

Chapter 3.5 Hazard Correction Tracking

3.5.1 Applicability of this chapter

3.5.1.1 You are required to follow this chapter if:

- a. You work at JSC or a JSC field site as a civil servant or contractor.
- b. You are a supervisor, facility manager, contractor safety representative, or director. Paragraph 3.5.7 of this chapter lists your responsibilities.
- c. Paragraph 3.5.7 of this chapter also lists the responsibilities of the Safety and Test Operations Division, contracting officers, and contracting officer's representatives.

3.5.2 Hazard correction and tracking

3.5.2.1 JSC tracks hazard correction to closure using abatement plans (also commonly referred to as action plans or corrective action plans) developed to address hazards found during hazard analyses, mishap investigations, inspections, surveys, and other similar activities. Hazard correction and tracking shall:

- a. Follow the hazard abatement process found online at <http://www6.jsc.nasa.gov/safety/hazard/process/>.
- b. Include interim abatement action as rapidly as possible to ensure protection of workers, facilities, and equipment. Interim abatement shall:
 - (1) Remain effective until final abatement is complete.
 - (2) Reduce the risk level to no worse than a RAC 3 (see chapter 3.2 for details).

NOTE: Interim abatement actions are temporary fixes to bring hazards under immediate control through administrative controls, training, personal protective equipment, etc. until a permanent fix is in place.
- c. Include final abatement actions to permanently control a hazard and reduce the risk level using the hierarchy of controls in Chapter 3.2.
- d. Use the Hazard Abatement Tracking System (HATS) as the principle system at JSC to track hazard correction to closure.
- e. Include hazards in HATS that meet any of the following conditions:
 - (1) The hazard has a risk assessment code (RAC) of 1 or 2. See Chapter 3.2 for a discussion of the RAC.
 - (2) The hazard cannot be fully abated within 30 days.
 - (3) Center or Headquarters funding is needed to fully abate the hazard.
 - (4) The Safety and Test Operations Division or Space Medicine Operations Division designates the hazard for tracking in HATS.

3.5.3 Organizational hazard correction and tracking

3.5.3.1 Line organizations, facility managers, and contractors shall track hazards that do not meet the criteria of 3.5.2.e above using their own tracking systems or HATS. When used, organizational hazard tracking systems shall:

- a. Incorporate the basic features of the JSC hazard abatement process.
- b. Be documented and available to the Safety and Test Operations Division for review.
- c. Include A description of the hazard, location, date and time found, who is responsible for the hazard (hazard owner), and a RAC
- d. Include interim and final abatement plans, including actions required; actions taken; assignees by name, organization, and title; due dates; and closure dates.

NOTE: WSTF may use its own tracking system.

Caution:

You shall never accept the risk of violating JSC, NASA, state, or federal requirements. If you think you can't follow a requirement, request a waiver as described in Chapter 1.3, "Written Safety and Health Program," of this Handbook.

3.5.4 Posting abatement plans

3.5.4.1 As a supervisor or facility manager, you have a responsibility to inform employees of the hazards in the work place and how they are being corrected. JSC Form (JF) 1240, "JSC Notice of Safety or Health Hazard and Action Plan," was designed to meet the requirements of both OSHA and NASA for posting hazards. The JF1240 is an automated report available from HATS. You shall post a JF1240 at the point of the hazard subject to the following requirements:

- a. If final abatement likely will not occur within 30 calendar days of the hazard identification date, complete both parts of the form and post it within 30 calendar days
- b. If final abatement will likely occur within 30 calendar days of the hazard identification date, either post only part 1 of JF1240 or provide another forum to inform employees of the hazard in a timely manner and what was done to fix it.

NOTE: The decision to post such a form depends on the criticality of the hazard, who may be exposed to it, and the type of controls used. If you decide use other means to inform employees, coordinate with the facility manager or affected line managers, the Safety and Test Operations Division, or the Space Medicine Operations Division where health issues are involved, to ensure exposed employees are informed.

NOTE: If you are unable to get a JF1240 as a completed form from HATS, contact HATS by e-mail at <mailto:JSC-Safety-Report-Submittals@mail.nasa.gov> to request a JF1240 for each HATS item in question.

3.5.5 If you need more time or money to correct a hazard

3.5.5.1 Follow the online hazard abatement process at <http://www6.jsc.nasa.gov/safety//hazard/process/> to keep your abatement schedule up to date. Hazards in HATS are tracked automatically and reminders sent to the hazard owner and facility manager if an abatement plan is past due. Similarly, if an action item is past due, action assignees are notified with a copy sent to the hazard owner and facility manager. If you, as a hazard owner need more time or money to correct the hazard, you shall:

- a. Make sure your hazard and your abatement plan is documented in HATS.
- b. Report progress in HATS.
- c. Maintain effective interim abatement controls.
- d. Use available funding processes to obtain the funds needed. Use NASA Form 1584, "Safety and Health Hazard Abatement Plan," if you need to ask NASA Headquarters for funding.
 - (1) Send a copy to the JSC Safety and Test Operations Division.
 - (2) For safety issues, send a copy to the Director, Safety and Assurance Requirements Division, NASA-Headquarters.
 - (3) For health issues, send a copy to the Chief Health and Medical Officer, NASA-Headquarters.

3.5.6 Leased space off site

If you oversee employees in an offsite leased space and can't correct a hazard in that leased space yourself, notify the General Services Administration or the federal agency that leases the space and ask for help in writing to correct the hazard.

3.5.7 Responsibilities for tracking and correcting hazards

- a. As a *supervisor*, you are responsible for:
 - (1) Taking necessary actions to correct hazards in your work areas. This includes temporary measures to protect your employees and the environment while you wait on building or equipment changes.
 - (2) Informing employees when a hazard exists in your work areas.
- b. As a *contractor safety representative*, you are responsible for helping contractor or NASA management identify, track, and correct hazards as necessary
- c. As a *facility manager*, your knowledge of your facility is important for correcting hazards. You are responsible for making sure:
 - (1) Hazards found in your facility are reported and corrected.
 - (2) Employees in your facility are aware of corrective action plans.
 - (3) A JF1240 is posted if the area to be abated is not under the immediate control of a line organization or contractor.

- d. As an organizational *director* at JSC, you are responsible for:
 - (1) Developing processes for tracking and correcting hazards in your directorate.
 - (2) Reviewing open hazard reports for your directorate and making sure they are closed in a timely manner.
 - (3) Providing services from your directorate that other JSC organizations need to correct hazards such as testing, evaluating data, modifying buildings or equipment, or sampling work areas.
- e. The *Safety and Test Operations Division* is responsible for:
 - (1) Reviewing and approving hazard reports and corrective action plans.
 - (2) Coordinating with the Environmental Office on environmental issues.
 - (3) Coordinating with the Space Medicine Operations Division on health issues.

3.5.8 Safety and health records and documentation for hazard correction tracking

- a. Center-level records are located in the HATS database.
- b. Organizational-level documentation includes:
 - (1) Tracking systems and processes in individual line organizations that document hazards not entered into HATS.
 - (2) Posted JSC Forms 1240, “JSC Notice of Safety or Health Hazard and Action Plan.”
 - (3) Work requests and other documentation related to correcting hazards.

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

3.5.9 Measurement for hazard correction tracking

- a. Timeliness in correcting hazards.
- b. Timeliness in maintaining status of hazard correction.