

Chapter 1.9

Employee involvement

1. Applicability of this chapter

You are required to follow this chapter if you work at JSC or a JSC field site.

2. Description of Sub-element 1.9

All JSC team members have the opportunity to participate in the planning and operation of JSC's safety and health program, and in decisions that affect their safety and health. To be a VPP Star site, JSC is required to provide at least three active and meaningful ways to participate in safety and health problem identification and resolution. This involvement is in addition to the individual right to notify appropriate managers of hazardous conditions and practices and to have issues addressed. Examples of acceptable employee involvement include, but are not limited to, the following:

- a. Participating in ad hoc safety and health problem-solving groups.
- b. Participating in audits and worksite inspections.
- c. Participating in accident and incident investigations.
- d. Developing or participating in employee improvement suggestion programs.
- e. Training other employees in safety and health.
- f. Analyzing job or process hazards.
- g. Acting as safety observers.
- h. Serving on safety and health committees constituted in conformance to the National Labor Relations Act.

3. Employee involvement in safety and health at JSC

Employee involvement is an essential part of our safety and health program. As a JSC employee, you have the opportunity to actively participate in JSC's safety and health program in a meaningful way. You are a member of the safety and health team. You may participate in the following ways:

- a. Work on safety and health committees.
- b. Work on ad hoc groups to solve safety and health problems.
- c. Train other employees in safety and health matters.
- d. Conduct job hazard analyses and other kinds of safety and health analyses.
- e. Work on committees that plan and conduct safety and health awareness campaigns.
- f. Become an organizational representative or point of contact for safety and health or a fire warden.

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- g. Be a safety observer for hazardous operations.
- h. Work on teams that audit safety and health programs, inspect facilities and operations, sample work areas, or investigate mishaps, close calls, and other safety and health issues.
- i. Analyze data and corrective actions from your workplace such as health samples, mishap trends, close-call trends, or inspection reports.

4. The JSC Safety Action Team

The JSC Safety Action Team (JSAT) is composed of working-level employees and reports to the Center Director. It is an excellent way for employees to be involved in and influence safety and health at JSC. The JSC Safety Action Team is required to meet the requirements in paragraph 4.2 of JPR 1107.1, “The JSC Organizations.”

5. Responsibilities

Responsibilities for employee involvement are as follows:

- a. As a *JSC team member*, you are responsible for finding ways to be involved in safety and health activities as described in paragraphs 2 and 3 above.
- b. As a *line manager*, you are responsible for:
 - a. Allowing your employees to be involved in safety and health activities.
 - b. Involving your employees in safety and health decisions and activities within your organization.

6. Safety and health records

The following records document employee involvement:

- a. Center-level records – The JSAT shall keep minutes of its meetings.
- b. Organizational-level records – As an employee, you are responsible for maintaining any records that show your employee involvement. As a line manager, you are responsible for maintaining any records that show the involvement of your employees. These records may include:
 - a. Training records that show employees giving safety and health training.
 - b. Attendance records for safety and health meetings or other forums where employees present safety or health topics.
 - c. Photographs of employees participating in safety and health activities such as Safety and Total Health Day.
 - d. Lists of safety and health activities and names.
 - e. Any other records that show employee involvement in safety and health activities.