

DATA REQUIREMENTS DESCRIPTION (DRD)

1a DRD Title Safety and Health Plan – Nonhazardous Services 1B. Data Type: 1	2. Date of current version June 5, 2012	3. DRL Line Item No. MPIC-SA-01	RFP/Contract No. (Procurement completes) NNJ12414367L
4. Use (Define need for, intended use of, and/or anticipated results of data) Establishes Safety and Health Compliance Plan for Contractors providing support to JSC organizations		5. DRD Category: (check one) <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA	
6. References (Optional) OSHA CSP 03-01-003, Voluntary Protection Program (VPP): Policies and Procedures Manual JSC 17773, Instructions for Preparation of Hazard Analysis for JSC Ground Operations JPR 1700.1 JSC Safety and Health Handbook	7. Interrelationships (e.g., with other DRDs) (Optional) MPIC-SA-02, Safety and Health Program Self Evaluation		
8. Preparation Information (Include complete instructions for document preparation) SCOPE: THIS VERSION OF THE SAFETY AND HEALTH PLAN REQUIREMENTS IS RESTRICTED TO SERVICE CONTRACTS PERFORMED PRIMARILY IN NONHAZARDOUS SETTINGS (SUCH AS AN OFFICE ENVIRONMENT) FORMAT and CONTENT: 1. Cover page - to include as a minimum, signatures of Contractor's project manager and designated safety official. Once approved by NASA, the plan will be placed on the contract. 2. Table of Contents. See content below. 3. Body of plan - as required. Contractor's format is acceptable but should be aligned with the elements of the content below. A correlation matrix is recommended. 4. When preparing its plan, the Offeror/Contractor is expected to review all the items below and tailor its plan accordingly. Tailoring is the process of identifying those items that must be performed to assure the safety of the contractor's employees while performing work on the contract. The contractor is part of a larger program – the NASA safety program – which has other contracted employees, civil servants, and other third parties that must be protected from any hazard in the workplace wherever they arise. This includes the following: a. Hazards associated with work done on contractual tasks. b. Hazards that arise from non-contractual operations in the vicinity of contractor's workers. c. Hazards that arise from contractual operations which may affect the safety and health of individuals and assets outside this contract. 5. The plan will clearly identify those resources to be provided by the Contractor and proposed resources to be provided by the Government. This review and supporting rationale is to be made available to the Government as part of this plan. It can be documented as a checklist or outline, inserted directly in the body of the plan, or in any format developed by the Contractor that clearly conveys the results of this review including the basis for any underlying assumptions. For further information, see the LIST OF INSTALLATION PROVIDED FACILITIES AND SERVICES provided in			

this RFP.

6. The plan must cover the prime contractor and all subcontractors.

Details:

1. MANAGEMENT LEADERSHIP AND EMPLOYEE PARTICIPATION

1.0 Management and employees work together as a team to provide a safe and healthful workplace. They are part of a larger safety and health program that involves other employers including but not limited to the government. Management and employee synergies often must work together across contractual lines.

1.1 Policy: Provide the Contractor's safety and health compliance policy statement with the plan. Compare the Contractor's policy statement with those of NASA and OSHA and identify any differences. Provide an explanation of the impact of identified differences and why you have taken this approach. Include all team members participating in the contract in your policy statement.

1.2 Goals and Objectives. Describe your approach to the following:

1.2.1 Specific annual safety and health goals and objectives to be met. Include innovative employee input systems and management approaches that produce a measurable rate of improvement in employee participation. These goals and objectives may or may not be quantifiable. Explain how you will evaluate your accomplishment of these goals and objectives.

1.2.2 Describe methods to be used, if any, to improve on the Days Away Case Rate (DACR), the Total Recordable Injury Rate (TRIR), and the total Days Away plus Restricted Duty plus Job Transfer (DART).

1.3 Management Leadership. Describe how management will demonstrate its commitment to safety and health compliance through visible management activities and fulfill its line management responsibilities for safety and health. Describe specific processes and techniques for implementation in all Contract and subcontract activities and products. Include a statement from the project manager or designated safety official indicating that the plan will be implemented as approved and that the project manager will take personal responsibility for its implementation.

1.4 Employee Involvement. Describe procedures to promote, implement, and sustain employee (e.g., non-supervisory) involvement in safety and health compliance program development, implementation and decision-making. Describe the scope and breadth of employee participation to be achieved so that approximate safety and health risk areas of the Contract are equitably represented. Describe methods to be used to obtain employee buy in and address the behavioral aspects of safety.

1.5 Assignment of Responsibility. Describe line and staff responsibilities for safety and health program implementation. As a minimum, the Contractor will identify the following:

1.5.1 Safety Representative - identify by title the individual who will be responsive to Center-wide safety, health and fire protection concerns and goals, and who will participate in various joint meetings, forums, and other activities related to the JSC Safety and Health program.

1.5.2 Company Physician/Occupational Injury/illness case manager - identify a point of contact who is responsible for the transfer or receipt of medical data and who will be the primary contact for the company in the event any

employee suffers a work related injury or illness by name, address, and telephone number to the JSC Occupational Medicine Clinic, mail code SD32. This will facilitate communication of medical data to Contractor management. Promptly notify the JSC Occupational Medicine Clinic of any changes.

1.5.3 Building Fire Wardens - provide a roster of fire wardens at the start of each Contract year (their names, telephone numbers and pagers, and mail codes) to JSC/Safety & Test Operations Division, mail code NS. Contractor fire wardens are needed to facilitate the JSC fire safety program, including coordination of related issues with NASA facility managers and emergency planning and response officials and their representatives. Fire wardens will be trained in accordance with JPR 1700.1. The Roster shall be maintained by letter to the JSC Safety & Test Operations Division, mail code NS, with copies to the Contracting Officer and the Contracting Officers Technical Representative. The initial letter shall be received by the Government not later than 15 days after contract start.

1.5.4 Designated Safety Official - identify by title the official(s) responsible for implementation of this plan and all formal contacts with regulatory agencies and with NASA.

1.6 Provision of Authority. Describe your approach to maintain consistency of this plan throughout the life of the contract with applicable NASA and JSC requirements and contractual direction as well as applicable Federal, State, and Local regulations.

1.7 Accountability. Describe procedures for ensuring that management and employees will be held accountable for implementing their tasks in a safe, healthful, and environmentally compliant manner. The use of traditional and/or innovative personnel management methods (including discipline, motivational techniques, or any other technique that ensures accountability) will be described and implemented as appropriate.

1.8 Program Evaluation. Describe your approach to safety and health program evaluation. The program evaluation consists of:

1.8.1 [RESERVED.]

1.8.2 Safety and Health Self Evaluation Report - a written self-evaluation report to be delivered at least once per year. (Note: This self evaluation is not the same as the Contractor performance self evaluation but may be used for that purpose if specifically required by the contract.) The self-evaluation shall follow the VPP program evaluation report format found in OSHA CSP 03-01-003, Voluntary Protection Program (VPP): Policies and Procedures Manual, Appendix C, "Format for Annual Submissions", as mandated by the cognizant OSHA regional office. Contractors who have submitted a written self-evaluation as a VPP site may submit their original report to OSHA in lieu of writing a new self-evaluation provided that all action plans and status are updated. The self-evaluation shall as a minimum cover the elements of the approved safety and health plan. The report is required by the JSC Safety and Test Operations Division, mail code NS, by September 30 of each year.

1.9 Miscellaneous Reports. The Contractor will acknowledge the following as standing requests of the Government and to be handled as described below.

1.9.1 Roster of Terminated Employees - identify personnel terminated by the contractor. Send to the JSC Occupational Health Officer, no later than 30 days after the end of each contract year. At the contractor's discretion, the report may be submitted for personnel changes during the previous year or cumulated for all years. Information required:

a. Date of report, Contractor identity, and Contract number.

- b. For each person listed, provide name, social security number, and date of termination.
- c. Name, address, and telephone number of Contractor representative to be contacted for questions or other information.

1.9.2 Material Safety Data Sheets (MSDS) - the Contractor must deliver MSDS for any hazardous materials it brings onto Government property or included in products delivered to the Government. 1 copy of each MSDS will be sent upon receipt of the material for use on NASA property to the JSC Central MSDS Repository (maintained by the JSC Occupational Medicine Occupational Health contractor) along with information on new or changed locations and/or quantities normally stored or used. If the MSDS arrive with the material and is needed for immediate use, the MSDS shall be delivered to the Central MSDS Repository by close of business of the next working day after it enters the site.

1.9.3 Hazardous Materials Inventory – when so directed by Government contract administrators, the Contractor shall compile an inventory report of all hazardous materials in its possessions on Government property. The call for this inventory and instructions for delivery will be issued by the JSC Occupational Medicine Occupational Health contractor, mail code SD33.

1.10 Government Access to Safety and Health Program Documentation. The Contractor shall state in its plan that all safety and health documentation (including relevant personnel records) are to be made available without impediment for inspection or audit to Government safety and health professionals and their representatives. Electronic access by the Government to this data is acceptable as long as Privacy Act and information security requirements are met. For the purpose of this plan, safety and health documentation includes but is not limited to: logs, records, minutes, procedures, checklists, statistics, reports, analyses, notes, or other written or electronic document which contains in whole or in part any subject matter pertinent to safety, health, or emergency preparedness.

1.11 Review and Modification of Safety Requirements. The Contractor may be requested to participate in the review and modification of safety requirements that are to be implemented by the Government including any referenced documents therein. This review activity will be implemented at the direction of the NASA Contracting Officer's Technical Representative (COTR) in accordance with established contractual procedures.

1.12 Procurement. Identify procedures used to assure that procurements are reviewed for safety and health compliance considerations and that subcontracts contain appropriate safety criteria and instructions. Set forth authority and responsibility to assure that NASA safety requirements and tasks are clearly stated (flowed down) in subcontracts.

1.13 [RESERVED.]

2. WORKSITE ANALYSIS

2.0 Worksite analysis is needed to identify hazards and other safety and health threats to employees and valuable assets. The Government has already determined the Contract will provide nonhazardous services which contain a limited number of hazards. Analysis will include primarily the following: developing job hazard analyses for its employees; provisions to protect is employees from hazards in their work areas; inspections of the workplace; investigations of mishaps and close calls; and the submission of safety and health data to the Government.

2.1 ANALYSIS OF Worksite Hazards. The Contractor shall perform the following analyses:

2.1.1 Job Hazard Analysis for Offices. The Contractor is recommended to use the office job hazard analysis template at TBD to establish its office safety program. The template may be amended as need; changes to the JHA will be delivered to JSC Safety and Test Operations Division **for** review and concurrence. The Office JHA will be reviewed periodically with contract personnel and updated as needed. The reviews will be documented and tracked so that each contract employee's review is fully demonstrated.

2.1.2 Hazards from Nearby Operations not in the Contractor's control. The Contractor will be co-located with other Government personnel and contractors who may perform hazardous operations. The contractor will assess these nearby operations for potential threats to its employees and establish controls for their mitigation. This may require coordination with the owner of the nearby operations.

2.2 Industrial Hygiene. Describe your industrial hygiene program and how it will be coordinated with the JSC authorities responsible for industrial hygiene at JSC-administered installations. This includes workplace exposures such as ergonomics. In the event corporate resources are used to determine workplace exposures, copies of all monitoring data shall be provided to JSC Occupational Medicine Occupational Health contractor within 15 days of receipt of results.

2.3 [RESERVED.]

2.4 Inspections. The contractor's plan will include assignments, procedures, and frequency for regular inspection and evaluation of its assigned work areas for hazards and accountability for implementation of corrective measures. In general, 100% coverage of work areas will be inspected every three months. The completion of all inspections will be recorded in the JSC Building Inspection Tracking System (BITS).

2.4.1 The Contractor will describe administrative requirements and procedures for implementation of regularly scheduled inspections of their assigned areas for hazards including coordination of findings with area supervisors, facility managers, and JSC safety and health representatives as needed.

2.4.2 All inspection findings and corrective actions will be documented. In addition, hazards that remain open for more than 30 days will be reported to JSC Safety & Test Operations Division through JSC-safety-report-submittals@mail.nasa.gov. Inspections will identify:

- a. Discrepancies between observed conditions and applicable requirements,
- b. The hazard(s) posed by the discrepancy and the severity and probability of an injury, illness, property damage, or environmental damage.
- c. Corrective measures or controls implemented to eliminate or control the hazard and schedules for completion. This includes interim actions, remedial actions, and final actions.
 - i. Interim Actions are those actions immediately taken to make conditions safe at the point of the inspection.
 - ii. Remedial actions are those actions taken to ensure the same condition does not exist in other areas under the contractor's jurisdiction and if they do, are rendered safe.
 - iii. Final actions are those actions taken to prevent recurrence.
- d. Notification to facility managers, work area supervisors, JSC safety professionals, and JSC health professionals of hazards that pose an imminent or significant risk to safety and health of employees,

operations, or facilities. This may require immediate actions such as evacuations, stop work, or shut down of operations.

e. [RESERVED.]

2.5 [RESERVED.]

2.6 Employee Reports of Hazards - Identify methods to encourage employee participation in JSC's Close Call Reporting System to report observed hazardous conditions and events (e.g., close calls). The Contractor may implement an internal close call reporting system provided features of JSC's closed call reporting system are adopted and close call information is included in the JSC closed call tracking system. The contractor's approach shall not unnecessarily inhibit employee participation in JSC's Close Call Reporting System.

2.6.1 The Contractor will describe steps it will take to create reprisal-free employee reporting with emphasis on management support for employees.

2.6.2 The Contractor will describe methods to be used to incorporate employee insights into hazard abatement and motivation/awareness activities.

2.7 Accident and Record Analysis.

2.7.1 Mishap Reporting and Investigation. The Contractor will describe its approach to mishap notification and response, reporting, investigating, and correcting negative findings that are discovered in its investigations. A full discussion of NASA requirements is found in NPR 8621.1 and JPR 1700.1. Key items from NPR 8621.1 and JPR 1700.1 are identified below and must be included in the safety and health plan.

2.7.1.1 Mishap Notification and Response – the contractor will describe how it will ensure prompt notification of mishaps and how it will respond to such notifications. The expectation is that employees will notify their managers as soon as possible after a mishap to allow a preliminary investigation to secure the scene, identify witnesses, and to safeguard evidence, personnel or property. The contractor will notify the Safety and Test Operations Division, the Contracting Officer, and the Contracting Officer's Technical Representative immediately under the following circumstances:

- a. Fatality, hospitalization, or total or partial permanent disability to one or more persons.
- b. Property damage equal to or greater than \$250,000.
- c. Mishaps involving NASA personnel or NASA property regardless of severity.
- d. Any mission failure.

2.7.1.2 Who performs the investigation – the Contractor shall recognize that the Government may choose to immediately initiate a preliminary investigation including taking custody of the mishap scene and the collection of witness statements as a prelude to a Government investigation. Factual evidence will be made available for the contractor's investigation at a time to be determined by the Government Investigating authority.

2.7.1.3 Initial Reporting – the contractor will provide an initial report within 24 hours of the mishap containing basic information that identifies personnel injured, the property damaged or lost, and the name and contact information of the appointing official and investigator. NASA Form (NF) 1627 (found at <http://jschandbook.jsc.nasa.gov/>) will be used as a guide for the initial report. This report will be required for:

- a. All mishaps and close calls (as defined by NPR 8621.1B) which occur onsite at a JSC-administered establishment. This includes Government owned and contractor operated facilities.

- b. All type A and B mishaps at contractor and third party facilities when the mishap is a direct result of work performed on the contract.
- c. All type C property damage mishaps at contractor and third party facilities when the mishap is a direct result of work performed on the contract.

2.7.1.4 Interim Reporting. The contractor is expected to submit interim reports that bring attention to specific issues such as product safety or performance defects; procedural issues; or other items of an urgent nature requiring an immediate and timely intervention by other parties. The contractor may use its own format for interim reports.

2.7.1.5 Mishap Investigation. The Contractor will investigate all mishaps it incurs while performing contract work. The investigation will include a determination of the root causes, findings, contributing factors, and recommendations for corrective action. The results will be documented in the contractor's format. All mishaps reported to the Government will require delivery of the contractor's mishap investigation report (the standard is within ten working days for routine mishaps). If more time is needed, coordination with the Contracting Officer and NASA safety managers will be required. The Government may establish a delivery date up to 75 days after the mishap investigation begins. The contractor's final report shall identify which parts of the report are proprietary for business reasons or otherwise controlled for reasons of security. The Government reserves the right to initiate release of the report in accordance with processes specified in NPR 8621.1.

2.7.1.6 Corrective Actions. The Contractor will provide a corrective action plan that is traceable to findings, root causes, contributing factors, and recommendations. Each corrective action will be assigned to a specific assignee with estimated completion dates. The contractor will be responsible for notifying the Government of completion dates and changes in the schedule. Actions assignable to the Government or other parties will be so indicated.

2.7.1.7 Lessons Learned. If requested by the Government, the Contractor will identify develop and submit lessons learned suitable for inclusion in the JSC Lessons Learned Database in accordance with JPR 2310.1, JSC Organizational Learning Program. A negative report that there are no candidate lessons may be acceptable. Candidate lessons (including a negative report as appropriate) will be included with the investigation report as an appendix.

2.7.2 Trend Analysis – Provide trend analysis data as follows.

- a. Accident/Incident Summary Report - The Contractor shall prepare and deliver Accident/Incident Summary Reports as specified on JSC Form 288, "Accident/Incident Statistics" as revised. All new and open mishaps, including vehicle accidents, incidents, injuries, fires, and close calls shall be described in summary form along with current status and updated monthly until the case is closed. Negative reports are also required monthly. Report frequency is monthly; date due is the 10th days of the month following each month reported. Report to be delivered to the Safety and Test Operations Division, mail code NS, or by attaching to an e-mail and transmitting to JSC-Safety-Report-Submittals@mail.nasa.gov.
- b. Log of Occupational Injuries/Illnesses - For each establishment on and off NASA property that performs work on this Contract, the Contractor shall deliver, to the Government, a copy of its annual summary of occupational injuries and illnesses (OSHA 300 and OSHA 300A) as described in Title 29, Code of Federal Regulations, Subpart 1904.5. If the Contractor is exempt by regulation from maintaining and publishing such logs, data equivalent to the OSHA log but in Contractor's format is acceptable. Data shall be compiled and reported by calendar year and provided to the Government within 45 days after the end of the year to be reported (e.g. not later than February 15 of the year following) or as soon as possible after contract termination.

3. HAZARD PREVENTION AND CONTROL

3.0 Once hazards are identified, they must be eliminated or controlled to lessen the risk to personnel, facilities, and the work environment. This section builds on worksite analysis described in section 2.0 above.

3.1 Identified hazards must be eliminated or controlled. In the multiple employer environment of the Center, it is required that hazards including discrepancies and corrective actions be collected in JSC's center wide Hazard Abatement Tracking System (HATS) for risk management purposes. Describe your approach to implementing this requirement.

3.2 Appropriate Controls. The contractor will select and implement controls necessary to mitigate hazards to an appropriate level of risk. Refer to the hazard reduction precedence sequence for details (see JPR 1700.1). Describe how you will identify and accept any residual risk. Describe how you will verify the initial and ongoing effectiveness of controls. The Contractor will describe how it will coordinate the acceptance of risk with facility managers and safety, health, and emergency authorities at NASA.

3.3 [RESERVED.]

3.4 Written Procedures. Identification of methods to assure that the relevant hazardous situations and proper controls are identified in procedural documentation. Procedures will be developed in a format suitable for use as safety documentation (such as a safety manual or workbook) and be readily available to personnel as required to safely perform their duties.

3.5 to 3.10 [RESERVED.]

3.11 Medical (Occupational Healthcare) Program. Discuss implementation of JSC's "Clinic First" policy when on site to include return to work policies and the use of Government provided medical and emergency facilities for the initial treatment of occupational injuries/illnesses. Discuss your need for a medical surveillance program and injury/illness case management to evaluate personnel and workplace conditions to identify specific health issues and prevent degradation of personnel health as a result of occupational exposures. Discuss your approach to Cardiopulmonary Resuscitation (CPR), first aid, and use of emergency fibrillation equipment.

3.12. [RESERVED.]

3.12.2 Personnel Awareness of Hazards. Discuss your approach to communicate unsafe conditions and approved countermeasures to your employees. Discuss your approach to communicating such conditions to the Government and other Contractors whose personnel may be exposed to such unsafe conditions. Discuss communications with Facility Managers.

3.12.3 [RESERVED.]

3.13 Disciplinary System. Describe your system for ensuring safety and health discipline in your personnel (including subcontractors). Describe your approach to modifying personnel behaviors when personnel are exhibiting discrepant safety and health performance.

3.14 Emergency Preparedness. Provide details on your approach to emergency preparedness and contingency planning which addresses fire, explosion, inclement weather; 29 CFR 1910.120 (HAZWOPER); and local, regional, and

national incidents at JSC as proscribed by JPD 1040.2, JSC Emergency Preparedness Program and JPR 1040.4, JSC Emergency Preparedness Plan. Include how you will protect employees and facilities, and how you will notify JSC emergency forces including emergency dispatcher, safety hotline, director's safety hotline, etc. Include with this plan your pre-planning strategies and how they will be implemented through procedures, training, drills, etc. Identify your methods and schedules to verify emergency readiness. Describe how your employees will be able to locate and be knowledgeable in appropriate emergency action plans.

4. SAFETY AND HEALTH TRAINING

4.0 Employees (including management and supervisors) must be trained on the responsibilities to protect themselves and the facilities and operations in which they work. The results of worksite analyses and hazard prevention and control feed the resulting training programs. Timely feedback from trainees is critical to ongoing improvement of training material and course content.

4.1 Describe the Contractor's training program including identification of responsibility for training employees to assure understanding of safe work practices, hazard recognition, and appropriate responses for protective and/or emergency countermeasures, including training to meet Federal, State, and Local regulatory requirements.

4.2 Describe approach to identifying training needs including traceability to exercises such as job safety analyses, performance evaluation profiles, hazard analyses, mishap investigations, trend analyses, fire drills, etc. Discuss your approach to written exams (a NASA requirement) and other methods to establish trainee proficiency.

4.3 Describe approach to training personnel in the proper use and care of personal protective equipment (PPE) if appropriate.

4.4 Discuss tailoring of training towards specific audiences (management, supervisors, and employees) and topics (safety orientation for new hires, specific training for certain tasks or operations). Discuss methods to obtain feedback on the success of the training.

4.5, 4.6 [RESERVED.]

4.7 Discuss approach to making all training materials and training records available to NASA and its representatives and other Federal, state, and local agencies for their review upon request.

9. OPR: JSC Safety and Test Operations Division, mail code NS

10. FIRST SUBMISSION DATE:

Initial Submission: Initial Plan is submitted with the proposal. Upon NASA approval, the Contractor's Safety and Health Plan is incorporated into the contract as Section J-5.

Subsequent Revisions to the Plan: Review the plan annually (or more frequently as directed by the CO). The plan shall be updated to meet the latest OSHA, JSC, and VPP requirements. Provide a copy of the updated plan with the changes highlighted to the distribution list above at the start of each Contract year. If no changes are required after the annual review, notify the individuals in the distribution list in writing to that effect.

Other Deliverables: The requirements for this plan as detailed in the instructions on plan content below include instructions for specific reports and data to be submitted to the Government. These instructions are to be included in

the plan and represent contractual commitments by the Contractor to provide this information. The reports and deliverables include the following (along with paragraph references):

- 1.5.2 Company Physician/Occupational Injury/illness case manager – at contract start and as revised.
- 1.5.3 Building Fire Wardens (Roster)
- 1.5.4 Designated Safety Official
- 1.8.2 Safety and Health Self Evaluation Report
- 1.9.1 Roster of Terminated Employees
- 1.9.2 Material Safety Data Sheets (MSDS)
- 1.9.3 Hazardous Materials Inventory
- 2.1.1 Job Hazard Analysis for Offices (when revised after contractor review)
- 2.4 Inspection results entered in Building Inspection Tracking System (BITS)
- 2.6 Close calls forwarded to JSC close call tracking system
- 2.7.1 Mishap reporting
- 2.7.2.a JSC Form 288, "Accident/Incident Statistics"
- 2.7.2.b OSHA logs

11. MAINTENANCE: Electronically

12. COPIES/DISTRIBUTION:

After the plan is approved by NASA, the CO will retain the plan in the Contract file. The Contractor will send additional copies to each of the following:

Contracting Officer (1 hard copy and 1 electronic copy by email or CD)

NS/Safety and Test Operations Division (1 electronic copy by email or computer diskette)

JSC Occupational Health Officer (1 hard copy)

JSC Emergency Preparedness Office (1 hard copy)

13. REMARKS: None