

(11-28-05 Administratively changed to revise organization title from Spaceport Services to Center Operations within the document)

Kennedy NASA Policy Directive

Effective Date: September 28, 2004

Expiration Date: September 28, 2009

Responsible Office: Center Operations

KSC OCCUPATIONAL MEDICINE PROGRAM

**National Aeronautics and
Space Administration**

John F. Kennedy Space Center

1. POLICY

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

2. APPLICABILITY

This Policy applies to all NASA organizational elements at the Kennedy Space Center, Cape Canaveral Air Force Station (CCAFS), Vandenberg Air Force Base, and temporary sites where KSC has jurisdictional responsibility, and to their associated contractors and tenants in accordance with the provisions of their respective contracts.

3. AUTHORITY

- a. NPD 1800.2 (as revised), NASA Occupational Health Program
- b. NASA FAR Supplement (NFS) Subpart 1823.70, Safety and Health

4. REFERENCES

- a. NPR 8715.1 (as revised), NASA Safety and Health Procedural Requirements – Occupational Safety and Health Programs
- b. NPD 8900.1 (as revised), Medical Operations Responsibilities for Human Space Flight Programs
- c. KNPD 3792.1 (as revised), KSC Employee Assistance Program (EAP)
- d. 21 CFR Part 1300, Controlled Substances Act of 1970
- e. KBM-ST-2.1 (as revised), Medical Standards for John F. Kennedy Space Center and Cape Canaveral Air Force Station, FL

5. RESPONSIBILITY

1. The KSC Chief Medical Officer is responsible for:
 - a. Planning, directing, and managing the overall KSC Occupational Medicine Program.
 - b. 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.
 - c. Providing professional medical consultation to the Center Director, and to heads of primary organizations, as required.

- d. Providing Government employees at KSC with a health services program in accordance with NPD 1800.2 (as revised).
 - e. Serving as the principal KSC point of contact for coordinating medical responsibilities and activities with NASA Headquarters and other space flight organizations.
 - f. Interfacing with the 45th Space Wing (45SW) concerning medical services for KSC workforces and activities at the CCAFS and with the 30th Space Wing (30SW) concerning such services for KSC workforces at Vandenberg Air Force Base.
 - g. Serving as the official custodian of all medical records generated by the KSC/CCAFS medical programs.
 - h. Serving as Subsystem Manager and implementing PL 93-579, "Privacy Act of 1974," for all medical records under 10HIMS KSC-6, including CCAFS "Active" medical records generated on or after March 1, 1971, and such other medical records subsystems as may be generated for KSC/CCAFS programs and functions.
 - i. Ensuring that CPR and first-aid training is provided by the Joint Base Operations Support Contractor's Occupational Medicine and Environmental Health Services (OMEHS) for the following personnel:
 - (1) KSC Close Out Crew, Fire Rescue Teams, Ice Team, Red Crew Group #1, and KSC Safety representatives assigned to each contingency crew.
 - (2) KSC Security.
 - (3) KSC/CCAFS personnel required to work in remote areas.
2. The Occupational Medicine Officer is responsible for:
- a. Administering the KSC Occupational Medicine Program.
 - b. Implementing established NASA and KSC policies, programs, and plans for medical services at the Kennedy Space Center to ensure maximum feasible benefits to the KSC workforce and activities.
 - c. Coordinating with 45 SW concerning policies, programs, and plans for medical services for KSC/CCAFS workforce and activities at the CCAFS and with 30 SW concerning policies, programs, and plans for these services for the KSC workforce at Vandenberg Air Force Base.
 - d. Assuring the placement of the medical portion of the application for physical disability retirement in the medical record for civil service employees.
 - e. 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.

- f. Ensuring that the Occupational Medicine contractor prepares, implements, and periodically tests the KSC medical disaster plan.
 - g. Arranging with Federal, State, and local agencies and/or community hospitals or groups, etc., to obtain supplemental medical/logistical support in emergencies.
 - h. Reviewing budget requirements for the Medical Program.
 - i. Administering the Occupational Medicine responsibilities identified in NPR 8715.1 (as revised).
 - j. Assuring the aviation medical certification and aerospace medical aspects of NASA flightline operations at the KSC Shuttle Landing Facility (SLF) and advising other authorities (e.g., Patrick Air Force Base (PAFB) and JSC flight surgeons) on same at NASA hangar and ramp at PAFB.
3. The J-BOSC Occupational Medicine and Environmental Health Contractor, to the extent provided by contract, is responsible for:
- a. Implementing the operational aspects of the comprehensive NASA and USAF OMEHS Programs at KSC and CCAFS.
 - b. Providing for the maintenance of medical records as the administrator for the specified system of records in accordance with the Privacy Act.
 - c. Acting as the field representative of the KSC Occupational Medicine Officer in clinical aspects of the OM program implementation.
 - d. Providing for consultative services to KSC/CCAFS personnel in matters pertaining to Occupational Medicine.
4. The managers of program and project offices are responsible for:
- a. Evaluating and specifying medical requirements for their respective programs/projects and validating requests for medical certification examinations.
 - b. Coordinating program/project requirements with Center Operations for feasibility and impact on KSC operations.
5. Heads of primary organizations are responsible for:
- a. Ensuring that requirements for medical support services are forwarded, through the appropriate channels, to Spaceport Services in sufficient time to permit review and support development.
 - b. Complying with the provisions of NPD 8900.1 (as revised) when preparing test and checkout procedures.
 - c. Ensuring that contracts include provisions requiring compliance with this Instruction.

6. KSC civil service employees are responsible for:
 - a. Observing all restrictions and procedural requirements to protect themselves from health hazards, including the conscientious use of personal protective equipment, where specified.
 - b. Obtaining medical clearance from one of the KSC Occupational Health Facilities 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.
 - c. Notifying their supervisors and seeking first-aid care from the KSC Occupational Health Facilities for any injury which occurs on the job.
7. The Personnel Officer is responsible for ensuring that all NASA/KSC and civil service tenant employees terminating or transferring employment have cleared through Center Operations/Occupational Medicine and Environmental Health Services.
8. The Director, Procurement Office, is responsible for including in all contracts the requirement that all contractor personnel terminating or transferring employment clear through Center Operations/Occupational Medicine and Environmental Health Services if required by KSC Medical Standards.
9. The Chairperson, NASA Exchange Council, is responsible for ensuring the Emergency Medical Services (EMS) are available for the KARS recreation areas. KSC and/or Brevard County EMS may be the first responder to KARS I, depending upon the telephone from which the call to 911 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. CANCELLATION

This KNPD cancels and supersedes KMI 1810.1, KSC Occupational Medicine Program

Director

Attachment A: Provisions, Civil Service Worker's Compensation, and Skin Cancer Prevention
Distribution: Tech Doc Library

ATTACHMENT A

GENERAL PROVISIONS, CIVIL SERVICE WORKER'S COMPENSATION
AND SKIN CANCER PREVENTION

1. GENERAL PROVISIONS

The Occupational Medicine Programs for KSC employees at KSC, Vandenberg Air Force Base, and CCAFS include, but are not limited to, the following:

1. Program Goals

General goals are: To minimize sick leave, absenteeism, injury, disability, and premature death; to assure optimal working conditions with consideration of the total person; and to increase efficiency, productivity, and quality assurance as these are affected by the health and well-being of the employee.

2. Specific Program Elements

The KSC Occupational Medicine Program shall include, but not be limited to, the following:

- a. Providing evaluation, treatment, stabilization, and referral (as appropriate) of sick, injured, or troubled employees.
- b. Providing, as required, medical evaluations of employees for job-related activities.
- c. Collecting, updating, maintaining, safeguarding, and controlling distribution and use of medical and epidemiological information related to the health and well-being of the KSC workforce. This also encompasses conducting studies directed specifically toward better understanding of causes and mechanisms of occupational medicine health problems in order to solve, minimize, or eliminate such problems.
- d. Providing medical support to flight missions and mission-related research and technology programs required at KSC.
- e. Establishing and operating a voluntary physical exercise program.

3. Medical Services

- a. Providing emergency evaluation and first treatment of injuries or illnesses within the competence of the on-duty professional staff and the capability of equipment and facilities.

b. In cases when necessary first treatment is outside the capability of available staff and/or facilities, providing ambulance transportation for patients, to include emergency transportation, to a suitable medical facility.

NOTE: The determination of what constitutes emergency will be made by professional medical staff only.

c. Providing health examinations as delineated in KBM-ST-2.1 (as revised), "Medical Standards for John F. Kennedy Space Center and Cape Canaveral Air Station, FL."

d. Administering medications and providing medical treatment and other therapeutic measures required, at the judgment of the attending physician. This service is made available under the conditions and within the limitations described below, in accordance with 21 CFR, part 1300, Controlled Substances Act of 1970.

(1) Occupational Injuries/Illnesses. Limited only by the available facilities and the professional capabilities of the medical staff, or by statutory authority.

(2) Non-occupational Injuries/Illnesses. Limited to emergency first care, or, as needed, to establish the provisional diagnosis to determine a need for further evaluation by the employee's personal physician. Therapy may be provided to enable an employee to remain at work for the remainder of the current work shift; or interim care may be provided prior to arrangement for private medical attention.

(3) Diagnosis, Treatments, and Medications. Limited to services requested in writing by the employee's personal physician, when such a procedure is advantageous to the Government (precludes excessive work-time loss), when approved by the KSC Chief Medical Officer or the J-BOSC Medical Director, when the services are within the capability at KSC/CCAFS, and when the necessary directions or medications are furnished by the employee.

(4) Immunizations. Required by regulations or job assignment; other immunizations, on a mass basis, which are approved by the Spaceport Services or recommended by the Manager, Occupational Health Program (NASA).

e. Managing and implementing the KSC Employee Assistance Program as described in KNPD 3792.1 (as revised).

f. Managing and operating a voluntary physical exercise program (according to NPD 1800.2, as revised) for all Federal employees and for contractors, when specifically permitted by terms of their contracts and deemed advantageous to the Government.

g. Implementing and conducting preventive medical programs, within constraints of available resources, by standing and applicable directives. These programs shall also incorporate training and education, as appropriate.

h. Providing medical services for employees and dependents on NASA business related international travel or assignment, in accordance with NASA directives.

4. Tests, Checkouts, and Simulations: The Center's responsibility with respect to medical and environmental health activities related to tests, checkouts, and simulations is delineated in NPD 8900.1 (as revised).

2. KSC CIVIL SERVICE WORKERS' COMPENSATION MEDICAL POLICY

1. All NASA KSC Civil Service employees who become ill due to an occupational incident or are injured on the job are to report to one of the KSC/CCAFS Occupational Medicine Clinics for evaluation unless the illness or injury requires immediate evacuation to a hospital.
2. If the individual elects to accept care at KSC, and the KSC/CCAFS Medical personnel determine that the individual's illness or injury is within the scope of KSC/CCAFS resources, the appropriate diagnostic and therapeutic regimes will be instituted.
3. If the KSC/CCAFS Medical personnel determine that the individual's illness or injury is outside the scope of KSC resources, or the individual elects treatment by outside medical sources, then he/she will be referred to his/her private physician or other appropriate medical personnel. The appropriate forms will be supplied for the outside medical personnel to complete. A consent form to release Workers' Compensation medical information to KSC Medical personnel will be completed. An appropriate line of communication will be established between KSC Medical personnel and the ill or injured individual's selected medical care provider. On a periodic basis, Occupational Medical Services medical personnel will schedule and medically evaluate ill or injured personnel for the purpose of determining if the individual is able to work in some capacity, thereby facilitating return to work.
4. If due to special circumstances (e.g., an injury initially thought to be minor which worsens after normal work hours or the injury or illness occurs during TDY) an individual initially presents to a medical facility outside of KSC/CCAFS for treatment, then as soon as reasonably possible, the ill or injured individual is to report to a medical facility at KSC/CCAFS for evaluation.
5. In all cases, the goal will be to minimize morbidity and mortality associated with the illness or injury; to optimize the health, safety, and well being of the individual; and to return the individual to productive work, either in full or limited duty capacity, as soon as possible, thereby minimizing the effects of the illness or injury on the overall KSC mission. It is the policy of KSC to afford work to injured employees consistent with the nature and extent of the injury. The supervisor of the injured employee, in consultation with the Occupational Medical Services, will provide a reasonable offer of suitable light or limited duty, including a description of the duties and requirements of the offered position.

The mechanism to implement this policy is described in KDP KDP-P-2555, "KSC Civil Service Workers' Compensation Medical Process".

3. KSC SKIN CANCER PREVENTION PROGRAM

1. INTRODUCTION

The KSC Skin Cancer Prevention Program is designed to identify employees at high risk for intense sun and ultraviolet (UV) exposure and reduce their risk for skin cancer via administrative measures, personal protective equipment, education, and skin cancer screening and detection. The program's goals are to minimize the incidence of skin cancer and to provide early detection and intervention for those who do develop this disease.

2. OBJECTIVES

To prevent suffering and death associated with skin cancer among NASA's workforce, contractors, and clients, and for the Agency to serve as a model for other Federal Agencies.

3. BACKGROUND

There are three basic types of skin cancers: basal cell carcinomas (~ 75% of total skin cancers), squamous cell carcinomas (<25%), and malignant melanomas (< 5%). Basal cell carcinoma and squamous cell carcinoma are associated with sun exposure, specifically ultraviolet radiation (85 – 90% of these cancers occur in sun exposed areas). The association between sun exposure and malignant melanoma is more tenuous (~ 20% occur in sun exposed areas). Decreasing sun and UV exposure, increasing education about skin cancers, performing detailed skin evaluations and providing targeted dermatological medical care for suspicious skin lesions should reduce the incidence of skin cancers.

4. IMPLEMENTATION

4.1 Administrative Measures

Administrative measures to potentially reduce intense sun or UV exposure include identification of those individuals in high-risk exposure occupations and development of a mechanism to minimize their exposure.

- A. Examples of high sun and/or UV exposure occupations include but are not limited to:
1. Roofing Crew
 2. Road Crew (painters and those who do maintenance on the roadways)
 3. Roads and Grounds personnel

 4. Security Guards
 5. Welders (additional non-solar UV exposure)

6. Construction personnel, including those that perform surveillance/monitoring of construction jobs
7. Personnel that work on the Shuttle Recovery Ships
8. Personnel that work at the Hangar AF Wharf
9. General Maintenance Workers
10. Painters
11. Shuttle pad mechanics
12. High Voltage crews
13. Water and Waste personnel
14. Environmental Health Specialists
15. Propellant Mechanics
16. Contamination Control UV Light users
17. Other workers with significant sun or artificially produced UV exposure as a part of their official duties

B. Examples of mechanisms to reduce UV exposure include:

1. Limit outside work activities during peak midday solar exposure (10:00 a.m. to 2:00 p.m. standard time, 11:00 a.m. to 3:00 p.m. daylight savings time).
2. Educate supervisors and employees in the use of appropriate personal protective equipment (e.g., brimmed hats, long sleeved shirts, long trousers, sunscreen, and sunglasses), and add these requirements to job procedures.
3. Encourage voluntary outdoor activities (e.g., running) during non-peak sun exposure hours.

C. Responsibilities:

1. Each NASA and on-site contractor organization is responsible for the development of administrative measures and the subsequent promotion of healthful UV exposure practices for individuals within their organization.
2. Each NASA and on-site contractor organization is responsible for identifying the individuals within their organization that are at risk for high sun or high UV exposure in performance of their duties.
3. Each NASA and on-site contractor organization is responsible for identifying those activities that can be limited during peak midday solar exposure (10:00 a.m. to 2:00 p.m. standard time, 11:00 a.m. to 3:00 p.m. daylight savings time).

4.2 Personal Protective Equipment

- A. Appropriate personal protective equipment includes:

1. UV cards to quantify exposure
2. Wide brimmed hats
3. Sunscreen
4. Tarps, umbrellas, and other sun shields as appropriate
5. Clothing such as long-sleeve coveralls
6. Economical limited life sunglasses for outside workers (cataract prevention)

B. Responsibilities:

1. Each NASA and on-site contractor organization is responsible for procuring appropriate personal protective equipment for their employees identified as at risk for high sun or high UV exposure in performance of their duties.
2. The KSC Exchange and the KSC Visitor Complex is responsible for assuring hats and sunscreen are available for sale to employees, visitors and guests during daytime Shuttle launches and landings.

4.3 Educational Measures

A. Educational measures and materials will include:

1. Health education and wellness program instructional pamphlets, posters and signs about skin cancer, skin cancer recognition, skin cancer prevention, and skin cancer protection
2. Emphasis on continuing medical education for physicians in skin cancer surveillance
3. Physician-to-patient education during Occupational Health physical examination visits
4. Instruction of workforce in total body skin self-examination through educational materials

B. Responsibilities:

1. The J-BOSC Occupational Health Contractor (SGS/CHS) Health Education and Wellness Program is responsible for procuring and distributing educational materials.
2. The J-BOSC Occupational Health Contractor (SGS/CHS) is responsible for providing in-service training for the physicians on skin cancer surveillance and skin examination.

3. The J-BOSC Occupational Health Contractor (SGS/CHS) physicians are responsible for educating their patients who receive occupational physicals on the importance of sun and UV protection and skin cancer surveillance and self-examination.

4.4 Skin Cancer Surveillance

A. Skin cancer surveillance will include:

1. Encouragement of workforce to perform monthly total body skin self-examination
2. Total body skin examination by physician offered to those who receive occupational physicals
3. Referral to dermatologist or skin cancer specialist of those with suspicious lesions or those at high risk for skin cancer development

4. High risk individuals include:

- a. Family history of skin cancer
- b. Personal history of skin cancer
- c. Persons with atypical moles
- d. Persons with numerous moles (greater than fifty)
- e. Fair/light skinned individuals
- f. Personal history of intense sun exposure

B. Responsibilities:

1. The J-BOSC Occupational Health Contractor (SGS/CHS) Health Education and Wellness Program is responsible for procuring and distributing educational materials concerning total body skin self-examination.
3. The J-BOSC Occupational Health Contractor (SGS/CHS) physicians are responsible for performing total body skin examinations on their patients who receive occupational physicals, and for referring individuals with suspicious lesions or who are at high risk to a dermatologist or skin cancer specialist.