



Ames Procedural Requirements

APR 8715.1

Effective Date: October 25, 2022

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COMPLIANCE IS MANDATORY

Subject: Chapter 1 – Ames Safety and Health Policy

Responsible Office: Code QH / Occupational Safety, Health and Medical Service Division

CHANGE LOG

Status [Baseline /Revision /Cancelled]	Document Revision	Date of Change	Description
Revision	1	8/10/2012	Format revised to conform with NPR policy.
Revision	2	11/14/2017	Added Document Change Log and Appendix A. Changed Center Director name (Page 2) and fax number in 1.4.2. Updated 1.5 to reflect changes made to APR 8735.2 Deviation/Waiver Process. Revised 1.3 to apply hierarchy of controls required by OSHA for VPP sites.
Revision	3	10/25/2022	Format and administrative edits to remove NPD 8710.2 and NPR 1400.1 compliance and minor edits for clarity.

TABLE OF CONTENTS

PREFACE

- P.1 Purpose
- P.2 Applicability
- P.3 Authority
- P.4 Applicable Documents and Forms
- P.5 Measurement/Verification
- P.6 Cancellation

CHAPTER 1 AMES SAFETY AND HEALTH POLICY

- 1.1 Center Director's Policy Statement
- 1.2 Responsibilities
- 1.3 General Safety Concepts and Requirements
- 1.4 Revision and Availability
- 1.5 Deviation/Waiver

APPENDIX A. ACRONYMS

PREFACE

P.1 PURPOSE

This directive sets forth policy, procedures, and requirements for the Ames Safety and Health Programs. In addition, it assigns authority, responsibility and requirements relative to these programs.

P.2 APPLICABILITY

- a. This directive is applicable to ARC and associated facilities, e.g., contractor's facilities, etc.
- b. This directive applies to contractors, grant recipients, or parties to agreements only to the extent specified or referenced in the appropriate contracts, grants, or agreements.
- c. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes an expected outcome, and "are/is" denotes descriptive material.
- d. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

P.3 AUTHORITY

- a. NPR 1800.1, NASA Occupational Health Program Procedures
- b. NPR 8715.1, NASA Safety and Health Programs

P.4 APPLICABLE DOCUMENTS AND FORMS

- a. APR 8735.2, Deviation/Waiver (D/W) Process

P.5 MEASUREMENT/VERIFICATION

- a. Verification of conformance to requirements in this directive are measured through Center and Responsible Organizational management reviews, self-assessments, and subsequent analysis and reports of conformance to requirements, as well as periodic internal audits.
- b. Verification and measurement for compliance to this directive will be tracked through Agency triennial audit and Ames Annual Voluntary Protection Program (VPP) self-inspections.

P.6 CANCELLATION

- a. APR 8715.1 Chapter 1, Ames Safety and Health Policy, dated November 14, 2017.

Eugene Tu
Director

DISTRIBUTION STATEMENT:

Internal and external distribution. APR 8715.1 Ames Health and Safety Manual Chapters are available via the procurement website to anyone bidding a job at ARC. The exceptions are Chapter 7 – Ames Radiation Safety Guide, Chapter 10 – Pressure System Safety, Chapter 12 – Explosives Safety and Chapter 23 – Control of Narcotics and Other Controlled Drugs including Alcohol, which are not to be made public but can be viewed onsite.

CHAPTER 1 AMES SAFETY AND HEALTH POLICY

1.1 Center Director's Policy Statement

1.1.1 Safety is our most important value. Our mission success depends on the safety of each person that works at Ames. Safety is an inherent part of everything we do, especially our research and development. We are committed to the following safety principles:

- a. Safety is everyone's responsibility.
- b. Safety is vital to NASA missions.
- c. Risks can and will be managed.
- d. Injuries can be prevented with training, preparation, and awareness.
- e. Management is accountable for ensuring a safe work environment.

1.1.2 Safety is a condition of employment and each of you is expected to be committed to making Ames an accident-free workplace. Each person is expected to follow safety procedures and implement safe work practices in their work.

1.1.3 It is Ames policy to encourage employees to participate in their safety and health and in the development and implementation of Safety and Health programs. The following are some of the ways in which employees may get involved: monthly supervisor inspections, safety committees, safety suggestion program, close call and hazard reporting, safety meetings, and the Ames Safety Awards Program (ASAP II).

1.1.4 Each member of civil service and contract management is expected to promote safety by example and is ultimately responsible to ensure that each employee receives the training, tools, and instruction to do their jobs safely.

1.1.5 Safety is the responsibility of every employee and contractor that works at Ames. We are personally committed, along with my staff, to provide a safe and healthful work environment at Ames. By doing this together, we are confident we can achieve positive results.

1.2 Responsibilities

1.2.1 Safety and Health Official

The Director of the Safety and Mission Assurance Directorate (Code Q), is the designated Safety and Health Official for Ames Research Center with authority and oversight responsibility for the matters addressed in the chapters of APR 8715.1. Various other health and safety personnel and officers may be designated with specific program authority by Center management (e.g., biosafety, radiation safety, fire marshal, etc.) under the direction of the Safety and Health Official as delineated within the chapters of APR 8715.1.

1.2.2 The Director of Code Q shall:

- a. Assure that effective and efficient SMA processes are in place to enhance the potential for success of NASA programs, projects, elements, and activities hosted by the Center

- b. Conduct surveillance and independent assessments to enhance:
 - (1) The success of programs, projects, elements, and activities.
 - (2) The effectiveness of SMA activities.
- c. Oversee any SMA activities managed by other organizations, such as aviation safety, lifting safety, pressure-systems safety, firefighting, and emergency response
- d. Evaluate and independently assess safety and mission success residual risk and determine that the risk may be accepted

1.2.3 The Director of Code Q is authorized to direct the suspension of any activity that presents either a present hazard (imminent danger) or future hazard to people, property, or mission operations due to unsafe acts or conditions that might be identified by either inspection or analysis.

1.3 General Safety Concepts and Requirements

1.3.1 Safety shall be approached in a disciplined and systematic method at ARC, consisting of the following steps:

- a. Identify, evaluate, and control the hazards present in each workplace.
- b. Apply engineering controls to eliminate the hazard or minimize the consequences of the hazard. When engineering controls have been implemented but do not eliminate the hazard, or are determined to be infeasible, then a combination of engineering and other controls may be used. Controls may include machine guarding, excluding personnel from an area, restricting the amount of time employees spend in an area, adding or upgrading ventilation, developing safe work procedures, using personal protective equipment (PPE), or training.
- c. Conduct assessments and inspections to ensure that controls are in place, are being used, and are effective.

1.3.2 Although safety controls may vary significantly from one workplace to another, several common controls help contribute to a safe working environment regardless of location or task. These requirements are discussed in the various chapters of this APR.

1.3.3 Specific guidance on identifying and controlling occupational safety and health hazards can be obtained from the Safety, Health, & Medical Service Division (Code QH).

1.4 Revision and Availability

1.4.1 The chapters in this APR are updated periodically because of frequent changes in health and safety information and regulations promulgated by both the Occupational Safety and Health Administration (OSHA) and NASA. Hard copy versions of this manual may not be up-to-date. For the most current safety and health information, please refer to the on-line version from the Center Directives Management System. There is a convenient link to that system on the Code Q home page at <http://q.arc.nasa.gov> under the Policy tab at the top.

1.5 Deviation/Waiver

1.5.1 The purpose of a Deviation/Waiver is to request relief from NASA or ARC documented requirements. The procedure found in APR 8735.2 is used to provide Center review and approval before seeking approval from a governing authority either inside or outside the Center. The request for relief is created and submitted using the Problem Reporting and Corrective Action System, PRACA.

1.5.2 Deviation/Waiver from an OSHA Standard and/or NRC regulations must be obtained directly from OSHA or the NRC. NASA cannot approve these deviations/waivers. However, requests for deviation/waiver from an OSHA Standard and/or NRC regulations shall be coordinated through the Safety, Health and Medical Services Division.

APPENDIX A. ACRONYMS

APR	Ames Procedural Requirement
ARC	Ames Research Center
NPR	NASA Procedural Requirement
NRC	Nuclear Regulatory Commission
OSHA	Occupational Safety and Health Administration
SMA	Safety and Mission Assurance