

<b>JSC Safety and Health Handbook</b>	JPR No.	<b>1700.1K</b>
	Effective Date:	<b>11/25/2013</b>
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## Chapter 1.1 Management Commitment

### 1.1.1 Applicability of this chapter

You are required to follow this chapter if you are a line manager at any level or a facility manager.

### 1.1.2 Description of Sub-element 1.1

1.1.2.1 JSC integrates authority and responsibility for employee safety and health into its overall management structure and employees shall be involved. This includes:

- a. **Policy.** JPD 1700.3 contains JSC’s safety and health policy. Each employee and manager shall understand and practice this policy. This Handbook outlines the requirements, processes, responsibilities, and measurements for each program element, as well as requirements for working safely. Employees need to understand the policies and requirements.
- b. **Goals and objectives.** JSC management shall set attainable and measurable goals for the safety and health program and establish results-oriented objectives to meet those goals. The JSC Management Council (JMC) sets goals and objectives for the Center. Each line organization is encouraged to set goals and objectives to improve safety and health in its organization. Employees need to understand the goals and objectives, the desired results, and the measures for meeting them.
- c. **Voluntary Protection Program (VPP) Commitment.** JSC shall clearly demonstrate commitment to maintaining the requirements of VPP. This involves a daily commitment on your part to following JSC’s safety and health program, which is organized around VPP requirements. By becoming a VPP Star site, we have voluntarily agreed to strive for continuous improvement in our safety and health program. Our continued participation in VPP depends on commitment from top management, line managers, AFGE Local 2284, and all employees. JSC shall meet the requirements for a VPP Star site in Occupational Safety and Health Administration (OSHA) Directive CSP 03-01-003, “Voluntary Protection Programs (VPP): Policies and Procedures Manual,” and provide all required information to OSHA.

### 1.1.3 Management committees for safety or health

1.1.3.1 JSC management has established two permanent, standing committees involved in safety and health. JSC line managers or employees may form other permanent or temporary committees as needed. Committees shall meet the requirements in paragraphs 1.1.5, 1.1.6, and 1.1.7 of this chapter. Under 29 CFR 1960.36, federal agencies may certify their safety and health committees with the Secretary of Labor. NASA Headquarters chooses not to have the Secretary of Labor certify safety and health committees within NASA. JSC has or may establish the following committees:

- a. The *JSC Management Council (JMC)* is composed of representatives of senior management and others, as needed, and manages JSC’s Safety and Health Program as a part of overall Center management.

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- b. The *Contractor Safety and Health Forum* reviews contractor safety and health issues, and provides inputs to JSC’s safety and health program. The Contractor Safety Forum will work with the other JSC committees to investigate and resolve safety issues.
- c. *Other safety or health committees*, either temporary or permanent, may be formed by management at any level of an organization or by employees.
- d. Local Field Federal Safety and Health Council, in which JSC shall participate.
- e. Ad hoc safety or health committees are one way management can involve employees in safety and health. The person who forms a committee will decide who the members will be. Other safety or health committees may:
  - (1) Address safety or health issues and ensure a response is provided in 30 working days.
  - (2) Draft positions and recommendations on Center-wide issues and policies for the JSC Management Committee or other committees.
  - (3) Develop work practices that are safe and healthful.
  - (4) Develop and conduct safety and health training, awareness, or motivation activities.
  - (5) Do safety and health inspections.

**1.1.4 Implementing JSC’s safety and health program in line organizations**

1.1.4.1 As an organizational director or manager of a directorate-level office, you shall:

- a. Develop and document a process for implementing JSC’s safety and health program in your directorate or office. You may tailor the process to the program elements and requirements that apply to your directorate. You may implement the program through safety and health committees, staff meetings, or any other effective means of meeting the requirements below.
- b. Your process shall, as a minimum:
  - (1) Provide insight into the safety and health of your directorate or office employees.
  - (2) Provide for communication of safety and health information among working-level employees, top management, and all other levels of management.
  - (3) Make sure that all program elements and requirements that apply to your directorate or office are addressed, followed, and maintained.
  - (4) Make sure significant issues and accomplishments of your directorate or office safety and health activities are forwarded to the JMC.
  - (5) Monitor directorate or office safety and health performance and effectiveness of all program elements that apply to your directorate or office.
  - (6) Keep records that show your process is effective, such as committee or staff minutes and required program documentation.

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### **1.1.5 Membership in safety or health committees**

1.1.5.1 Committee members may be elected by employees, be appointed by management, or volunteer. In addition to the members listed in paragraphs 1.1.3 and 1.1.4 of this chapter, division, branch, work area, and other committees shall include the following as needed:

- a. Union representatives
- b. Contractor safety and health representatives
- c. Safety and health personnel
- d. Technical advisors who have the special expertise that a committee needs
- e. Managers or employees from other JSC organizations

### **1.1.6 Length of service for members of safety or health committees**

1.1.6.1 The time a member serves depends on the kind of committee. Follow these rules:

- a. For permanent committees, such as division, branch, or work area committees, members serve for at least 1 year. Replace only a few members at one time to maintain the committee's knowledge and experience.
- b. For temporary committees, such as an ad hoc committee addressing a specific safety problem, members serve until the committee finishes its work.

### **1.1.7 Functions of a safety or health committee**

1.1.7.1 A safety or health committee shall:

- a. Take care of the following administrative duties:
  - (1) Meet at least monthly if it is a permanent committee.
  - (2) Meet as often as necessary to complete its work if it is a temporary committee.
  - (3) Record and send out minutes to members, higher management, attendees, and others, such as those who have action items. Keep meeting minutes in a file.
- b. Address issues by:
  - (1) Keeping the discussion on safety or health issues. Don't dismiss an issue because it at first seems unrelated to safety or health.
  - (2) Considering each suggestion or proposal carefully, no matter how trivial it may seem. Allow enough time to fully consider each item. Keep the discussion on the agenda, and end the meeting when the agenda is covered.
  - (3) Assigning action items for issues the committee can't resolve during a meeting.
  - (4) Sending issues the committee can't resolve at its level to higher management. Work issues at the lowest possible level of management.
- c. Keep a log of all action items to include:
  - (1) What the committee decided about each item.

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- (2) Who is responsible for each item. Contact those who don't respond on time.
- (3) When the committee should get progress reports.
- (4) When the final action is due and, if delayed, why.
- d. Close out an action item only when the committee reaches a final decision and action is taken to complete it.
- e. Consider only those matters that a manager can't or wouldn't take action to resolve. In these cases, the committee chairperson or representative will tell the manager what action the committee voted to take.
- f. Respond in writing to anyone who makes a suggestion or raises an issue to the committee about the status or outcome of the suggestion or issue.

**1.1.8 For more information on safety or health committees**

- a. 29 CFR 1960, subpart F, "Occupational Safety and Health Committees"
- b. 29 CFR 1960, subpart K, "Field Federal Safety and Health Councils"
- c. JPD 1107.1, "The JSC Organizations"

**1.1.9 Responsibilities**

- a. As a line manager, you are responsible for:
  - (1) Providing visible leadership in and commitment to safety and health.
  - (2) Encouraging your employees to be involved in safety or health committees as members or chairpersons.
  - (3) Making sure those under you are aware of the items required in Chapter 4.1.
  - (4) Establishing clear lines of communication with employees to include reasonable employee access to top site management.
  - (5) Setting an example of safe and healthful behavior.
  - (6) Making sure that all workers at the site, including contract workers, are provided equally high-quality safety and health protection.
  - (7) Protecting your employees in imminent danger situations and identifying hazards through hazard analyses, inspections, or other methods and controlling identified hazards as your resources allow. This includes hazards to the public as described in NPR 8715.3, paragraph 1.3.
  - (8) Making sure your employees have been trained in the safety and health requirements that apply to their jobs and the consequences for not following those requirements.
  - (9) Making sure your employees are trained to immediately report hazards and mishaps to you.
  - (10) Making sure your employees receive appropriate medical care when injured at work.

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- (11) Making sure your employees and visitors to your work areas know the hazards in the workplace and what precautions they need to take to protect themselves (e.g., safe work practices and personal protective equipment).
  - (12) Enforcing safe practices. Reprimand employees for unsafe behavior, if necessary. Reward employees for excellent safety and health performance.
  - (13) Clearly defining safety and health responsibilities in writing, with no unassigned areas. You shall ensure that your employees are able to describe their individual and collective responsibilities for safety and health.
  - (14) Forming or chairing safety or health committees as necessary.
  - (15) Reporting lessons you learn about safety and health to the Safety and Test Operations Division, Occupational Health Branch, and other organizations that may benefit.
  - (16) Making sure that you have a budget for such things as correcting hazards in your work areas and buying required safety equipment.
  - (17) Cooperating with and helping safety and health personnel.
  - (18) Paying special attention to facilities involving multiple organizations, contractors, and shifts so that you clearly define safety and health responsibilities and promptly communicate safety and health information to all affected people.
- b. As a facility manager, you are responsible for safety and health in your facility as well as fulfilling other facility responsibilities your management may assign. For more information, see the Facility Manager's Support Page at <http://www6.jsc.nasa.gov/ja/fmod/facilitymanagers.cfm>. You are required to fulfill the JSC team member responsibilities listed in Chapter 1.6, paragraph 1.6.1.1.3 and responsibilities listed in other chapters of this Handbook that apply to your job. Your general responsibilities are:
- 1) Coordinating safety and health in your facility, including areas between organizational lines.
  - 2) Making sure that your facility and all operations in your facility follow federal, NASA, and JSC requirements.
  - 3) Coordinating with building occupants and the Center Operations Directorate, as necessary, to resolve facility-related safety and health issues.
  - 4) Making sure your building has a poster that tells you about NASA's and JSC's safety and health program. The Safety and Test Operations Division will provide a poster that meets 29 CFR 1960.12(c), "Dissemination of Occupational Safety and Health Program Information."
  - 5) Posting safety and health information and reports in your facility as necessary.

### **1.1.10 Safety and health records and documentation for management commitment**

- a. Center-level records:
- (1) Minutes of the JMC and Contractor Safety Forum. Note: These records shall be made available to NASA Headquarters, Office of Safety and Mission Assurance.

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- (2) Documentation to support completion of tasks assigned by the JMC or Contractor Safety Forum.
  - (3) Documentation on setting and completing Center goals.
  - (4) A commitment statement from the current JSC Director that agrees to the VPP requirements in subparagraph 1.1.2.1.c above. Within 60 days after a change of Center Director, JSC sends a new statement to OSHA.
  - (5) A letter of support for VPP signed by the current President, AFGE Local 2284. Within 60 days after a change in the President, AFGE Local 2284, or Director, JSC, JSC sends a new letter to OSHA.
- b. Directorate-level documentation includes documentation to support the process in paragraph 1.1.4 above. Examples include safety committee (if held) or staff meeting minutes showing safety and health topics, safety and health communications, documentation to support completion of safety and health tasks, and documentation on setting and achieving directorate safety and health goals.

NOTE: See Appendix F, Attachment 1.1A for details on records and documentation required by this HandbookChapter.

**1.1.11 Measurement**

JSC measures management commitment by progress on meeting goals within the prescribed timeframes and metrics related to specific goals.