

## **SAFETY AND HEALTH PLAN**

The VENDOR shall submit a detailed safety and health plan showing how it intends to protect the life, health, and wellbeing of the public, NASA, contractor, and VENDOR employees, as well as property and equipment. The plan shall include detailed discussions of the policies, procedures, and techniques for all anticipated working conditions that will be encountered throughout the performance of the contract. The VENDOR shall address how the safety and health plan will be implemented and enforced on the VENDOR and any subcontracts. This plan as approved by the EXCHANGE, will be included in any resulting agreement, and shall be continually updated by the VENDOR when necessary. As a minimum, the plan shall address the following areas. (VENDOR may also view the sample provided in Appendix E of NPR 8715.3, NASA General Safety Program Requirements):

Agreement Identification - Provide agreement number, period of performance and identification of all option periods, and a brief summary of the scope of work.

Safety Regulations - Provide a statement of compliance with applicable OSHA, Federal, State, Local, and Langley Research Center Safety Regulations.

### **1.0 MANAGEMENT LEADERSHIP AND EMPLOYEE PARTICIPATION**

1.1 Policy. The VENDOR's corporate safety policy statement.

1.2 Goals and Objectives. Description of specific goals and objectives of the Safety and Health Plan. (Reference Langley Policy Directive (LaPD) 1700.1, "Safety Program".)

1.3 Management Leadership. Description of management's commitment to safety and health through visible activities and initiatives including the exercise of controls to ensure workplace safety and health.

1.4 Employee Involvement. Description of employee (non-supervisory) involvement in safety and health program development, implementation, and decision-making.

1.5 Assignment of Responsibility. Description of line and staff responsibilities for safety and health program implementation, including the identification of personnel and/or organizations that provide safety services, to include, but not be limited to the following (Reference LaPD 1700.2, " Safety Assignments and Responsibilities".):

a. Safety Representative to be responsible for the adherence to Langley Research Center (LaRC) Center-wide safety, health, environmental, and fire protection concerns and goals, and participation in meetings and other activities related to the LaRC Safety and Health Program.

b. Designated Safety Official responsible for implementing the proposed Safety and Health Plan.

### **2.0 WORKPLACE ANALYSIS**

2.1 Program Evaluation. Description of internal written program for reviews and evaluations to include, but not be limited to, frequency of inspection (a least annually) and areas covered, those responsible for abatement, and tracking of identified hazards.

2.2 Hazard Identification. Describe the hazard identification and analysis system to be used to identify basic and unforeseen safety and health hazards of routine/non-routine jobs, tasks, and processes associated with the work to be performed on the contract.

2.3 Employee Reports of Hazards. Describe methods for employees to report (reprisal-free) hazardous conditions (e.g., close calls).

### **3.0 HAZARD PREVENTION AND CONTROL**

3.1 Hazardous Operations. Description of method for identifying hazardous operations associated with the work to be performed throughout the performance of the contract and the method for notifying personnel of the hazardous operations. Written procedures shall be developed for all hazardous operations, including testing, maintenance, repairs, and handling of hazardous materials and hazardous waste. The VENDOR may implement this requirement by identifying its existing company policies and procedures relating to hazardous operation procedures together with a statement that LaRC will have access, upon request, or by identifying the method whereby the contractor will identify and submit hazardous operations procedures to the SFAB, SMAO for review and approval.

3.2 Topic Specific Section requirements. The following safety topics, at a minimum, that are applicable to the work to be performed on the contract shall be included:

3.2.1 Hazard Communications Program - Describe the hazard communications program as defined in 29 CFR Part 1910.1200 and LPR 1710.12 Potentially Hazardous Materials-Hazard Communication Standard. Include process for compliance with and updating of Safety Data Sheets (SDS) for each chemical used on the jobsite.

3.2.2 Personal Protective Equipment. Describe personal protective equipment program and its usage and maintenance in accordance with applicable OSHA regulations and LPR 1710.4, "Personnel Protection - Clothing and Equipment," and LPR 2710.1, "Langley Research Center Noise Control and Hearing Conservation Program". 1740.2, "Facility Safety Requirements".

3.2.3 Hazardous Operations Permits (This item is not required if it is not applicable to the contract). Identify facilities, operations, and/or tasks where hazardous operations permits will be required, such as:

a. Operations Involving Exposures to Toxic or Unhealthful Materials. (LPR 1740.2, "Facility Safety Requirements")

b. Operations Involving New or Modified Emissions/Discharges to the Environment.

c. Operations Involving Hazardous Waste.

*NOTE: Refer to LAPD 8500.1, "LaRC Environmental and Energy Management" for LaRC procedures pertaining to the - 3.6 for b and d above.*

d. Operations requiring the issuance of a LaRC Safety Permit in accordance with LPRs 1710.12, "Potentially Hazardous Materials - Hazard Communication Standard," LPR 1710.5, "Ionizing Radiation," and LPR 1710.8, "Nonionizing Radiation".

3.2.4 Potentially Hazardous Materials. Description of method for ensuring employee awareness training for LaRC's hazardous materials program in accordance with LPR 1710.12, "Potentially Hazardous Materials - Hazard Communication Standard".

3.2.5 Bloodborne Pathogens. Describe process for ensuring compliance with LPR 1800.1 Chapter 3 "Bloodborne Pathogens". Description of the medical surveillance program equivalent to the LaRC physical protocols, which have been established to evaluate personnel and workplace conditions to identify health issues and potential occupational exposures for employees.

### **4.0 ACCIDENT, INJURY, AND CLOSE CALL REPORTING AND RECORDKEEPING**

Accident, Injury, and Close Call Reporting and Recordkeeping - Address process for complying with LaRC Mishap Reporting and Monthly Accident/Incident Reports. Identify process for initiating and maintaining appropriate records concerning accidents, injuries, and close calls, including the investigation process, implementation of corrective actions to prevent recurrence, and compliance with the recordkeeping requirements of OSHA 29 CFR 1904.

#### **5.0 EMERGENCY RESPONSE**

Reference LPR 1710.11 Fire Protection Program and LPR 1046.1, Emergency Management Plan.

#### **6.0 NOTICE OF VIOLATION**

Describe the response process to any Notice of Violation (NOV) issued for safety violations to the VENDOR or its subcontractors. The response process should address: cause for violation; mitigation of impact, if applicable; planned prevention of recurrence; timing of response to ensure compliance within LaRC's three working day response time requirement; and the process for delivery of the response to the issuer of the NOV.

#### **7.0 Subcontractor Compliance**

Address how the prime VENDOR ensures subcontractor compliance to the approved Safety Plan.

#### **8.0 Other Safety Considerations**

Identify any other safety considerations unique to the performance of this agreement.

#### **9.0 Safety Meetings**

Identify the plan for conduct or attendance of regular safety meetings in accordance with LaRC Policies and Langley specific clauses.

#### **10.0 Employee Safety Training, Certification and Programs**

Provide detailed information on employee safety training, certification, and programs. Describe types of safety training required per duties performed, parties responsible for certification, and provide an outline of applicable regulations. Describe safety programs and how the programs emphasize safety and motivate employees to be safety conscious.