

<b>JSC Safety and Health Handbook</b>	JPR No.	<b>1700.1K</b>
	Effective Date:	<b>11/25/2013</b>
	Expiration Date:	<b>11/25/2018</b>
	Page Number	Page 4.1-1 of 6

## **Chapter 4.1 Safety and Health Training**

### **4.1.1 Applicability of this chapter**

You are required to follow this chapter if you work at JSC or a JSC field site. Paragraph 4.1.10 of this chapter lists the responsibilities of line managers, the Safety and Test Operations Division, the Occupational Health Branch, and the Human Resources Office.

### **4.1.2 Description of Sub-element 4.1**

4.1.2.1 JSC has an effective program for safety and health training that makes sure employees understand the hazards they are exposed to and how to protect themselves and others from injury or illness. The program shall include:

- a. Requirements and schedules for safety and health training
- b. Tracking systems to ensure employees are current
- c. Employees managers, and supervisors who understand their responsibilities, recognize hazards and know safe work procedures

### **4.1.3 Reason for safety and health training**

4.1.3.1 You shall have safety and health training so that you:

- a. Understand the hazards you may be exposed to and how to protect yourself and others
- b. Know safe and healthful work practices and have the skills to put them into use
- c. Know and are able to carry out your safety and health responsibilities

### **4.1.4 Training plans**

4.1.4.1 Each directorate shall maintain training plans that identify the safety and health training requirements for each position description. You may include these requirements in a general training plan for the employee's job. This plan shall:

- a. Be based on lower-level training plans or the hazards each employee will face in his or her job.
- b. Be reviewed yearly along with training records to:
  - (1) Make sure every employee and manager is current on training.
  - (2) Determine if the training plans need to be revised.

NOTE: Performance Reviews & Evaluations are good milestones to review training records.

### **4.1.5 General training or awareness in safety and health**

4.1.5.1 As a civil service or contractor employee, first line supervisor, or manager; you shall:

- a. Be aware of federal regulations and NASA requirements, including:
  - (1) The Occupational Safety and Health Act and Executive Order 12196, "Occupational Safety and Health Programs for Federal Employees"

<b>JSC Safety and Health Handbook</b>	JPR No.	<b>1700.1K</b>
	Effective Date:	<b>11/25/2013</b>
	Expiration Date:	<b>11/25/2018</b>
	Page Number	Page 4.1-2 of 6

(2) OSHA requirements in 29 CFR 1910, "Occupational Safety and Health Standards, General Industry," 29 CFR 1926, "Occupational Safety and Health Standards, Construction Industry," and 29 CFR 1960, "Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters," for civil service employees

(3) NASA's and JSC's safety and health programs

- b. Be aware of available training opportunities. See SATERN web site: <https://satern.nasa.gov/elms/learner/login.jsp> for safety and health training opportunities and <https://sashare.sp.jsc.nasa.gov/sd/SD3/SitePages/Occ%20Health%20Training.aspx> for information on occupational health training.
- c. Take core safety and health training listed at [http://jscpeople.jsc.nasa.gov/required\\_training.cfm](http://jscpeople.jsc.nasa.gov/required_training.cfm) and:
  - (1) Basic hazard communication and emergency response training when you first report to work and then every year
  - (2) Evacuation Drill every year
  - (3) Other manager or supervisor safety training as required
- d. Know how to recognize hazards.
- e. Actively participate in and support OSHA's Voluntary Protection Program (VPP) at JSC.
- f. Have safety and health training for your job and your employees' jobs such as:
  - (1) Safety and health requirements that apply to your job or your employees' jobs.
  - (2) Hazards you and your employees face on the job and how to control them.
  - (3) Protecting yourself and your employees from injury or illness on the job.
  - (4) Knowing how to select, use, and care for the personal protective equipment you or your employees need.
  - (5) Disciplinary actions you can face for unsafe behavior.
  - (6) What to do in an emergency.
  - (7) Reporting hazards, close calls, and mishaps.
  - (8) Fulfilling your safety and health responsibilities.
  - (9) Any hazard-specific training that is required for activities, including but not limited to: asbestos, lasers, bloodborne pathogens, confined space, fall protection, lockout/tagout or other hazardous operations. See other subject-specific chapters in this Handbook for additional specific requirements.

<b>JSC Safety and Health Handbook</b>	JPR No.	<b>1700.1K</b>
	Effective Date:	<b>11/25/2013</b>
	Expiration Date:	<b>11/25/2018</b>
	Page Number	Page 4.1-3 of 6

#### 4.1.6 Safety and health training for specific jobs

In addition to the requirements in this chapter, you shall follow these standards or requirements as they apply to the work you do.

<b><i>For . . .</i></b>	<b><i>Follow . . .</i></b>
Safety and health training for individual jobs	<ul style="list-style-type: none"> <li>• Individual chapters in this Handbook</li> <li>• 29 CFR 1910, "Occupational Safety and Health Standards, General Industry"</li> <li>• 29 CFR 1926, "Occupational Safety and Health Standards, Construction Industry"</li> <li>• Chapter 7 of NPR 8715.3, "NASA General Safety Program Requirements"</li> </ul>
Certification requirements	<ul style="list-style-type: none"> <li>• Chapter 5.8, "Hazardous operations: safe practices and certification," of this Handbook</li> <li>• Paragraph 7.4 of NPR 8715.3</li> </ul>
A responder to hazardous material releases	<ul style="list-style-type: none"> <li>• Training and certification as required in emergency response to the level of response you will provide in an emergency as described in 29 CFR 1910.120(q)</li> </ul>
A fire warden	<ul style="list-style-type: none"> <li>• Fire warden training taken when first assigned as a fire warden and every 3 years thereafter. Fire extinguisher training is recommended yearly.</li> </ul>
Identified as a "technical expert"	<ul style="list-style-type: none"> <li>• Mishap investigation training</li> </ul>
A facility manager	<ul style="list-style-type: none"> <li>• Facility manager with facility manager fire certification course.</li> <li>• Lockout/tagout course.</li> </ul>

#### 4.1.7 Sources for safety and health training

4.1.7.1 The Safety and Test Operations Division and Occupational Health Branch provide safety and health training to employees. Some training is instructor-led. Computer-based training is available on the JSC Web or through the NASA Headquarters SATERN Web site:

<https://satern.nasa.gov/elms/learner/login.jsp>.

- a. If you are a civil service employee, you are required to take the training you need at the Safety Learning Center, through the SATERN Web site, or from the Occupational Health Branch if it is offered. If the training you need for your job isn't offered, your supervisor shall provide training by any of the following means:
  - (1) Classes or briefings that your organization or other JSC organizations develop
  - (2) Training from sources outside JSC
- b. If you are a contractor, your company shall provide training by any of the following means:
  - (1) Safety Learning Center or Occupational Health Branch classes
  - (2) SATERN computer-based training.
  - (3) Classes or briefings that your company or other JSC organizations develop

<b>JSC Safety and Health Handbook</b>	JPR No.	<b>1700.1K</b>
	Effective Date:	<b>11/25/2013</b>
	Expiration Date:	<b>11/25/2018</b>
	Page Number	Page 4.1-4 of 6

- (4) Training from sources outside JSC
- c. If you develop your own safety or health training classes or courses as a JSC organization or contractor, you shall:
  - (1) Have the Safety and Test Operations Division review outlines for safety-related training.
  - (2) Have the Occupational Health Branch review outlines for health-related training.
- d. For more information on training schedules, check SATERN (<https://satern.nasa.gov/elms/learner/login.jsp>). You may also contact the Safety Learning Center at (281) 483-6369 if you need help finding safety training or the Occupational Health Contractor at (281) 483-6726 if you need help finding health-related training.

**4.1.8 Conducting safety and health training**

4.1.8.1 JSC uses many methods for conducting safety and health training. These methods could range from formal classroom training to informal briefings in the work area. Safety and health trainers are required to know their subjects and provide high-quality training. Safety and health training shall:

- a. Apply to the students' jobs.
- b. Be interesting.
- c. Use different training aids and the latest technology.
- d. Involve the students.
- e. Include student feedback through course evaluations.
- f. Include necessary safety and health information.

**4.1.9 Awareness and motivation for safety and health**

4.1.9.1 JSC provides awareness and motivation for safety and health through:

- a. Information on the Safety and Health homepage at <https://jsc-sma-missp.jsc.nasa.gov/sites/safety/SitePages/Home.aspx>.
- b. Other awareness campaigns including:
  - (1) Posters and videos
  - (2) Alerts and flyers
  - (3) Articles in the Space News Roundup
  - (4) Contests
  - (5) Special events
- c. Rewards for good safety and health performance and awards programs will follow paragraph 1.11 and Appendix C of NPR 8715.3, "NASA General Safety Program Requirements."

<b>JSC Safety and Health Handbook</b>	JPR No.	<b>1700.1K</b>
	Effective Date:	<b>11/25/2013</b>
	Expiration Date:	<b>11/25/2018</b>
	Page Number	Page 4.1-5 of 6

**4.1.10 Responsibilities for training, awareness, and motivation for safety and health**

- a. As a *line manager* at any level, you are responsible for:
  - (1) Identifying training requirements and maintaining training plans for your employees or managers
  - (2) Making sure your employees and managers complete the courses identified in their training plans
  - (3) Reviewing your training requirements yearly to make sure they are still valid
  - (4) Analyzing the hazards of each job your employees do to help you identify what safety and health training they need
  - (5) Keeping your employees and managers up-to-date on any required refresher training
  - (6) Keeping records on the training that you conduct or training from sources outside JSC as described in paragraph 4.1.11 of this chapter
  - (7) Promoting Safety Learning Center and Occupational Health Branch classes that would benefit your organization and encourage attendance by your employees and managers as applicable
- b. The *Safety and Test Operations Division* and the *Occupational Health Branch* is responsible for:
  - (1) Identifying JSC’s overall training needs in consultation with the JSC Human Resources Office and providing training such as classes, videos, or self-study programs to fulfill those needs
  - (2) Making sure training follows federal regulations and NASA and JSC requirements
  - (3) Developing training schedules and promoting safety and health classes.
  - (4) Keeping records of Safety Learning Center and Occupational Health Branch training as described in paragraph 4.1.11 of this chapter
  - (5) Reviewing the contents of training courses annually to include those conducted by NASA and contractor organizations
  - (6) Helping NASA and contractor organizations to prepare, update, and evaluate their training programs
  - (7) Evaluating training effectiveness with employees and managers. Act on these evaluations to improve training
  - (8) Keeping Safety Learning Center and Occupational Health Branch classes up-to-date
  - (9) Involving employees in training activities, such as identifying training needs, developing classes, and teaching classes
- c. The *Human Resources Office* is responsible for:
  - (1) Helping fund safety and health training from outside sources

<b>JSC Safety and Health Handbook</b>	JPR No.	<b>1700.1K</b>
	Effective Date:	<b>11/25/2013</b>
	Expiration Date:	<b>11/25/2018</b>
	Page Number	Page 4.1-6 of 6

- (2) Making sure training from the Safety Learning Center or the Occupational Health Branch is entered into civil service employee training records
- (3) Integrating safety and health training into core training requirements for civil service employees and managers

**4.1.11 Safety and health records and documentation for training**

4.1.11.1 Training records are required to document that employees attend training. At the Center level, the Safety Learning Center and the Occupational Health Branch keep attendance records on their classes. Even though the Safety Learning Center and the Occupational Health Branch keep attendance records, you may also keep your own records to show that you are current on any refresher training. Organizational-level – If you are a line manager or JSC contractor:

- a. Develop your own training; you shall keep documentation of:
  - (1) Who took the training and the date .
  - (2) What the training covered. For this, you may attach outlines or lesson plans.
- b. Get training from outside the Safety Learning Center and the Occupational Health Branch; you shall keep:
  - (1) Proof that your employees took the training and when
  - (2) Handouts or course material
  - (3) Any other useful information, such as who conducted the training

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