

## Appendix A: SUMMARY OF ASSESSMENT, TRAINING AND DOCUMENTATION REQUIREMENTS

| Participant   | Assessment and Training Required   | Documentation of Assessment and Training  | Who Prepares Documentation?   | Who Maintains Documentation?  |
|---|--|---|---|---|
| <p><i>Visitor</i><br/>                     (less than 40 hours/year)</p>                        | <ul style="list-style-type: none"> <li>• <i>SARF if training</i> assistance is required.</li> <li>• SURF Safety Orientation (Surface and Underground based on visit sites)</li> <li>• Refresher <i>Training</i> required after one year.</li> <li>• Safety Orientation (Surface/Underground based on area trained)</li> </ul>  | <ul style="list-style-type: none"> <li>• <i>Training Certificate</i></li> </ul> | <ul style="list-style-type: none"> <li>• Instructor of the course and Administration Services.</li> <li>• If additional <i>training</i> is required a <i>SARF</i> must be completed to reflect appropriate <i>training</i>, e.g. LOTO, Fall Protection, etc.</li> </ul>   | <ul style="list-style-type: none"> <li>• Administration Services or ESH Department</li> </ul>   |
| <p>Personnel, including SDSTA and <i>Users</i>, who are at SURF for more than 40 hours/year</p> | <ul style="list-style-type: none"> <li>• <i>SARF</i>, which may identify one or more of the following:</li> <li>• Safety Orientation (Surface and/or Underground based on location)</li> <li>• General Safety-Basic</li> <li>• General Safety-Advanced                             <ul style="list-style-type: none"> <li>○ LOTO</li> <li>○ Fall Protection</li> <li>○ Etc.</li> </ul> </li> <li>• Science Site-Specific Courses</li> <li>• <i>Initial Guide</i> or <i>Guide Trainer</i></li> <li>• Refresher <i>Training</i> required after one year for all <i>Guides</i></li> </ul> | <ul style="list-style-type: none"> <li>• <i>Training Certificate</i></li> </ul> | <ul style="list-style-type: none"> <li>• Instructor of the course and Administration Services.</li> <li>• If additional <i>training</i> is required a <i>SARF</i> must be completed to reflect appropriate <i>training</i>, such as: LOTO, Fall Protection, Lead, Cryogenics, etc.</li> <li>• Instructor/ Responsible Person</li> <li>• Instructor/ Responsible Person</li> </ul> | <ul style="list-style-type: none"> <li>• Administration Services or ESH Department</li> <li>• Science Department for Site Specific <i>training</i></li> <li>• <i>Guide Trainers</i> or SDSTA <i>Guide Trainers</i></li> </ul> |
|   | <ul style="list-style-type: none"> <li>• Other documents and/ or <i>training</i> (e.g. EQ Sheets, SOPs, Specialized skill <i>training</i>, etc.)</li> </ul>  |   | <ul style="list-style-type: none"> <li>• <i>Training Certificate</i></li> </ul>   | <ul style="list-style-type: none"> <li>• Instructor/Responsible Person</li> </ul>   |

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|---|---|---|---|---|
| <p><i>Contractor</i></p> <ul style="list-style-type: none"> <li>• Defined scope of work and location</li> </ul> | <ul style="list-style-type: none"> <li>• SARF which may identify one or more of the following:</li> <li>• SURF Safety Orientation (Surface and Underground based on location)</li> <li>• SURF Safety refresher <i>Training</i> required after one year</li> <li>• General Safety-Basic</li> <li>• General Safety-Advance</li> <li>• Initial Guide <i>training</i></li> <li>• Guide Refresher Training after one year</li> </ul> | <ul style="list-style-type: none"> <li>• <i>Training</i> Certificate</li> </ul> | <ul style="list-style-type: none"> <li>• Instructor/ Responsible Person and Administration Services.</li> </ul> | <ul style="list-style-type: none"> <li>• Administration Services or ESH Department</li> </ul> |