

<b>JSC Safety and Health Handbook</b>	JPR No.	<b>1700.1K</b>
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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/Desk\\_Guide/Handbook.cfm](http://jscpeople.jsc.nasa.gov/Desk_Guide/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.