

Ames Health and Safety Procedures and Guidelines Last Revised: 05/31/2004 Redacted: 07/13/2004

## Chapter 1 - Ames Safety & Health Policy (REDACTED)

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### 1.1 Ames Safety & Health Policy

May 31, 2004

TO: Staff  
FROM: Center Director  
Subject: Ames Research Center's Safety and Health Policy

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 philosophy:

1. All injuries can be prevented.
2. Management is responsible for preventing all injuries/mishaps.
3. Working safely is a condition of employment.
4. All hazards can be controlled.
5. Management has the responsibility to ensure that all employees are adequately trained.
6. Injury prevention is essential to mission success.
7. Whenever our safety objectives conflict with other mission objectives, safety shall be our first consideration

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.

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.

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.



G. Scott Hubbard

## 1.2 Purpose

This manual sets forth policy, procedures and instructions for the Ames Safety and Health Programs. In addition, it assigns authority, responsibility and requirements relative to these programs. **REDACTED** Additional reference copies of this manual are available as delineated in section 1.5.

## 1.3 Applicability

This chapter is applicable to all Ames employees, to all work conducted under the authority of Ames, and to all equipment and property managed by Ames. For Ames contractors, it is applicable through contract clauses in conformance with NASA Procurement Regulation (**REDACTED**). Non-Ames and non-contractor personnel will follow the provisions of this chapter while at Ames.

## 1.4 Authorities Incorporated by Reference

1. NPD 8710.2, Safety and Health Program Policy
2. NPG 8715.1, NASA Safety and Health Handbook Occupational Safety and Health Programs
3. NSS 1740.11, NASA Safety Standard for Fire Protection
4. NPD 1800.1, NASA Occupational Health Program
5. NPD 1820.3, NASA Environmental Health Program.
6. NPD 1840, Workers' Compensation
7. 29 CFR 1910, All Parts
8. 29 CFR 1960, All Parts
9. 10 CFR, All Parts (Nuclear Regulatory Commission)
10. National Electric Code
11. California Building Code
12. California Mechanical Code
13. American National Standards Institute (those that apply to Safety and Health)
14. California Fire Code
15. National Fire Codes and Standards (NFPA)
16. All supporting documents to the above

## 1.5 Revision

The chapters listed in this manual are updated periodically and 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 this manual may not be up-to-date. For the most current safety and health information, please contact the Safety, Health & Medical Services Division at

Occupational Safety, Health and Medical Services Division

**REDACTED**

This manual is part of the Ames Policy Directive Series and follows the procedures for approval of publication contained in APD 1410.1, Management Directives Program.

## 1.6 Safety & Health Official

The matters addressed in this manual are under the authority of the Director of the Safety, Environmental, and Mission Assurance Directorate (Code Q), who has oversight responsibility for health and safety at all NASA Ames Research Center facilities. This does not include buildings and areas occupied by resident agencies and/or contractors that are not under contract with NASA Ames. The Director of Q is the designated Safety and Health Official for Ames Research Center (Reference NPG 8710.2). Various other health and safety personnel and officers have been delegated specific program authority under the direction of the Safety and Health Official as delineated within the chapters of the manual.

## 1.7 Deviation/Waiver

The purpose of a Deviation or Waiver is that it provides management acceptance of a hardware part or facility construction that does not conform to applicable codes, requirements, or specifications. A Deviation refers to a nonconformity during the planning or design stage of an item. A Waiver is required during an item's fabrication or after an inspection or test, when the item is found to depart from specified requirements, but it is considered for use "as is" or after modification. A Deviation or Waiver can be requested by submitting ARC Form 762 to the Director of Safety, Environmental, and Mission Assurance. The Director will determine what additional approval signatures will be required and whether or not the request for a Waiver/Deviation should be approved, presented to the Executive Safety Board, or otherwise briefed to center management.

**Deviations and Waivers are not permitted for issues/concerns that are addressed under the OSHA and/or NRC regulations.** Deviations and/or Waivers from OSHA and/or NRC regulations must be obtained directly from OSHA or the NRC and be coordinated through NASA Headquarters.

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