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 JSC managers, the Safety and Test Operations Division, Occupational Health, and the Human Resources Office.

4.1.2 Reason for safety and health training

4.1.2.1 Employees shall have safety and health training so they:

a. Understand the hazards they may be exposed to and how to protect themselves 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 their safety and health responsibilities.

4.1.3 Training plans

4.1.3.1 JSC organizations shall maintain training plans identifying the safety and health training requirements for each position description. Managers 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.

4.1.4 General training or awareness in safety and health

4.1.4.1 Civil service employees, contractor employees, supervisors, and managers 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."

   (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/customcontent/splash_page/ for safety and health training opportunites.

c. Take core safety and health training listed at http://jscpeople.jsc.nasa.gov/required_training.cfm and:

   (1) Basic hazard communication and emergency response training when first reporting 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. Take safety and health training specific to their jobs such as:

   (1) Applicable safety and health requirements.

   (2) Hazards faced on the job and how to control them.

   (3) Protection from injury or illness on the job.

   (4) Knowing how to select, use, and care for required personal protective equipment.

   (5) Disciplinary actions for unsafe behavior.

   (6) What to do in an emergency.

   (7) Reporting hazards, close calls, and mishaps.

   (8) Fulfilling safety and health responsibilities.

   (9) Any hazard-specific training 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 JPR for additional specific requirements.

4.1.5 Safety and health training for specific jobs

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

For . . .	*Follow . . .*
Safety and health training for individual jobs	- Individual chapters in this JPR 29 CFR 1910, "Occupational Safety and Health Standards, General Industry" 29 CFR 1926, "Occupational Safety and Health Standards, Construction Industry" - Chapter 7 of NPR 8715.3, "NASA General Safety Program Requirements"
Certification requirements	- Chapter 5.8, "Hazardous operations: safe practices and certification" - Paragraph 7.4 of NPR 8715.3
A responder to hazardous material releases	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)
A fire warden	Fire warden training taken when first assigned as a fire warden and every 3 years thereafter. Fire extinguisher training is recommended yearly.
Identified as a "technical expert"	Mishap investigation training
A facility manager	- Facility manager with facility manager fire certification course. - Lockout/tagout course.

4.1.6 Sources for safety and health training

4.1.6.1   The Safety and Test Operations Division and Occupational Health 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. Civil service employees shall take required training from Occupational safety or Health, or through the SATERN Web site.

b. If the required training isn't offered, supervisors shall provide training by any of the following means:

   (1) Classes or briefings their organization or other JSC organizations develop.

   (2) Training from sources outside JSC.

c. JSC contractors shall provide training for their employees by any of the following means:

   (1) Safety or Occupational Health classes offered at JSC.

   (2) SATERN computer-based training.

   (3) Classes or briefings your company or other JSC organizations develop.

(4) Training from sources outside JSC.

d. Organizations or contractors that develop their own safety or health training classes or courses as a JSC organization or contractor shall:

(1) Have the Safety and Test Operations Division review outlines for safety-related training.

(2) Have Occupational Health review outlines for health-related training.

e. For more information on training schedules, check SATERN (https://satern.nasa.gov/elms/learner/login.jsp). Contact the Safety Learning Center at (281) 483-6369 for help finding safety training or Occupational Health at (281) 483-6726 for help finding health-related training.

4.1.7 Conducting safety and health training

4.1.7.1 JSC uses different methods for conducting safety and health training. These methods 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 should:

a. Engage students with training aids and interactive technology when appropriate.

b. Involve the students.

c. Include student feedback through course evaluations.

4.1.8 Awareness and motivation for safety and health

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

a. Information on the Safety and Health homepage at URL: 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 follows paragraph 1.11 and Appendix C of NPR 8715.3, "NASA General Safety Program Requirements."

4.1.9   Responsibilities for training, awareness, and motivation for safety and health

a. As a *JSC 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 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.

   (7) Promoting JSC Safety and Health classes that would benefit your organization and encourage attendance by your employees and managers as applicable.

b. The *Safety and Test Operations Division* and *Occupational Health* is responsible for:

   (1) Identifying JSC's overall safety and health training needs in consultation with the JSC Human Resources Office and providing 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) Reviewing the contents of training courses annually to include those conducted by NASA and contractor organizations.

   (5) Helping NASA and contractor organizations to prepare, update, and evaluate their training programs.

   (6) Evaluating training effectiveness with employees and managers. Act on these evaluations to improve training.

   (7) Keeping Safety and Health training material up-to-date.

   (8) 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.

   (2) Integrating safety and health training into core training requirements for civil service employees and managers.

4.1.10   Safety and health records and documentation for training

4.1.10.1   Training records are required to document successful completion of employees' training. At the Center level, training is recorded in SATERN . Organizational-level – JSC managers or JSC contractors who:

a. Develop their own training shall:

   (1) Make sure training is recorded in SATERN for each attendee.

   (2) Keep documentation on what the training covered. Attach outlines or lesson plans.

b. Get training from outside JSC shall keep:

   (1) Keep proof that employees took the training and when,

   (2) Keep handouts, or course material to include who conducted the training.

   (3) Make sure training is recorded in SATERN for each attendee .

NOTE: Contractors who don't use SATERN must document training using their own systems.

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