

<b>JSC Safety and Health Requirements</b>	JPR No.	<b>1700.1</b>
	Effective Date:	<b>10/02/2024</b>
	Expiration Date:	<b>10/02/2029</b>
	Page Number	Page 1.4-1 of 2

## **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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	Page Number	Page 1.4-2 of 2

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.