Make class notes to document the content and performance outcomes
- Assure that you have assembled all the materials needed for each exercise

Questions You May Be Asked

Anticipate questions and list them in advance, with key parts of the response.

Presentation of the Session

Review the objectives for the drill you have designed
Review other objectives for this exercise (debriefing, future actions)

Briefing

Provide a short overview of the drill. This may be done verbally, with a video, or review of written materials.

Exercise – Drill relevant to workers needs

During this exercise participants will have the opportunity to practice a skill identified to be needed.

Checklists for documentation of completion.

Materials - Develop an exercise-specific list to be retained in the program file.

Debriefing

Ask: What went well during the drill?

Ask: What could have gone better during the drill?

Ask: If this was conducted again next month, how should it be changed/modified?

Follow-up

Ask: are any follow-up activities needed?

Ask: if assistance from others is needed for follow-up, do you know who to contact?

Be ready to facilitate a discussion of who to contact at the site. If the contacts are co-workers, be ready to identify ways to work as a team; follow-up may be needed with supervisors to develop a health and safety committee or some other mechanism for offering suggestions and approaches to increase health and safety.

Ask: will anyone change work practices based on this exercise?

Summary

Review the learning objectives.

Ask: Based on this exercise, what takeaways do you have as you go back to work?

List them where all can see

Answer any remaining questions.

Follow up

Make this exercise better:

Forward suggestions to your Program Director

Organize the list of 'takeaways' and forward to your program director. These are very important for future follow-back with the company and as possible impacts reported to NIEHS.

Level B dress-out checklist

Purpose: Participants will practice the skills necessary to prepare the equipment to dress-out in Level B PPE.

Directions: In teams of two, participants will set up their dress-out station by following the checklist below.

Dress-Out Station Checklist	Yes	No
1. Did you obtain an SCBA harness, cylinder and face piece?		
2. Did you perform an SCBA operational check to confirm the unit's readiness?		
3. Did you obtain and inspect the following Chemical Protective Clothing (CPC)? <ul style="list-style-type: none"> • Inner Gloves • Middle Gloves (if applicable) • Outer Gloves • Level B Suit • Boots • Tape 		
4. Did you put a pull tab on the suit zipper?		
5. Did you stage the equipment with a chair for the entrant?		
6. Did you identify equipment you will need after entry?		

Name: _____ Date: _____

Facilitator: _____

Hazard assessment checklist

Purpose: To practice using the Hazard Assessment Worksheet.

Directions: Identify a container at your worksite. You may work individually or in small groups. Complete the skills checklist, below, based on the tasks you performed to complete the Hazard Assessment Worksheet, using resources at your worksite. Participate in a group report-back, as appropriate.

Hazard Assessment Skills Checklist	Yes	No
Did you observe the marking on the container?		
Did you use the 2016 DOT Guidebook?		
Did you use the SDS for the material in the container?		
Did you complete the Hazard Assessment Worksheet on the next page for the material in the container?		

Resources used: (list) _____

Other resource(s) that would have been useful: _____

Name: _____ Date: _____

Facilitator: _____

Equipment Inventory

Purpose: To inventory health and safety equipment

Directions: Participate in a group discussion on how to conduct an inventory to comply with your Standard Operating Procedure in the Plan. (If there is no SOP, draft a listing of what should be available (type, number, sizes), storage location, and other needed information) and describe a reporting procedure for any identified deficiencies. Have each participant contribute to conducting an inventory of the health and safety equipment. Report deficiencies to identified responsible party.

Performance Skills Checklist

Activity	Yes	No
1) Did you inventory the equipment in the designated PPE storage location?		
a) Suit		
b) Gloves		
c) Boots		
d) Hard Hat		
e) Tape		
f)		
2) Did you inspect the following for damage?		
a. Suit		
b. Gloves		
i. Outer		
ii. Middle		
iii. Inner		
c. Boots		
d. Hard Hat		
e. Tape		
f.		
3) Were any deficiencies identified?		
4) Were deficiencies reported to the responsible party?		
5) Did your group request feedback regarding remediation?		

Name: _____ Date: _____

Facilitator: _____

Using the ERG

Purpose: To practice using the ERG for a material at your work site.

Directions: Select one material at the worksite that is marked with a DOT placard or label. Use the ERG to complete the following. Participate in a report-back if multiple materials were selected.

1. What is the chemical name?
2. What is the UN number?
3. What is the ERG guide number?
4. What is the primary hazard?
5. What is the initial isolation zone for a small leak?

Name: _____ Date: _____

Facilitator: _____

Hazmat spill control tactics

Purpose: To practice spill control tactics

Directions: You will practice confining a product based on your level of training and the materials and equipment provided. When you have completed the task, complete the checklist below.

Activity	Yes	No
1) Did you select the proper PPE or street clothes? Level:		
2) Did you identify the type of release?		
3) Did you estimate volume of product? Amount:		
4) Indicate the control methods used:		
a) Absorb		
b) Dike/Dam/Divert		
c) Block Drain		
d) Transfer Product		
e) pH paper test		
5) Did you work in a manner to minimize contamination?		
6) Did you visually verify confinement effectiveness?		
7) Did you use a detection device to verify confinement or containment effectiveness?		

Name: _____ Date: _____

Facilitator: _____

Setting up dry decon

Purpose: To practice setting up the dry decon station.

Directions: Review as a group the SOP at your company for dry decon. List the steps in the Checklist below. Work as a group to set up dry decon. Critique the effort.

Performance Skills Checklist

Activity	Yes	No
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11. Are any changes needed to the SOP?		

Name: _____ Date: _____

Facilitator: _____