

<b>JSC Safety and Health Requirements</b>	JPR No.	<b>1700.1L</b>
	Effective Date:	<b>12/20/2018</b>
	Expiration Date:	<b>12/20/2023</b>
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## **Chapter 1.4 Safety and Health Accountability**

### **1.4.1 Applicability of this chapter**

You are required to follow this chapter if you are a manager at any level.

### **1.4.2 Safety and health accountability for employees**

1.4.2.1 JSC managers shall hold employees accountable for safety and health as follows:

- a. Clearly defining safety and health performance standards during performance planning to include:
  - (1) Clear responsibilities for safety and health protection and providing the necessary authority to carry out those responsibilities . This includes to include general responsibilities listed in this JPR and other assigned responsibilities.
  - (2) The employee's understanding of the hazards he or she is exposed to and how to control them.
  - (3) Any other safety and health factors relevant to the job.
- b. Assessing the employee's performance on the above safety and health factors during performance evaluations, to include action plans to address any issues.

### **1.4.3 Safety and health accountability for JSC managers**

1.4.3.1 JSC managers shall hold subordinate managers accountable for safety and health as follows:

- a. Addressing the following standards in performance planning:
  - (1) Defining the organization's safety and health requirements and liabilities.
  - (2) Making sure the workplace meets all safety and health regulations that apply.
  - (3) Making sure employees and managers have required safety and health training.
  - (4) Making sure employees are aware of the hazards in their workplace, understand needed safeguards, and are trained as required.
  - (5) Establishing and communicating safety responsibilities to subordinate managers and employees.
  - (6) Taking actions to reduce personal injury or unsafe use of facilities and resources.
  - (7) Making sure work areas are completely inspected at least quarterly.
  - (8) Making sure mishaps, close calls, and hazards are promptly and completely investigated.
  - (9) Making sure actions are taken immediately to protect people and property, and long-term actions are developed to prevent recurrence.
  - (10) Discussing safety issues and concerns at staff and group meetings or other forums.
  - (11) Any other safety and health factors relevant to the organization's mission.

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- b. Assessing the subordinate manager's performance on the above safety and health factors during performance evaluations, to include action plans to address any issues.

#### **1.4.4 Safety and health accountability for JSC facility managers**

1.4.4.1 JSC managers shall hold facility managers accountable for safety and health as follows:

- a. Addressing the following standards in performance planning:
- (1) Attending required safety and health training.
  - (2) Issuing and carrying out procedures that meet OSHA, NASA, and JSC safety policies and directives.
  - (3) Reviewing and maintaining plans, procedures, and operations within the facility to manage hazards to personnel or property.
  - (4) Making sure newly identified hazardous operations or imminent dangers to personnel or property are shut down until risks are clearly understood by personnel and corrective actions are taken.
  - (5) Coordinating potentially hazardous operations with the Safety and Mission Assurance Directorate and the Human Health and Performance Directorate.
  - (6) Making sure mishaps in the facility are promptly reported, investigated, and corrected, and facility employees are provided the lessons learned.
  - (7) Making sure operating conditions in the facility are safe.
  - (8) Assuring the facility is completely inspected at least quarterly.
  - (9) Any other safety and health factors relevant to the facility.
- b. Assessing the facility manager's performance on the above safety and health factors during performance evaluations, to include action plans to address any issues.

#### **1.4.5 Documentation for safety and health accountability**

JSC managers shall maintain current performance plans and appraisals and any supporting documentation or contractor equivalent.

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