

Chapter 1.8

Contractor worker coverage

1. Applicability of this chapter

You are required to follow this chapter if you:

- a. Are involved with selecting contractors.
- b. Oversee existing contracts at JSC.

2. Description of Sub-element 1.8

JSC provides equal safety and health protection to contract workers as well as civil service employees. Contract workers shall follow JSC's safety and health rules, requirements, and processes. This includes a system for overseeing contractor safety and health performance that:

- a. Ensures that the contractor's site employees are provided effective safety and health protection.
- b. Drives improvement in contractor safety and health performance.
- c. Considers safety and health performance when hiring contractors.
- d. Evaluates contractor safety and health performance and provides for a recovery plan if contractor performance is below standards.
- e. Collects injury and illness data and hours for contractors who work a total of 1000 hours or more in any calendar quarter.

3. JSC's basic safety and health requirements for contractors

JSC shall make sure contractors follow JSC safety and health requirements and impose these requirements in the contracts. JSC monitors contractor safety and health programs and:

- a. Enforces JSC's safety and health requirements for each contract.
- b. Promptly controls any hazards that contractors don't control.
- c. Considers company safety and health programs when selecting contractors.
- d. Evaluates contractor safety and health program. This includes imposing penalties for not following JSC safety and health requirements. These penalties could include terminating a contract for willful or repeated violations of JSC requirements.

4. Responsibilities of JSC contractors

The following is a list of responsibilities JSC generally expects contractors to fulfill. They may be tailored to individual contracts at the discretion of the Contracting Officer and the Safety and Test Operations Division. In general, contractors shall:

Part 1, Management leadership and employee involvement

- a. Provide for the safety and health of their employees and subcontractors no matter where they work (such as in JSC-owned or -leased facilities, with government equipment, or together with government employees).
- b. Maintain an effective safety and health program, and follow all safety and health requirements that apply to the contract.
- c. Protect JSC team members and members of the public who may visit or work in areas where their employees or subcontractors work.
- d. Provide JSC safety data on JSC Form 288.
- e. Provide a safety and health line item in their budgets.
- f. Notify their Contracting Officer and the Safety and Test Operations Division if they find any NASA facilities or NASA operations that don't follow 29 CFR 1910, "Occupational Safety and Health Standards, General Industry," or 29 CFR 1926, "Occupational Safety and Health Standards, Construction Industry."
- g. Provide products, equipment, and services that meet JSC, NASA, and OSHA safety and health requirements in design and operation without modifications or restrictive procedures.
- h. Make sure their subcontractors (if any) follow JSC, NASA, and OSHA safety and health requirements. Document this "flow down" of safety and health responsibility.
- i. Avoid foreseeable, accidental work interruptions that could delay JSC programs. Prevent contamination of property, supplies, and equipment.
- j. Allow their contracting officer, JSC safety or health personnel, and state or federal OSHA personnel access to their operations for safety or health inspections or investigations.
- k. Handle OSHA citations against their company as described in paragraph 9.6 of NPR 8715.3, "NASA General Safety Program Requirements."

5. Requirements

When selecting or overseeing a contract, you shall follow Part 11 of this Handbook. Part 11 provides the processes and requirements for selecting safe contractors and evaluating their safety and health performance.

6. Responsibilities

Part 11 of this Handbook contains the responsibilities for selecting and overseeing contractors.

7. Safety and health records

The Office of Procurement shall keep center-level records on JSC contractors as required by the contract or other JSC requirements to include:

- a. Contractor OSHA 300 (“OSHA Log and Summary of Occupational Injuries and Illnesses”) logs and supporting information.
- b. Documentation on contractor selection that shows safety and health was considered in selecting the contractor.
- c. Documentation showing contractor evaluation that includes safety and health.
- d. Disciplinary action taken on a contractor because of safety and health reasons.
- e. Any other safety and health documentation required by an individual contract, such as safety and health plans.