

Chapter 1.4

Written safety and health program

1. Applicability of this chapter

You are required to follow this chapter if you:

- a. Need guidance on safety and health requirements or standards.
- b. Need a waiver to any safety and health requirement.
- c. Need to recommend changes to center-level safety and health requirements.
- d. Maintain center safety and health requirements.
- e. Maintain safety and health documentation for your organization.

2. Description of Sub-element 1.4

This Handbook contains JSC's written safety and health program. Parts 1–4 cover all major elements of VPP and their sub-elements. Our program also meets the requirements in 29 CFR 1960 and all federal and NASA safety and health policies and requirements. Parts 5–11 include safety and health requirements for specific tasks or situations. The Handbook is available on line through the JSC Safety and Total Health Homepage. It is a controlled document, and the on-line version is the official version. Check the on-line version to verify that you are using the current requirements.

3. OSHA, federal, and other standards to follow

You shall follow safety and health standards issued under the Occupational Safety and Health Act and other federal regulations. This includes the following standards:

- a. ***OSHA standards.*** JSC shall follow safety and health standards issued by OSHA under Section 6 of the Occupational Safety and Health Act. We may follow alternate or supplementary standards that NASA Headquarters and the Secretary of Labor approve as described in 29 CFR 1960.17, "Basic Program Elements for Federal Employees OSHA." This Handbook references any alternate standards that exist for NASA in the appropriate chapters.
- b. JSC shall follow these ***other federal standards:***
 1. Federal Aviation Administration standards applicable to public aircraft, since NASA operates its aircraft as public aircraft
 2. Department of Transportation standards for shipping and handling hazardous materials
 3. Environmental Protection Agency standards for recovering, controlling, and disposing of hazardous wastes
 4. Nuclear Regulatory Commission standards for handling radioactive sources
 5. The American Disabilities Act requirements for disabled employees

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- c. JSC shall follow any *consensus standards* referenced in this Handbook.

4. NASA and JSC requirements and standards to follow

You shall follow any NASA Headquarters safety and health requirements and standards called out in this Handbook such as:

- b. NASA Policy Directives (NPDs)
- c. NASA Procedural Requirements (NPRs)
- d. NASA or JSC Standards
- e. JSC Policy Directives (JPDs)
- f. JSC Procedural Requirements (JPRs)

You shall follow any NASA, JSC, or other standards as well as NPDs, NPRs, JPDs, and JPRs referenced in this Handbook.

5. Standards for JSC civil service employees working at another site

If you work at a non-JSC site, you shall:

- a. Follow local requirements and standards if another NASA center or federal agency oversees the site.
- b. Follow JSC or local requirements and standards at other sites (including foreign countries), whichever is more stringent.
- c. Tell your management if the requirements or standards at another federal agency's requirements conflict with NASA, JSC, or OSHA standards and:
 - 1. Follow the most stringent standards until the conflict is resolved.
 - 2. If the conflict involves NASA standards, your management shall tell the NASA-designated safety and health official of the conflict.
 - 3. If the conflict involves OSHA standards, the NASA-designated safety and health official tells the Secretary of Labor and the other federal agency of the conflict so that it can be resolved.

6. Waivers to safety and health requirements and standards

Waivers are a means to get authorization to take a different approach to meet the intent of the requirement, rather than to ignore requirements. NASA does not have the authority to waive Federal, State, or Local requirements, but may waive NASA requirements. To get a waiver to NASA or JSC requirements, you shall:

- a. Follow the process in paragraph 4.2, JPR 1410.2, “JSC Directives Procedural Requirements,” for waivers to JSC-level requirements.
- b. Follow the process in paragraph 1.13, NPR 8715.3, NASA General Safety Program Requirements, for relief from Agency-level Safety and Mission Assurance requirements,” as well as paragraph 4.2.2 of JPR 1410.2.

7. Changing this Handbook

We may change this Handbook due to changes in higher-level requirements or due to better ways of doing business. To suggest changes to this Handbook, follow the center-wide process for updating existing JSC directives in paragraph 4.4, JPR 1410.2, “JSC Directives Procedural Requirements.”

8. Responsibilities

The JSC Safety and Test Operations Division (NS) is responsible for maintaining this Handbook and posting changes to the Safety and Health Homepage.

9. Safety and health records

The following records document JSC’s safety and health program:

- a. Center-level records:
 1. Current JPR 1700.1
 2. Change records to JPR 1700.1
 3. Waiver documentation.
- b. Organizational-level records – No organizational-level records are required. You are encouraged to keep copies of variances granted for your work areas.