



SAFETY DIRECTOR'S MEETING



Occupational Safety Program March 20 – 23, 2001

**Presented by
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Occupational Safety Office
Jet Propulsion Laboratory**



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Agenda

- **JPL Organization -
Senior Management
5x Directorate
509 Occupational Safety Office (OSO)**
- **OSO Charter**
- **Safety & Mission Assurance Directorate Functional Areas & Interface**
- **OSO Training Requirements**
- **Facility Safety**
- **Lessons Learned**
- **Flight Safety**
- **Annual Operating Agreement (AOA) Coordination**
- **Program Operating Plan Level 1 FY01 – FY04**
- **Special Center Needs from NASA HQ Code Q**
- **Other**



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- Place 5X Directorate organizational flow chart here.



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- Place 5X Directorate organizational flow chart here.



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Place 509 Organization flow chart here.



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OSO Charter

Introduction: OSO is the support organization for occupational safety at JPL.

- **Develop, implement/coordinate, and manage occupational safety and industrial hygiene programs.**
- **Promulgate policies and procedures based on agency regulations and JPL requirements.**
- **Represent JPL for occupational safety and industrial hygiene to NASA, government agencies, and contractors.**
- **Conduct injury/illness and property damage investigations.**
- **Terminate IDLH activities working with cognizant manager(s).**
- **Review for approval facility plans/drawings and hazardous material procurements.**
- **Perform industrial hygiene and safety assessments and oversee corrective action implementation.**
- **Provide/coordinate safety and health training courses.**



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OSO Charter (Cont'd.):

- **Develop and maintain record keeping per Federal, State, and local government agencies requirements.**
- **Assist as emergency first responders for employee injuries/illnesses and property damage.**
- **Review facilities and recommend fire/life safety requirements.**



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SMAD Functional Areas & Interfaces

<u>FUNCTION</u>	<u>MANAGER</u>	<u>M/S</u>	<u>TELEPHONE (AC-818)</u>	<u>E-MAIL(@jpl.nasa.gov)</u>
. Emergency Preparedness	Joe Charles	310/131	393-3536	joseph.charles
. Fire Safety				
. Flight Safety				
. Facility Safety	Ed Bohanan	200/213	354-4556	edward.g.bohanan
. Fire/Life Safety	Trish Smith-Araki	190/112	354-9893	patricia.j.smith-araki
. Mission Flight Safety	Brett Watterson	125/155	354-6939	john.b.watterson
. System Safety				
. Risk Management	Rick Grammier	301/420	354-0596	richard.s.grammier



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Enhancements to Mishap Prevention

D. Golden Memo Dated January 12, 2001

Safety placed in the yearly Employee Contribution & Planning (ECAP), Continuing Assessment Worksheet, performance evaluation for line and program/project management:

“Ensures awareness of and compliance with safety policies and procedures; report injuries and unsafe conditions to supervisors, attend required safety training.”



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OSO Training

- **OSO Professional Technical staff must have:**
 - **Minimum Bachelor's degree in safety, industrial hygiene, or related field.**
 - **Continue yearly enrollment in professional development training courses for CEU and knowledge enhancement.**
 - **Minimum requirement of 40 hours per year in courses both technical and general.**
- **Each SMAD 5X Manager must complete a minimum of 1 course per year.**
- **Instructors from JSC provide safety training to JPL employees for courses such as explosives.**



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Facility Safety

OSO Interface Activities with Facilities:

- **Review of drawings/plans (e.g., electrical, fire/life safety).**
- **OSO ADAM computer system identifies asbestos locations, type, etc. on-line and available to Facilities. Lead information is also on line.**
- **OSO submits CoF proposals.**
- **OSO developed the forms for contractors “JPL Contractor Safety and Health Notification” and “Safety and Health Orientation Checklist Labor Hour Contractors”.**
- **Bi-weekly meetings to review upcoming construction projects.**
- **Review for approval Injury & Illness Prevention Programs and Site Specific Safety Plans for general contractors prior to commencement of work.**
- **Perform construction job walks during bid process and periodically spot checks after award.**



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Lessons Learned Process

OSO participates in the LLIS:

- **Staff member on the LLIS Committee.**
- **Provide lessons learned from Mishap Reports and investigations.**
- **Disseminate lessons learned information at the monthly Laboratory Safety Committee Meeting and e-mail to over 100 employees. Lessons learned information provided monthly for the Executive Council and the Safety & Mission Assurance Directorate Staff Meetings.**

Enhancement:

Need validation that new programs/projects personnel have reviewed the LLIS prior to commencing their activities.



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Flight Safety

Mission Flight Safety:

- **System Safety process owner for flight hardware and primary interface for projects and programs and supports personnel and facility safety working through Occupational Safety Office.**

- **Occupational Safety process owner for personnel and facility safety and supports projects and programs working through System Safety.**
 - **System Safety and Occupational Safety Managers report to the 5X Director who in turn, reports to the JPL Center Director.**



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Flight Safety (Cont'd.):

JPL On-Site Flight Safety for Helicopter Landings on Mesa:

- **Managed by Security and Protective Services.**

- **Contact is the Emergency Preparedness Administrator.**
 - **Security and Protective Services report to the JPL Assistant Director who in turn, reports to the JPL Center Director.**



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Annual Operating Agreement Coordination

OSO interfaces with:

- **Facilities – MOU for mutual support and resolution of safety and health items.**
- **Human Resources – Occupational Health Services for injuries/illness, Medical Surveillance Program, and Bloodborne Pathogens Program.**
- **Human Resources – Professional Development for safety and health training.**
- **Caltech – Workers' Compensation for injuries/illnesses and property damage information and statistics.**



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Annual Operating Agreement Coordination (Cont'd.):

- **Each JPL Directorate and Division personnel and Division and Section Safety Coordinators through OSO staff assigned as primary contacts.**
- **Security and Protective Services for fire and emergency response.**
- **Caltech Office of General Counsel for safety and health compliance with agency regulations and NASA contractual requirements.**
- **Acquisition Division for safety and health contracts and procurement of hazardous materials and safety items.**



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Annual Operating Agreement Coordination (Cont'd.):

- **Logistics and Materiel Services for safe movement and storage of material and equipment.**
- **Environmental Affairs for hazardous material.**
- **System Safety for personnel and facility safety.**



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Program Operating Plan Level 1 FY01 – FY04

RTOP for Hydrazine Loading Cart Valve Sampling and Design Development and Detection System is not funded by NASA during FY01.



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Special Center Needs from NASA HQ Code Q

Maintain a NASA HQ computer programmer to interface with the OSO for continuing the connectivity for delivery of injury/illness and property damage data using IRIS.