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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

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## Subject: NASA Occupational Safety and Health Programs

Responsible Office: Office of Safety and Mission Assurance

| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [ALL](#) |

## Chapter 3. Supervisor and Employee Duties and Responsibilities

### 3.1 Definitions and Assumptions

3.1.1 Supervisor: Within [29 C.F.R. § 1960.9](#) and, as defined in this document, a "Supervisor" is a NASA civil service employee (or Federal employee detailed to NASA) who is the controlling employer with operational responsibility for another employee. Within NASA, this includes duties such as branch chief, division director, project manager, work site lead, and laboratory manager.

3.1.2 Workplace and Worksite: Within [29 C.F.R. § 1960.2\(t\)](#) and, as defined in this document, a "workplace/worksite" is any physical location where a NASA employee is performing assigned NASA work. This definition includes domestic and international locations but is not applicable during spaceflight.

3.1.3 Employee: Within [29 C.F.R. § 1960.2\(g\)](#) and, as defined in this document, an "Employee" is a NASA civil service employee or Federal employee detailed to NASA.

### 3.2 Supervisor Responsibilities within NASA

3.2.1 [29 C.F.R. § 1960.9](#) provides the fundamental basis for NASA supervisory responsibilities. Because of this, the full text of [29 C.F.R. § 1960.9](#) is provided below:

#### **[29 C.F.R. § 1960.9](#) Supervisory responsibilities.**

"Employees who exercise supervisory functions shall, to the extent of their authority, furnish employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm. They shall also comply with the occupational safety and health standards applicable to their agency and with all rules, regulations, and orders issued by the head of the agency with respect to the agency occupational safety and health program."

3.2.2 The [OSH Act of 1970 Section 5\(b\)](#) requires supervisors to comply with all OSHA safety and health requirements. Additional NASA safety and health requirements are specified in NPRs and may be required in specific contracts.

3.2.3 To maintain a safe and healthful workplace, supervisors shall:

- a. Proactively work to eliminate or control identified hazards ([Requirement 22090](#)).
- b. Ensure that their employees are aware of facility health/safety information to include, but not be limited to, location of the nearest medical treatment facility, procedures for obtaining treatment, methods for reporting occupational injuries or illnesses, and specific responsibilities and rights under the [OSH Act](#), [Exec. Order No. 12196](#), and [29 C.F.R. pt. 1960](#) ([Requirement 22092](#)).
- c. Ensure that employees have received the necessary training and protective equipment prior to entering a

workplace with identified (or suspected) hazards ( [Requirement 22095](#)).

d. Support employees in the reporting of, and resolution of, unsafe and unhealthful conditions (Requirement).

### 3.3 NASA Employee Responsibilities

3.3.1 [29 C.F.R. § 1960.10](#) provides the fundamental basis for NASA employee responsibilities and rights. Because of this, the full text of [29 C.F.R. § 1960.10](#) is provided below:

**[29 C.F.R. § 1960.10](#)** Employee responsibilities and rights.

"(a) Each employee shall comply with the standards, rules, regulations, and orders issued by his/her agency in accordance with [Section 19 of the OSH Act, Exec. Order No. 12196](#), and this part which are applicable to his/her own actions and conduct.

(b) Employees shall use safety equipment, personal protective equipment, and other devices and procedures provided or directed by the agency and necessary for their protection.

(c) Employees shall have the right to report unsafe and unhealthful working conditions to appropriate officials.

(d) Employees shall be authorized official time to participate in the activities provided for in [Section 19 of the OSH Act, Exec. Order No. 12196](#), and [29 C.F.R. pt. 1960](#), and the agency occupational safety and health program."

3.3.2 The [OSH Act of 1970 Section 5\(b\)](#) requires NASA employees to comply with all OSHA and NASA safety and health requirements.

3.3.3 Employees shall:

a. Promptly obtain necessary emergency medical care as the result of an occupational injury or illness ([Requirement 22102](#)).

b. Promptly report occupational injuries, illnesses, mishaps, and close calls in accordance with established procedures (see [NPR 8621.1](#)) ([Requirement 22103](#)).

c. Cooperate with safety and health personnel during inspections, surveys, and investigations ([Requirement 22104](#)).

d. Properly use protective equipment when prescribed and/or required by safety or health standards, good work practices, or when directed by supervisors ( [Requirement 22105](#)).

e. Stop any work or activity which may put an employee or member of the public in imminent danger (Requirement).

### 3.4 Employee Access to Information and Participation in the Safety and Health Program

3.4.1 Employees or their designated representatives shall be informed of the following information by their Center Directors with regard to NASA occupational safety and health programs (Requirement):

a. Documents describing the NASA occupational safety and health programs including the [OSH Act](#), applicable Executive Orders, Federal, State, and local regulations, and standards.

b. Log and summary of occupational injuries and illnesses, including [OSHA Form 300A](#) or its equivalent, subject to the [Privacy Act of 1974](#), as amended, [5 U.S.C. § 552\(a\)](#).

c. Proposed NASA occupational safety and health standards and encouragement to provide comments to their appropriate representatives or committees.

d. Inspection reports, job hazard analyses of the work site, associated job safety and health documentation, and accident investigations.

*Note: See requirements found in [29 C.F.R. § 1960.26](#).*

3.4.2 Employees are to be furnished the following by their Center Director:

- a. NASA-sponsored medical examinations at no cost when the Center or Component Facility occupational health or safety representative identifies significant exposure or significant potential for exposure to a chemical, physical, or biological agent in the work environment.
- b. Safety and health training, appropriate for the degree of hazard associated with their occupation or workplace.
- c. Representation on Center Executive Safety and Health Board and subcommittees.

3.4.3 Employees have the right to report unsafe and unhealthful working conditions to appropriate officials without fear of reprisal (see paragraph 1.4 of this document).

3.4.4 Supervisors are required to authorize official time for employees to participate in the safety and health programs and in the activities defined in [29 C.F.R. § 1960.10](#).(d) and this document.

| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [ALL](#) |

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