

JSC Safety and Health Handbook	JPR No.	1700.1K
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Chapter 3.7 Disciplinary System

3.7.1 Applicability of this chapter

You are required to follow this chapter if you are a JSC Team Member.

3.7.2 Description of Sub-element 3.7

JSC line managers shall equitably enforce hazard controls and safety and health rules through a clearly communicated written disciplinary system. The system shall include procedures for disciplinary action or reorientation of line managers and non-supervisory employees who break or disregard safety rules, safe work practices, proper materials handling, or emergency procedures.

3.7.3 Requirements

Always do your job safely. If you are a JSC civil service employee, you can face disciplinary action for not doing your job safely. If you are a contractor employee, you can face disciplinary action under your company's policies. JSC's disciplinary system for civil service employees is described in the JSC Personnel Handbook (URL: <http://jscpeople.jsc.nasa.gov/handbook.cfm> , Part 7, Subpart 3, "Discipline and Adverse Actions."

3.7.4 Responsibilities

JSC line managers are responsible for consistently enforcing safe work practices through equitable discipline that is intended to correct unsafe behavior rather than to punish.

3.7.5 Safety and health documentation

Organizational-level. You shall maintain documentation of disciplinary action as specified in the JSC Personnel Handbook, Part 7, Subpart 3, or in your company's disciplinary policies.

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