

HEALTH AND SAFETY BOARD

1. PURPOSE

This charter establishes the Health and Safety Board (HSB) and sets forth its functions, membership, meetings, duration, assessments, and records retention.

The HSB serves as a forum to address critical occupational health and safety concerns relating to the NASA workforce in all environments (ground, air, and space) and involves the relationship between humans, systems, and the environment. The HSB reviews clinical, health maintenance, and environmental health evidence in support of improving the Agency's health and safety policies and procedures and identifies knowledge gaps and the adequacy of tools to maintain a workforce at its highest level of physical and mental well-being.

2. APPLICABILITY/SCOPE

This charter applies to NASA Headquarters and NASA Centers, including Component Facilities. The scope of the HSB's functional and strategic leadership role is Agency-wide.

3. AUTHORITY

42 U.S.C. 2473 (c)(1), section 203 (c)(1) of the National Aeronautics and Space Act of 1958, as amended.

4. FUNCTIONS

- a. Develop and provide advice, counsel, and recommendations on all occupational health and safety matters relating to the Agency's needs and investments in employee health for consideration by the Strategic Management Council and the Operations Management Council.
- b. Provide a continuing forum for developing and reviewing all Agency health and medical policies, protocols, and procedures.
- c. Evaluate and review occupational health assessments, developing recommendations for continuous improvement for Agency-wide programs that include the following areas:
 1. Health policies, standards, and processes.
 2. Risk management.
 3. Medical quality assurance and program content.
 4. Human systems and the environment (space and ground).

5. Health program practices.
6. Integrated health and safety strategic planning.
7. Coordinated health, medical, and safety activities, including external reviews.
8. Balanced internal and external Agency health and safety activities.
9. Public communication of NASA's health programs.

Evaluate and develop recommendations on specific health and safety program concerns at the request of the Administrator, Chief Health and Medical Officer (CHMO), Chief Engineer, Chief Scientist, Chief, Safety and Mission Assurance, Strategic Management Council, or the Operations Management Council.

5. MEMBERSHIP

Members of the HSB must be NASA employees.

The CHMO shall chair the HSB. In that person's absence, the CHMO's Management and Operations Deputy will serve as the Chair.

The active membership of the HSB shall include the following:

- a. Director, Workforce Management and Development Division, Office of Human Capital Management.
- b. Director, Facilities Engineering Division, Office of Infrastructure and Administration.
- c. Deputy Associate Administrator for Crew Health and Safety, Space Operations Mission Directorate.
- d. Deputy Chief, Safety and Mission Assurance.
- e. Deputy Associate Administrator, Aeronautics Research Mission Directorate.
- f. Deputy Associate Administrator, Science Mission Directorate.
- g. Deputy Associate Administrator, Exploration Systems Mission Directorate.
- h. Assistant Administrator for Security and Program Protection.

Advisory members are required to be in attendance when specifically requested. The advisory membership of the HSB shall include the following:

- a. Occupational and Environmental Health Officers' Technical Representative at each NASA Center, Component Facility, and JPL.*
- b. Safety Director at each NASA Center, Component Facility, and JPL.*
- c. Deputy Chief Financial Officer for Resources (Comptroller) or senior designee.
- d. Senior Designee from the Office of Diversity and Equal Opportunity.
- e. General Counsel or senior designee.
- f. Senior Designee from the Office of External Relations.

* The JPL representatives are invited to participate as nonvoting advisory members who may provide advice and recommendations to the HSB but who do not have deliberative or consensus-building authority.

The HSB will have a standing subcommittee to address critical cross-cutting Agency concerns mutually impacting safety, health, and the environment. The subcommittee shall report directly to the Chair and will be comprised of the Director, Occupational Health Programs, Office of the Chief Health and Medical Officer; the Director, Environmental Management Division, Office of Infrastructure and Administration; and the Director, Safety and Assurance Requirements Division, Office of Safety and Mission Assurance.

Ad hoc committees may be formed and called to order at any time to address a specific topic and shall be in existence until cancelled by the Chairperson.

6. MEETINGS

The HSB shall meet at the call of the Chairperson as necessary, but at least twice annually. The HSB subcommittee may meet more frequently, and on an ad hoc basis, as needed. The Chair shall ensure that all meeting preparations are complete and that follow-up actions are closed. All active members shall attend and participate in scheduled meetings.

7. DURATION

The HSB will remain in existence at the discretion of the Chief Health and Medical Officer and/or the Administrator.

8. ASSESSMENT

The HSB will provide an annual report of accomplishments to the Chief Health and Medical Officer for assessment of performance.

9. RECORDS

The Special Assistant for Medical Quality Assurance, Office of the Chief Health and Medical Officer, serves as the Executive Secretary and is responsible for the maintenance of this charter and all other records associated with the HSB.