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| JSC Safety and Health Handbook | JPR No. | 1700.1K |
| | Effective Date: | 11/25/2013 |
| | Expiration Date: | 11/25/2018 |
| | Page Number | Page 1.6-1 of 4 |

Chapter 1.6 Employee Involvement

1.6.1 Applicability of this chapter

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

1.6.2 Description of Sub-element 1.6

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. Employees are guaranteed rights in safety and health. Employee involvement is in addition to the employee's guaranteed right to a safe and healthful workplace, which includes the right to notify management of hazardous conditions and practices and to have safety and health issues addressed.

1.6.3 Employee rights under JSC's safety and health program

1.6.3.1 At JSC you have the same rights under the OSHA as you would at any workplace, including the right to contact OSHA with any safety or health concern you feel you cannot resolve at JSC. As a JSC employee or manager, you have the right to:

- a. Stop or refuse to do any task if you believe that:
 - (1) It will put you or your coworkers at risk of sudden death or serious injury
 - (2) There is no time to resolve the matter through normal hazard reporting channels
- b. Leave any area where imminent danger conditions exist as described in subparagraph a above.
- c. Report hazards and have your name kept confidential as described in Chapter 2.6 of this Handbook. This includes the right to contact OSHA about safety and health concerns.
- d. Be a member of, or be represented on, safety and health committees.
- e. Participate in safety or health activities without having to take leave.
- f. Be trained about the hazards of your job and how to protect yourself.
- g. Have access to the following on request:
 - (1) Safety and health requirements that apply to your job
 - (2) Your medical exposure records and protection of your records under the Privacy Act of 1974
 - (3) JSC's Log and Summary of Occupational Injuries and Illnesses (OSHA Form 300)
 - (4) Results of inspections, hazard evaluations, and mishap investigations
- h. Have information about JSC's safety and health program.
- i. Comment on NASA and JSC occupational safety and health requirements.
- j. Be free from restraint, interference, coercion, discrimination, or reprisal for:

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<http://server-mpo.arc.nasa.gov/Services/CDMSDocs/Centers/JSC/Home.tml>.

JSC Form JF2420B (MS Word.....)

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|---------------------------------------|------------------|-------------------|
| JSC Safety and Health Handbook | JPR No. | 1700.1K |
| | Effective Date: | 11/25/2013 |
| | Expiration Date: | 11/25/2018 |
| | Page Number | Page 1.6-2 of 4 |

- (1) Reporting hazards
- (2) Participating in safety and health activities
- (3) Exercising any other rights you have from this Handbook or federal law

1.6.4 Recourse if your rights are denied

1.6.4.1 You have the full protection of the law should your rights be denied or threatened. This includes freedom from reprisals. NASA will respond promptly and fully to alleged denials or reprisals. The following apply:

- a. If you are a civil service employee, you may file a complaint or grievance. Your Human Resources representative can help you with the details. There are two official avenues for filing a complaint or grievance:
 - (1) Grievance procedures in the agreement between JSC and the American Federation of Government Employees (AFGE) or in agreements with other recognized labor organizations
 - (2) The NASA Office of the Inspector General
- b. "Reprisals," or punitive sanctions or actions taken against you by any individual or entity for participating in the JSC safety and health program in any way, are illegal and subject to personnel action and possible prosecution. The JMC shall be told of any allegations of reprisal.
- c. JSC shall send findings on any investigations of reprisal to NASA Headquarters and OSHA.
- d. If you are a contractor, contact your safety and health office, your bargaining unit, or the JSC Safety and Test Operations Division.

1.6.5 Employee involvement in safety and health at JSC

1.6.5.1 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.
- 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.

| | | |
|---------------------------------------|------------------|-------------------|
| JSC Safety and Health Handbook | JPR No. | 1700.1K |
| | Effective Date: | 11/25/2013 |
| | Expiration Date: | 11/25/2018 |
| | Page Number | Page 1.6-3 of 4 |

- i. Analyze data and corrective actions from your workplace such as health samples, mishap trends, close-call trends, or inspection reports.

1.6.6 The JSC Safety and Health Action Team

The JSC Safety and Health 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 JSAT is required to meet the requirements in JPC 1700.2, “JSC Safety and Health Action Team (JSAT) Charter.”

1.6.7 Responsibilities

- a. As a *JSC team member*, you are responsible for your own safety and health and for looking after the safety and health of other JSC team members. You are required to fulfill the responsibilities listed in other chapters of this Handbook that apply to your job. Your general responsibilities are:
 - (1) Finding ways to be involved in safety and health activities as described in paragraph 1.6.5 above.
 - (2) Following safety and health standards, rules, regulations, and guidelines issued by OSHA, NASA, and JSC.
 - (3) Correcting hazards yourself, if possible, using established procedures to report and correct hazards.
 - (4) Seeking prompt medical care if you suffer a job-related injury or illness.
 - (5) Promptly reporting mishaps (hardware, injuries, and illnesses) and close calls.
 - (6) Cooperating with safety and health personnel during inspections, surveys, and investigations.
 - (7) Using personal protective equipment when required to do so by safety and health standards, hazard evaluations, good work practices, or your supervisor.
 - (8) Being able to describe your individual responsibility for safety and health.
 - (9) Doing your job safely and responsibly.
 - (10) Making sure that visitors you escort are aware of the hazards in the areas they will visit and take appropriate measures to protect themselves.
 - (11) Making sure that you are properly trained and qualified to safely perform your duties.
- b. As a *line manager*, you are responsible for:
 - (1) Allowing your employees to be involved in safety and health activities.
 - (2) Involving your employees in safety and health decisions and activities within your organization.
- c. As a visitor or guest researcher, you are responsible for:
 - (1) Making sure your work doesn’t interfere with JSC facilities or operations.

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|---------------------------------------|------------------|-------------------|
| JSC Safety and Health Handbook | JPR No. | 1700.1K |
| | Effective Date: | 11/25/2013 |
| | Expiration Date: | 11/25/2018 |
| | Page Number | Page 1.6-4 of 4 |

- (2) Knowing and following all safety and health requirements for the area where you are working. This includes using any required personal protective equipment.
- (3) Being trained and certified for any hazardous operations you will be doing.
- (4) Completing other occupational health and safety training as necessary to meet OSHA, NASA, and JSC requirements, e.g., hazard communication, lockout/tagout, and laser safety.
- (5) Ensuring you get approval before bringing hazardous materials, radioactive materials, or biological agents on site.
- (6) Before beginning work, getting any required reviews and approvals for the type of work you will do, especially where there are impacts to JSC operations (e.g., hot work or work with radiation or radioactive materials, chemicals, or biological agents).

1.6.8 Safety and health records and documentation for employee involvement

- a. **Center-level records.** The JSAT shall keep minutes of its meetings.
- b. **Organizational-level documentation.** As an employee, you are responsible for maintaining any documentation that shows your employee involvement. As a line manager, you are responsible for maintaining any documentation that shows the involvement of your employees. This documentation may include:
 - (1) Training documentation that show employees giving safety and health training.
 - (2) Attendance documentation for safety and health meetings or other forums where employees present safety or health topics.
 - (3) Photographs of employees participating in safety and health activities, such as Safety and Total Health Day.
 - (4) Lists of safety and health activities and names.
 - (5) Any other documentation that show employee involvement in safety and health activities.

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