Kennedy NASA Policy Directive

Effective Date: **October 3, 2021**

Expiration Date: **October 3, 2026**

Responsible Office: **Spaceport Integration and Services**

KSC OCCUPATIONAL MEDICINE PROGRAM

National Aeronautics and Space Administration

John F. Kennedy Space Center

RELEASED - Printed documents may be obsolete; validate prior to use.

Change Log

Date	Revision	Description
2/19/14	A-1	Added KSC Form 6-2 to 4. Applicable Documents, updated form title and repaired form link.
10/24/14	B	Content revalidated as written. Format changes to comply with content and structure of NPR 1400.1, NASA Directives and Charters Procedural Requirements.
10/12/16	C	1. Updated for Center Reorganization, Center Operations to Spaceport Integration and Services 2. Updated for contract change from Medical and Environmental Support Contract to Kennedy Environmental and Medical Contract 3. Deleted reference to Chief Medical Officer 4. Added Delegation for Occupational Medical Officer 5. Redistributed Chief Medical Officer's listed duties to the Occupational Medical Officer 6. Added a measurement/verification
10/3/2021	D	The policy and responsibilities were revalidated as written. Administrative changes include: - Changed Cape Canaveral Air Force Station (CCAFS) to Cape Canaveral Space Force Station (CCSFS) - Changed Patrick Air Force Base (PAFB) to Patrick Space Force Base (PSFB) - Changed Vandenberg Air Force Base (VAFB) to Vandenberg Space Force Base (VSFB) - Changed 45th Space Wing (SW) to Space Launch Delta (SLD) 45

RELEASED - Printed documents may be obsolete; validate prior to use.

1. POLICY

It is Kennedy Space Center (KSC) policy to provide occupational medicine services consistent with National Aeronautics and Space Administration (NASA) directives and standards and the objectives of Federal regulatory agencies, e.g., the Department of Labor's implementing directives of the Occupational Safety and Health Administration. Visitors are afforded only emergency medical services and first-aid care.

2. APPLICABILITY

a. This policy applies to all NASA organizational elements at KSC, Patrick Space Force Base (PSFB), Cape Canaveral Space Force Station (CCSFS), Vandenberg Space Force Base (VSFB), and temporary sites where KSC has jurisdictional responsibility and to their associated contractors and tenants in accordance with the provisions of their respective contracts.

b. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes expected outcome, and "are/is" denotes descriptive material.

c. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

3. AUTHORITY

a. NASA FAR Supplement (NFS) Subpart 1823.70, Safety and Health

b. NASA Policy Directive (NPD) 1800.2, NASA Occupational Health Program

4. APPLICABLE DOCUMENTS AND FORMS

a. NASA Procedural Requirements (NPR) 8715.1, NASA Occupational Safety and Health Programs

b. KSC Form 6-2, Initial Record of Injury/Illness

c. KSC-DES-0176, Occupational Medical Officer

5. RESPONSIBILITY

a. The KSC Occupational Medical Officer is responsible for:

(1) Planning, directing, managing, and administering the overall KSC Occupational Medicine (OM) Program.

(2) Establishing the requirements for, and determining the constituents of, job-related medical examinations and preventive programs and assuring publication of appropriate occupational medicine documents to implement the procedural details of the respective activity or program.

RELEASED - Printed documents may be obsolete; validate prior to use.

(3) Providing professional medical consultation to the Center Director and to heads of primary organizations, as required.

(4) Providing Government employees at KSC with a health services program in accordance with NPD 1800.2.

(5) Serving as the principal KSC point of contact for coordinating medical responsibilities and activities with NASA Headquarters and other space flight organizations.

(6) Implementing established NASA and KSC policies, programs, and plans for medical services at KSC to ensure maximum feasible benefits to the KSC workforce and activities.

(7) Coordinating with the United States Space Force (USSF) Space Launch Delta (SLD) 45 concerning policies, programs, and plans for medical services for KSC workforce and activities at PSFB and CCSFS and with the USSF SLD 30 concerning policies, programs, and plans for medical services for the KSC workforce and activities at VSFB.

(8) Serving as the responsible individual for advising Center officials on significant medical administrative matters which may have an impact on missions, operations, community relations, and the overall health and morale of employees.

(9) Ensuring that the OM contractor prepares, implements, and periodically tests procedures to respond to medical disasters at KSC.

(10) Arranging with Federal, state, and local agencies and community hospitals or groups, etc., to obtain supplemental medical and logistical support in emergencies.

(11) Reviewing budget requirements for the OM Program.

(12) Administering the KSC OM responsibilities identified in NPR 8715.1.

(13) Assuring the aviation medical certification and aerospace medical aspects of NASA flight line operations for KSC operations are implemented.

(14) Serving as the official custodian of all medical records generated by the KSC medical programs.

(15) Serving as the KSC Subsystem Manager for the Privacy Act System of Records, known as NASA 10HIMS (Health Information Management System). NASA 10HIMS covers all KSC occupational health records regardless of the actual computer applications that may store or process them.

b. The NASA Environmental and Medical Contractor, to the extent provided by contract, is responsible for:

(1) Implementing the operational aspects of the comprehensive KSC OM Program.

RELEASED - Printed documents may be obsolete; validate prior to use.

(2) Providing for the security and maintenance of medical records, administered under the contract, in accordance with Federal privacy laws and policy.

(3) Acting as the field representative of the KSC Occupational Medical Officer in clinical aspects of the OM Program implementation.

(4) Providing for consultative services to KSC personnel in matters pertaining to OM.

c. Heads of primary organizations are responsible for:

(1) Evaluating and specifying medical requirements for their organizations and validating requests for medical certification examinations.

(2) Ensuring that requirements for medical support services are forwarded, through the appropriate channels, to Spaceport Integration and Services in sufficient time to permit review and support development.

(3) Ensuring that contracts include provisions requiring compliance with this policy directive.

d. KSC civil service employees are responsible for:

(1) Observing all restrictions and procedural requirements to protect themselves from health hazards including the conscientious use of personal protective equipment, where specified.

(2) Obtaining medical clearance from the KSC Occupational Health Facility (OHF) for return-to-duty for employees who have been unable to report to duty for medical reasons for a period of five or more consecutive workdays. This provision applies to contractor employees as permitted by terms of their contracts and deemed advantageous to the Government. The number of days absent may vary for contractor employees.

(3) Notifying their supervisor and seeking care from the KSC OHF for any injury which occurs on the job and returning KSC Form 6-2 to their supervisor immediately for completion of the supervisor's portion of the form. Supervisors are responsible for completing the appropriate supervisory section within 72 hours and returning it to the appropriate safety office.

e. The Human Resources office is responsible for ensuring that all NASA KSC civil service employees terminating or transferring employment have cleared through the OHF.

f. The Director of Procurement is responsible for including in all contracts the requirement that all contractor personnel terminating or transferring employment clear through the OHF if required by Federal regulation.

g. The Chairperson, NASA Exchange Council, is responsible for ensuring Emergency Medical Services (EMS) are available for the Kennedy Athletic, Recreation, and Social (KARS) Parks I and II recreation areas. KSC or Brevard County EMS may be the first responder to KARS I, depending upon the telephone from which the 911 call

RELEASED - Printed documents may be obsolete; validate prior to use.

is initiated and under the provisions of the KSC/Brevard County mutual aid agreements. KSC EMS is the first responder to KARS II requests for medical assistance.

6. DELEGATION OF AUTHORITY

KSC-DES-0176, Occupational Medical Officer

7. MEASUREMENT/VERIFICATION

Triennial audit of the KSC Occupational Health Program by the NASA Headquarters Office of the Chief Health and Medical Officer and interim KSC self-audits.

8. CANCELLATION

This KNPD cancels KNPD 1810.1, Rev. C, KSC Occupational Medicine Program.



Director

Distribution: TechDoc Library

RELEASED - Printed documents may be obsolete; validate prior to use.