

# Chapter 4.1

## Program description

### 1. Applicability of this chapter

You are required to follow this chapter if you work at JSC or a JSC field site. Paragraph 9 of this chapter lists the responsibilities of line managers, the Safety and Test Operations Division, Occupational Health Services, and the Human Resources Office.

### 2. Description of Sub-element 4.1

JSC has an effective program for safety and health training that makes sure employees understand the hazards they are exposed to and how to protect themselves and others from injury or illness. The program shall include:

- a. Requirements and schedules for safety and health training.
- b. Tracking systems to ensure employees are current.

### 3. Reason for safety and health training

You shall have safety and health training so that you:

- a. Understand the hazards you may be exposed to and how to protect yourself and others.
- b. Know safe and healthful work habits and have the skills to put them into practice.
- c. Know and are able to carry out your safety and health responsibilities.

### 4. Training plans

Each directorate shall maintain training plans that identify the safety and health training requirements for each position description. You may include these requirements in a general training plan for the employee's job. This plan shall:

- a. Be based on lower-level training plans or the hazards each employee will face in his or her job.
- b. Be reviewed yearly along with training records to:
  1. Make sure every employee and manager is up-to-date on training.
  2. See if the training plans need to be revised.

### 5. Other requirements to follow for safety and health training

In addition to the requirements in this chapter, you shall follow these standards as they apply to the work you do.

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*For ...*

*Follow ...*

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| Safety and health training for individual jobs | Individual chapters in this Handbook<br>29 CFR 1910, "Occupational Safety and Health Standards, General Industry"<br>29 CFR 1926, "Occupational Safety and Health Standards, Construction Industry"<br><br>Chapter 7 of NPR 8715.3, "NASA General Safety Program Requirements" |
| Certification requirements                     | Chapter 5.8, "Hazardous operations: safe practices and certification," of this Handbook<br>Paragraph 7.4 of NPR 8715.3   |

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### 6. Sources for safety and health training

The Safety and Test Operations Division and Clinic Services Branch provide safety and health training to employees. Some training is instructor led. Computer-based training is available on the JSC Web or through the NASA Headquarters SATERN Web site: <https://satern.nasa.gov/elms/learner/login.jsp>. You are required to register and get a password to use SATERN.

- a. If you are a civil service employee, you are required to take the training you need at the Safety Learning Center, through the SATERN Web site, or from the Occupational Health Department if it is offered. If the training you need for your job isn't offered, your supervisor shall provide training by any of the following means:
  1. Classes or briefings that your organization or other JSC organizations develop
  2. Training from sources outside JSC
- b. If you are a contractor, your company shall provide training by any of the following means:
  1. Safety Learning Center or Clinic Services Branch classes
  2. Classes or briefings that your company or other JSC organizations develop
  3. Training from sources outside JSC
- c. If you develop your own safety or health training classes or courses as a JSC organization or contractor, you shall:
  1. Have the Safety and Test Operations Division review outlines for safety-related training.
  2. Have the Clinic Services Branch review outlines for health-related training.
- d. For more information on training schedules, check the Safety and Total Health Homepage (<http://www6.jsc.nasa.gov/safety/Training/>). You may also contact the Safety Learning Center at (281) 483-6369 if you need help finding safety training or the Occupational Health Contractor at (281) 483-6726 if you need help finding health-related training.

## 7. Conducting safety and health training

JSC uses many methods for conducting safety and health training. These methods could range from formal classroom training to informal briefings in the work area. Safety and health trainers are required to know their subjects and provide high-quality training. Safety and health training shall:

- a. Apply to the student's jobs.
- b. Be interesting.
- c. Use different training aids and the latest technology.
- d. Involve the students.
- e. Include student feedback through course evaluations.
- f. Include necessary safety and health information.

## 8. Awareness and motivation for safety and health

JSC provides awareness and motivation for safety and health through:

- a. Information on the Safety and Health Home Page at <http://www6.jsc.nasa.gov/safety/index.htm>.
- b. Other awareness campaigns including:
  1. Posters and videos.
  2. The JSC Safety and Health Newsletter.
  3. Alerts and flyers.
  4. Articles in the Space News Roundup.
  5. Contests.
  6. Special events.
- c. Rewards for good safety and health performance and awards programs will follow paragraph 1.11 and Appendix C of NPR 8715.3, "NASA General Safety Program Requirements."

## 9. Responsibilities for training, awareness, and motivation for safety and health

Responsibilities for safety and health training, motivation, and awareness are as follows:

- a. As a *line manager* at any level, you are responsible for:
  1. Identifying training requirements and maintaining training plans for your employees or managers.
  2. Making sure your employees and managers complete the courses identified in their training plans.

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3. Reviewing your training requirements yearly to make sure they are still valid.
  4. Analyzing the hazards of each job your employees do to help you identify what safety and health training they need.
  5. Keeping your employees and managers up-to-date on any required refresher training.
  6. Keeping records on the training that you conduct or training from sources outside JSC as described in paragraph 10 of this chapter.
  7. Promoting Safety Learning Center and Occupational Health Services classes that would benefit your organization and encourage attendance by your employees and managers as applicable.
- b. The *Safety and Test Operations Division and the Clinic Services Branch* is responsible for:
1. Identifying JSC's overall training needs in consultation with the JSC Human Resources Office and providing training such as classes, videos, or self-study programs to fulfill those needs.
  2. Making sure training follows federal regulations and NASA and JSC requirements.
  3. Developing training schedules and promoting safety and health classes. Post training schedules on the Safety and Total Health Homepage at <http://www6.jsc.nasa.gov/safety/Training/and on SATERN>.
  4. Keeping records of Safety Learning Center and Occupational Health Services training as described in paragraph 10 of this chapter.
  5. Reviewing the contents of training courses annually, to include those conducted by NASA and contractor organizations.
  6. Helping NASA and contractor organizations to prepare, update, and evaluate their training programs.
  7. Evaluating training effectiveness with employees and managers. Act on these evaluations to improve training.
  8. Keeping Safety Learning Center and Occupational Health Services classes up-to-date.
  9. Involving employees in training activities such as identifying training needs, developing classes, and teaching classes.
- c. The *Human Resources Office* is responsible for:
1. Helping fund safety and health training from outside sources.
  2. Making sure training from the Safety Learning Center or Occupational Health Services is entered in civil service employee training records.
  3. Integrating safety and health training into core training requirements for civil service employees and managers.

## 10. Safety and health records

Training records are required to document that employees attend training. At the center level, the Safety Learning Center and Occupational Health Services keep attendance records on their classes. Even though the Safety Learning Center and Occupational Health Services keep attendance records, you may also keep your own records to show that you are current on any refresher training.

Organizational-level – If you are a line manager or JSC contractor:

- a. Develop your own training, you shall keep records of:
  1. Who took the training and when (date and time).
  2. What the training covered. For this, you may attach outlines or lesson plans.
- b. Get training from outside the Safety Learning Center and Occupational Health Services, you shall keep:
  1. Proof that your employees took the training and when.
  2. Handouts or course material.
  3. Any other useful information such as who conducted the training.