

JSC DATA REQUIREMENTS DESCRIPTION (DRD)
(Based on JSC – STD – 123)

1. DRD Title Safety and Health Plan	2. Version 09/25/2013	3. DRL No. 05	4. RFP/Contract No. NNJ13470997R/ NNJ14HA03B
5. Use (Define need for, intended use of, and/or anticipated results of data) Establishes Safety and Health Plan for Contractors providing support to JSC organizations ***The Office of Primary Responsibility for this DRD is the JSC Safety and Test Operations Division			6. DRD Category <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA
6. References 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		8. Interrelationships (e.g. with other DRDs)	

Frequency of Submission. Initial submission with the proposal. Upon NASA approval, the Contractor's Safety and Health Plan become a Contractual Requirement.

Distribution: Send copies to each of the following:
Contracting Officer (1 hard copy, 1 electronic copy)
NS/Safety and Test Operations Division (1 electronic copy)
JSC Occupational Health Office (1 electronic copy)
JSC Emergency Preparedness Office (1 electronic copy)
After the plan is approved by NASA, the CO will retain the plan in the Contract file.

Revisions to the Plan: Review the plan annually or as directed by the CO. Update the plan 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 affect.

Other Deliverables: The plan must include instructions for submitting the deliverables in Table 1 below to the Government and represent contractual commitments by the Contractor to provide this information.

Deliverable	Frequency	DRD ¶	Comments
Identity of key safety and health personnel: <ul style="list-style-type: none"> • Company Physician/Occupational Injury/illness case manager • Designated Safety Official • Safety Representative • Building Fire Wardens (Roster) 	Within 15 days of contract start and updated with changes	1.5	Include in plan or attachment to plan

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Safety and Health Self Evaluation Report	Yearly by Sept 30	1.8	Send to Safety and Test Operations Division
Roster of Terminated Employees	Yearly, 30 days after the end of the contract year	1.9.1	Send to the Occupational Health Branch
Material Safety Data Sheets (MSDS)/Safety Data Sheets (SDS)	When you introduce a new hazardous material	1.9.2	Send to the Occupational Health Branch See JPR 1700.1, Chapters 9.1 & 9.2
Hazardous Materials Inventory	Yearly or when quantities or locations change significantly. Some products require quarterly updates	1.9.3	Send to the Occupational Health Branch See JPR 1700.1, Chapter 9.2
Inspection results entered in Building Inspection Tracking System (BITS)	10 working days after completing inspection	2.4	
On-site close calls forwarded to JSC close call tracking system	Within 3 working days of receipt	2.6	Send to Safety and Test Operations Division Required only for contractor close call systems
Mishap reporting	Immediate and follow-up as required in JPR 1700.1	2.7.1	See Chapter 2.6 of JPR 1700.1

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Lessons Learned Report	Enter data into the JSC LLDB or NASA LLIS: <ul style="list-style-type: none"> • Within 30 days of a triggering event; • Within 30 days of a program milestone, mishap investigation, or hazard or other engineering analysis / evaluation is completed; or • 30 days before end of contract evaluation period or 45 days before end of contract, whichever is applicable. 	2.7.1.7	Database entry with 1 electronic copy to the Contracting Officer's Representative
JSC Form 288, "Accident/Incident Statistics"	Monthly by the 10 th of the month	2.7.2. a	Send to JSC-Safety-Report-Submittals <JSC-Safety-Report-Submittals@mail.nasa.gov>
OSHA logs	Yearly by Feb 15 and within 30 days of contract end	2.7.2.b	Send to Safety and Test Operations Division OSHA 300 & 300A with names removed. Equivalent forms from contractor database are acceptable.
Hazards recorded in JSC Hazard Abatement Tracking System (HATS)	Within 5 working days of discovery	3.1, 3.12	Applies to hazards not corrected within 30 days
Interim and Final Abatement Plans	Within 5 working days of discovery	3.12.3	Updates for hazards entered into HATS

Table 1, Safety and Health Deliverables

Format:

1. Cover page - to include as a minimum, blocks for the signatures of Contractor's project manager and designated safety official; NASA COR; JSC Safety and Test Operations Division: JSC Occupational Health Branch; and the NASA Contracting Officer. Other signatures may be required at the discretion of the Government. Once approved by NASA, signatures will be collected and the plan 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

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of the content below.

4. 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. The contractor will make this review and supporting rationale 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: Address the following items in your plan:

1. MANAGEMENT LEADERSHIP AND EMPLOYEE PARTICIPATION

Management and employees work together as a team to provide a safe and healthful workplace. 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 discuss any differences.
- 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 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 (non-supervisory) involvement in safety and health compliance program development, implementation and decision-making from all areas of the contract.
- 1.5 Assignment of Responsibility. Describe line and staff responsibilities for safety and health program implementation. Identify any other personnel or organizations that provide safety services or exercises any form of control or assurance in these areas. As a minimum, the plan 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 company medical data and who will be the primary contact for

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

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). Contractor fire wardens 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 per JPR 1700.1. Update the Roster by letter to the JSC Safety and Test Operations Division, mail code NS2, with copies to the Contracting Officer and the COR. Provide the initial letter to the Government not later than 15 days after contract start.

1.5.4 Designated Safety and Health 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.

1.8 Safety and Health Program Self Evaluation. Describe your approach to safety and health program evaluation. The program evaluation consists of providing a written self-evaluation report once per year that assesses your safety and health program effectiveness during the report period. The self-evaluation shall:

- a. 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.
- b. Assess the elements of the approved safety and health plan as a minimum.
- c. Include safety and health concerns and resolutions relating to JSC operations which may have been identified during the report period.
- d. Include unresolved safety and health concerns relating to JSC operations which the Contractor feels merit attention of JSC safety and health management.
- e. Include action plans with schedule for periodic progress reports to the Government on a frequency agreed to by the Government and the Contractor for each problem area.
- f. Establish goals and objectives of the Contractor safety and health program for the next report period.

Note: 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.

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.

1.9 Miscellaneous Deliverables. 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. At the contractor's discretion, the report may include 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)/Safety Data Sheets (SDS). Prepare or deliver MSDSs/SDSs for hazardous materials brought onto Government property or included in products delivered to the

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Government as required in chapters 9.1 and 9.2 of JPR 1700.1.

1.9.3 Hazardous Materials Inventory. Compile an inventory report of all hazardous materials it has located on Government property quarterly as required by chapter 9.2 of JPR 1700.1, and which is within the scope of 29 CFR 1910.1200, "Hazard Communication"; and Federal Standard 313 (or FED-STD-313), "Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities", as revised.

1.10 Government Access to Safety and Health Program Documentation. Include a statement that you will make all safety and health documentation (including relevant personnel records and medical records) 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. Recognize in the plan that you may be requested to participate in reviewing and modifying safety requirements that are to be implemented by the Government. This review activity will be implemented at the direction of the COR per 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. Include authority and responsibility to assure that NASA safety requirements and tasks are clearly stated (flowed down) in subcontracts.

1.13 Certified Professional Resources. Discuss your access to certified professional resources for safety and health protection and discuss their roles in your safety and health program.

2. WORKSITE ANALYSIS

Worksite analysis identifies hazards and other safety and health threats to employees and valuable assets. As a minimum, analysis will include primarily the following: developing job hazard analyses for its employees; provisions to protect its 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. . Describe how you will rank, process, and mitigate hazards identified by any of the techniques identified per JPR 1700.1 and ensure that all hazards on NASA property, which are immediately dangerous to life or health, are reported immediately to the Safety and Test Operations Division. For administrative contracts, this is covered by a Job Hazard Analysis for office workers. JSC recommends that the Contractor use the office job hazard analysis at <http://www6.jsc.nasa.gov/safety/JHA/docs/OfficeJHA.doc> to establish its office safety program. The template may be amended as need; Review the Office JHA periodically with contract personnel and update it as needed. Document and track the reviews so that each contract employee's review is fully demonstrated.

2.1.1 Hazards from nearby operations not in the Contractor's control. Describe how you will assess nearby hazardous operations for potential threats to its employees and establish controls for their mitigation.

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. If you use corporate resources to determine workplace exposures, provide copies of all monitoring data to JSC Occupational Health Branch within 15 days of receipt of results.

2.3 Hazard Identification. Describe the procedures and techniques to compile an inventory of hazards associated with the work to be performed on this Contract to include operations and work environments

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in the vicinity or in close proximity to Contract operations. Report the results to the Government in a manner suitable for inclusion in facilities baseline documentation as a permanent record of the facility. Specific techniques to be considered include:

- a. Comprehensive Survey - A "wall to wall" engineering assessment of the Contractor's worksite, which includes the Government furnished facilities to be used by the contractor and the immediate vicinity in which contractual work or tasks will be performed. This assessment encompasses facilities, equipment, materials, and processes.
- b. Change (Pre-use) Analysis - Typically addresses modifications in facilities, equipment, processes, and materials (including waste); and related procedures for operations and maintenance
- c. Hazard Analysis - May address facilities, systems/subsystems, operations, processes, materials (including waste), and specific tasks or jobs. See JSC 17773, "Preparing of Hazard Analyses for JSC Ground Operations," for analysis contents.

2.3.1 Describe the flow of the findings of the comprehensive survey of hazards into hazard analyses and job hazard analyses and subsequently into controls such as design, operations, processes, procedures, performance standards, and training.

2.4 Inspections. Describe how you will inspect all work areas every three months, in conjunction with civil service inspections.

2.4.1 Describe administrative requirements and procedures regularly scheduled inspections of your assigned areas for hazards including coordination of findings with area supervisors, facility managers, and JSC safety and health representatives as needed. Include how you will record completion of inspections in the JSC Building Inspection Tracking System (BITS). Inspections will identify:

- a. Hazards and non-conformances
- b. Risk assessment to include the severity and probability of an injury, illness, property damage, or environmental damage.
- c. Corrective measures or controls implemented to immediately safe the area and to eliminate or control the hazard and schedules for completion.
- d. Notification to persons who may be affected by hazards that pose an imminent or significant risk to safety and health of employees, operations, or facilities.

2.4.2 Describe methods to document inspection findings and corrective actions per Chapter 3.5 of JPR 1700.1.

2.5 Protective Equipment - Describe procedures for obtaining, inspecting, and maintaining all appropriate protective equipment, as required, or reference written procedures pertaining to this subject. Include methods for keeping records.

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 without fear of reprisal. You may implement an internal close call reporting system provided features of JSC's closed call reporting system are adopted and on-site close call information is included in the JSC closed call tracking system and in a manner that does not unnecessarily inhibit employee participation in JSC's Close Call Reporting System.

2.7 Accident and Record Analysis

2.7.1 Mishap Reporting and Investigation. Describe your approach to mishap notification and response, reporting, investigating, and correcting negative findings that are discovered in its investigations. See NPR 8621.1 and JPR 1700.1. Include the following key items from NPR 8621.1 and JPR 1700.1 in the plan:

2.7.1.1 Mishap Notification and Response –Describe how you will ensure prompt notification of mishaps and how it will respond to such notifications. This includes notifying the Safety and Test Operations Division, the Contracting Officer, and the COR 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 \$500,000.

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- c. Mishaps involving NASA personnel or NASA property regardless of severity.
- d. Any mission failure.

NOTE: 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.

2.7.1.2 Initial Reporting – Describe how you 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. Use NASA Form (NF) 1627 (found at <http://jschandbook.jsc.nasa.gov/MishapReporting/NF1627.doc>) as a guide for the initial report. This report will be required for:

- a. All mishaps and “close calls” involving property damage or first aid (as defined by NPR 8621.1) 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.

2.7.1.3 Preliminary Investigation. Recognize in the plan that the Government may chose 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.

2.7.1.4 Interim Reporting. Describe how you will 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. You may use your own format for interim reports.

2.7.1.5 Mishap Investigation. Describe how you will investigate all mishaps incurred while performing contract work as required in JPR 1700.1 and NPR 8621.1. Your 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 as specified in NPR 8621.1.

2.7.1.6 Corrective Actions. Describe how you will provide a corrective action plan that is traceable to findings, root causes, contributing factors, and recommendations and specific assignee with estimated completion dates. Include how you will notify the Government of completion dates and changes in the schedule. Indicate actions assignable to the Government or other parties.

2.7.1.7 Lessons Learned. Lessons learned are intended to prevent recurrence of undesirable events and to allow NASA and its team members to capitalize to the greatest extent practical on unique successes requiring documented insight for retrieval on demand. Describe your approach for submitting Lessons Learned reports with the following content:

- a) Subject - one line subject of the lesson.
- b) Lesson Learned - usually one sentence that describes insight gained
- c) Description of Event - narrative that describes what happened.
- d) Recommendations - may be an action plan, suggestion, etc., that was adopted at event source.
- e) Supporting documentation – submit as needed to augment understanding of lesson (photographs with or without pointers and text labels), illustrations, drawings, etc.)
- f) Contact name and e-mail address (for follow up by Government before publication of lesson).

2.7.2 Trend Analysis –In support of site-wide trend analysis to be performed by the Government, discuss method of providing the following data:

- a. Accident/Incident Summary Report - Accident/Incident Summary Reports as specified on JSC Form 288, “Accident/Incident Statistics” as revised. Negative reports that include exposure hours are also required.

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b. Log of Occupational Injuries/Illnesses - For each establishment on and off NASA property that performs work on this Contract, 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 you are exempt by regulation from maintaining and publishing such logs, data equivalent to the OSHA log is acceptable.

3. HAZARD PREVENTION AND CONTROL

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 Describe your approach to eliminating or controlling Identified hazards. In the multiple employer environment of the Center, certain hazards and corrective actions must be collected in a Center wide information system Hazard Abatement Tracking System (HATS) for risk management purposes.

3.2 Appropriate Controls. Discuss approach to consideration and selection of controls as described in chapters 3.2 and 3.5 of JPR 1700.1.

3.3 Reserved.

3.3.1 Reserved.

3.3.2 Reserved.

3.4 Written Procedures. Describe methods to assure that written procedures, which include appropriate hazard controls, are developed for all hazardous operations, including testing, maintenance, repairs, and handling of hazardous materials and hazardous waste. Include how you will ensure that procedures are readily available to personnel as required to correctly perform their duties.

3.5 Reserved.

3.6 Reserved.

3.7 Reserved.

3.8 Reserved.

3.9 Reserved.

3.10 Medical (Occupational Healthcare) Program. Discuss implementation of JSC's "Clinic First" policy when on site per JPR 1700.1, Chapter 3.6. 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 approach to Cardiopulmonary Resuscitation (CPR), Automatic External Defibrillator (AED), first aid, and, return to work policies and the use of Government provided medical and emergency facilities for the initial treatment of occupational injuries and illnesses.

3.10.1 Reserved.

3.11. Hazard Correction and Tracking. Discuss your system for correcting and tracking safety, health, and environmental hazards with particular emphasis on integration with JSC's Hazard Abatement Process (found on line at <http://www6.jsc.nasa.gov/safety/hazard/process/default.asp>). (The scope is restricted to establishments at JSC, Sonny Carter Training Facility, and Ellington Field.) This includes the following:

3.11.1 Personnel Awareness of Hazards. Discuss your approach to communicate unsafe conditions and approved countermeasures to your employees, the Government, and other Contractors whose personnel may be exposed to these unsafe conditions.

3.11.2. Interim and Final Abatement Plans. Describe how you will approach interim and final abatement of hazards. Describe how you will provide data to the JSC HATS for all hazards within Contractor-occupied facilities that are not finally abated (all interim and final abatement actions completed) within 30 days of discovery. Include the use of JSC Form 1240, "JSC Notice of Safety or Health and Action Plan", or equivalent.

3.12 Disciplinary System. Describe your system for ensuring safety and health discipline in your personnel (including subcontractors). Describe your approach to modifying personnel behaviors when

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personnel are exhibiting unsafe and unhealthful behavior.

3.13 Emergency Preparedness. Discuss your approach to emergency preparedness and contingency planning which addresses fire, explosion, inclement weather²⁹ CFR 1910.120 (HAZWOPER); and local, regional, and national incidents at JSC as described in JPD 1040.2, JSC Emergency Preparedness Program and JPR 1040.4, JSC Emergency Preparedness Plan. Address how you will protect employees and facilities, and how you will notify JSC emergency forces. Include 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. Discuss methods to verify emergency readiness and communicate with employees after an evacuation.

Note: As a minimum, evaluate credible potential emergencies your employees will face, which will include emergencies such as fire evacuations, weather emergencies, and workplace violence. Also consider potential of emergencies from nearby operations or emergencies in other areas that your employees routinely visit.

4. SAFETY AND HEALTH TRAINING

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 your training program including identification of responsibility for training employees to assure understanding of safe work practices, hazard recognition, and appropriate responses for protective or emergency countermeasures, including training to meet Federal, State, and Local regulatory requirements.

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

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

4.4 Discuss tailoring of training toward 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 Reserved.

4.6 Address use of JSC safety and health training resources as appropriate. If you wish to train your personnel in any regulatory mandated training, secure an agreement with JSC Safety and Test Operations Division and the Occupational Health Branch before beginning training. The agreement will ensure consistency safety and health training within JSC's multiple employer work environment.

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