

ANNEX 6.1

SAFETY AND ENVIRONMENTAL HEALTH

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6.1 SAFETY & ENVIRONMENTAL HEALTH

6.1.1 SCOPE OF WORK

This Annex identifies the Safety and Environmental Health Services required to be provided by the Contractor at the John C. Stennis Space Center (SSC).

6.1.2 GENERAL REQUIREMENTS

6.1.2.1 Management and General Requirements. The Contractor shall furnish all resources as specified in Annex 1.

6.1.2.2 6.1.2.2 General Limitations and Clarifications. The Contractor shall be in compliance with all applicable Federal, State, and Local laws; Presidential Executive Orders; NASA Policy Directives; NASA Policy Guidance; and Stennis Procedures and Guidelines. The Contractor shall ensure that all employees are knowledgeable of, and comply with, all appropriate Safety and Environmental Health requirements, including personnel certifications. Maintenance and operations of some Safety and Environmental Health systems and equipment are covered in other annexes of this contract.

The contractor shall establish and accomplish a program that is directed toward avoiding loss of life, injury to personnel, damage to equipment or property, mission or test failures, or undue risk.

Safety and environmental health shall be promoted and safety awareness shall be encouraged through the Contractor program. Safety and environmental health risks shall be managed through the systematic identification, assessment and control of hazards and their associated risks. Due to the high potential of unforeseen circumstances occurring over the course of this contract, the contractor must have at least one safety & environmental health professional on staff and available each work day unless otherwise approved by the Contracting Officer (CO).

The Contractor shall provide center-wide safety and environmental health services, including those to meet resident agency demand, consistent with

the requirements of the SSC Safety and Health Procedures and Guidelines (SPG 8715.1), OSHA requirements and other government safety regulations, as applicable. These services will include, but are not limited to, performing periodic SSC-wide facility safety and environmental health inspections; operating and maintaining a SSC Safety Library consisting of generic and SSC-specific safety documents; compiling and reporting safety statistical information; administering SSC-wide industrial safety and health awareness program; monitoring workplace environment for health hazards; maintaining and operating a controlled "Safety-Crib" for storage and issuance of protective equipment.

The Contractor shall immediately address any questions, concerns, or problems, which prevent compliance with the applicable standards or any terms of this Annex to the CO.

Workplace Monitoring

Based on information gained during annual baseline Environmental Health surveys and subsequent yearly walk throughs, workplace monitoring plans will be developed by the cognizant Safety Professional or Industrial Hygienist. All employees exposed to toxic chemicals and/or harmful physical agents will be monitored with results being forwarded to Occupational Health Services (Annex 8).

The monitoring plan will be based on a sampling strategy designed to obtain samples representative of actual exposures in such a way as to minimize any bias involved in the process.

6.1.2.3 Documentation & Information Management Systems

All submittals, documents, logs, records, analytical results, and procedures developed in accordance with this Annex's requirements or which demonstrate compliance with laws and regulations shall be prepared using the SSC Office Automation computer software suite of programs (i.e. Microsoft Word, Excel, Access, Powerpoint, etc.) and will become the property of the Government. All documentation shall be maintained in the official NASA files in accordance with the latest version of the NASA SSC Safety & Mission Assurance (S&MA) Office

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File Plan. Several databases and applications are mentioned. In many cases described in this Annex, requirements or deliverables include the electronic maintenance of information (e.g., databases, schedules). These databases, applications, and documents are to be maintained by the contractor on the server designated for use by S&MA. This server will be maintained by the ODIN contractor. Much of this information is accessible to the SSC community as a Safety and Environmental Health service on the S&MA Homepage. Where applicable, the FOS contractor is responsible for maintaining and updating information on the S&MA Homepage.

6.1.2.4 Facilities & Equipment

6.1.3 DEFINITIONS/ACRONYMS

CoF – Construction of Facilities

Environmental Health - The science devoted to the recognition, evaluation, and control of the occupational and environmental hazards or stresses arising in or from the work place that may cause sickness, impaired health and well being, or significant discomfort and inefficiency among employees.

FMEA – Failure Modes and Effect Analysis

GIDEP – Government Industry Data Exchange Program

HAZMAT – Hazardous Materials Training

HAZWOPER – Hazardous Waste Operations and Emergency Response

Industrial Hygiene - The science concerned with the control of environmental health hazards or stresses, that arise out of or during the course of employment. It is devoted to the recognition, evaluation, and control of those environmental factors - chemical, physical, biological, and ergonomic - that may cause sickness, impaired health, or significant discomfort to employees or resident of the communities.

IRIS – Incident Reporting Information System

LLIS – Lessons Learned Information System

NASA Direct - Procurements made exclusively through NASA Procurement.

Occupational Health - Discipline which encompasses the areas of occupational medicine (physical fitness, employee assistance, nutrition, cafeteria's and food sanitation, worker's compensation, and health education and wellness) and environmental health (industrial hygiene, radiological health, and environmental sanitation.)

Occupational Medicine - The discipline related to minimizing sick absences and reduced productivity due to marginal physical disability, permanent disability, or premature death.

OSHA – Occupational Safety and Health Administration

RSO - Radiation Safety Officer

S&H – Safety and Health

S&MA – Safety and Mission Assurance

SSC Safety Library - A central repository for the storage and access of safety related information including safety videos, cd roms, books, promotional materials, training aids, and any other safety tools which will function to enhance program effectiveness and awareness.

SSC Safety Crib - The repository for safety related gear such as PPE (hard hats, ear plugs, safety glasses, etc.), other safety consumables such as caution tape, safety harnesses as well as diagnostic equipment. (See TRL for inventory data.)

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6.1.4	Safety and Environmental Health Program	<p>Establish and accomplish a Safety and Environmental Health Program to ensure compliance with applicable Federal, State, and local laws and requirements (including NASA & SSC policies and requirements) to provide a safe and healthful work environment.</p> <p>The Contractor shall perform tasks to avoid loss of life, injury to personnel, damage to equipment or property, mission or test failure, to undue risk.</p>	1 Program	Requirements of 6.1.2
6.1.4.1	Safety & Health Plan (DR 6-SA01)	Prepare and submit Safety & Health Plan per DR.	Annual Plan	Conformance with DR.
6.1.4.2	Safety and Environmental Health Program Self Assessment and Implementation Report (DR 6-SA02)	Develop and submit the Safety and Environmental Health Program Self-Assessment and Implementation Report per DR.	Annual Report	Conformance with DR.
6.1.4.3	System Safety Database Report (DR 6-SA04)	Maintain the FOSC system safety database on the NASA S&MA server and report on a quarterly per DR	Annual Report 15 hazard analyses per year	Conformance with DR.
6.1.4.4	OSHA Report (DR 6-SA05)	Prepare and submit report per DR.	Annual Report	Conformance with DR.
6.1.4.5	NASA Occupational Health Self Assessment Report (DR 6-SA06)	Prepare and submit per DR.	Annual Report	Conformance with DR.
6.1.4.6	Facility Safety and Environmental Health Inspection Report (DR 6-SA10)	Develop and submit a report of activities related to the inspection of all SSC facilities, including discrepancy, inspection date, notification to responsible organization and planned/resultant abatement. Notify the CO of significant findings which require immediate management attention.	Annual Report	100% facility coverage. A minimum of 20% of all inspections must be completed per quarter, with time between inspections' per facility not to exceed 18 months. Conformance with DR.
6.1.4.7	Construction Operations Safety	Verify safe construction operations for projects specified by NASA SSC CoF and Minor Construction, Renovation	1028 Construction area inspections per	29 CFR 1926 SPG 8715.1

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		and Repair (MCRR) schedules. Operational coverage to include, but not limited to “NASA Direct” and Resident Agency projects.	year.	NHB 1700.1 (VI-B)
6.1.4.8	Confined Space Inventory (DR 6-SA11)	Provide an annual confined space inventory (permit-required) for facilities, systems and equipment under the responsibility of the contractor, and compile the annual confined space inventory for all companies and resident agencies by organization at SSC per DR.	Annual Report	Conformance with DR.
6.1.4.9	Radioactive Source Inventory and Audit Activities Report (DR 6-SA12)	Solicit information from all SSC Radiation Safety Officers, compile, and submit the SSC Radioactive Materials Inventory per DR.	Annual Report	Conformance with DR.
6.1.4.10	Safe Atmospheric Verifications	Provide safe atmospheric verification services that are responsive to the SSC customers.	3210 verifications per year	
6.1.4.11	Mishap Notification, Investigation, and Corrective Action Report (DR 6-SA13)	Investigate mishaps, incidents and close calls in accordance with the latest version of NASA guidelines and this contract. Notify the NASA S & MA of all mishaps (including close calls) immediately, followed by submittal of the initial mishap report (NASA Form 1627) within 24 hours. Assure that all corrective actions identified in the “NASA approved” corrective action plan are completed.	Contractor determined	Conformance with DR
6.1.4.12	Incident Reporting Information System (IRIS) Input (DR 6-SA14)	Report all accidents or mishaps of Type A, B, & C incidents, close calls and mission failures. IRIS is NASA provided system software and maintained by Marshall Space Flight Center to allow for tracking and treating injuries, illnesses, and other significant losses.	Contractor determined	Conformance with DR.
6.1.4.13	Accident/Incident Summary Report (DR 6-SA15)	Report accident and incidents per DR.	Monthly Report	Conformance with DR.
6.1.4.14	Lessons Learned Information System (LLIS) Input	In an effort to improve understanding of hazards, prevent the occurrence of accidents, and suggest better ways of implementing system safety programs,	Required for all mishaps under formal investigation	Lessons learned submittal required within 20 working days of NASA Form 1627 ,

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		<p>Lessons Learned shall be developed during the performance of management and technical functional activities and subsequently disseminated to the NASA SSC LLIS Center Data Manager for approval.</p> <p>Submit lessons learned into the web-based NASA LLIS from such occurrences as mishaps and close calls.</p>		<p>Corrective Action Plan completion.</p> <p>SPG 8715.1 NPD 8710.2</p>
6.1.4.15	SSC Safety and Health Awareness Plan (DR 6-SA17)	Develop and provide for NASA review a SSC site-wide Safety and Health Awareness Plan. The contractor shall implement safety and health awareness activities and campaigns aimed at motivating SSC employees, including resident agencies and support contractors, to strive for a mishap-free and healthy work environment.	<p>Annual Plan 4 Newsletters 1 S&H Day 4 S&H Council Meetings 48 Slogan Changes</p>	<p>Conformance with DR. Safety awareness annual plan will be submitted by October 31, for each calendar year.</p>
6.1.4.16	SSC Safety and Environmental Training and Certification Report (DR 6-SA18)	Develop, coordinate and implement a safety and environmental training program for SSC personnel, including NASA, contractors and resident agencies. Products will include training curriculum, training records, and a Safety Library. Remain cognizant of safety and environmental industry training standards and curriculum. Training course list (provided in DR 6-SA18) may be modified with the approval of the CO. Training courses will be provided at SSC and during normal SSC working hours; maintain SSC training/certification database on SSC server and S&MA web site for all courses completed.	<p>Annual Report 150 Training Sessions</p>	<p>Conformance with DR.</p> <p>Training courses will be conducted on schedule.</p>
6.1.4.17	Maintain Safety and Environmental Training Schedules	Develop monthly training course schedules based on SSC's goals and mission. Provide OSHA required safety and health training courses. Maintain training schedule(s) on the SSC S&MA Homepage and keep an archived hard copy of the completed training records available for NASA review upon request. The Contracting Officer may add or delete course subject titles from those listed in DR 6-SA18.	<p>Monthly</p>	<p>Training schedules for each month will be provided two months prior to the beginning of the training month.</p>

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6.1.4.18	Reserved			
6.1.4.19	Annual Awareness Briefing	Provide an annual briefing to NASA, resident agencies and contractors as to the location of Asbestos-Containing Material and lead coatings. Provide an awareness briefing to both environmental and safety representatives of each, and provide documentation that can be used by the representatives in informing their employees.	Annual briefing	Conformance with DR.
6.1.4.20	Food Service Sanitation Inspection Report (DR 6-SA20)	Perform inspections and provide reports per DR.	Monthly inspections; Quarterly Report.	Conformance with DR. Timely inspections and corrective action report.
6.1.4.21	SSC Employee Environmental Health Database and Report (DR 6-SA22)	Update database and provide quarterly report per DR.	Database updated within 30 days of action. Quarterly Report	Conformance with DR.
6.1.4.22	Workplace Monitoring Database and Report (DR 6-SA28)	Perform occupational exposure monitoring and report results per DR. Conduct asbestos surveillance monitoring annually in buildings 1000, 1100, 1200, 2101, and 2201. Maintain the database and report per DR.	Quarterly Report	Conformance with DR. 1 sample per 3500 square feet of building. Minimum of 1200 liters of air per sample. Database is current within 30 days of sample collection.
6.1.4.23	Safety & Environmental Health Investigations	Provide safety and environmental health investigations and/or regulatory expertise. Provide report of findings and recommendations to requestor. Examples of Safety and Environmental Health areas of investigations include Indoor Air Quality, Ergonomics, and Personal Protection Equipment (PPE).	130 Requests per year Average of 4 hours per request	Reference 6.1.2