



LAPD 1700.1T

Effective Date: December 17, 2019

Expiration Date: December 31, 2024

Langley Research Center

Responsible Office: Safety and Mission Assurance Office (SMAO)

SUBJECT: Safety Program

1. Policy

- a. Since safety cannot be separated from planning, management, and operations, it is the policy of the Langley Research Center (LaRC) that the primary responsibility for safety begins with the Office of the Director and flows down through organization management to each individual employee. The primary objective of LaRC's Safety Program is to ensure LaRC's mission is accomplished while proactively controlling hazards to personnel and facilities.
- b. The nature of LaRC's research organizations and the multiple and varied types of facilities and research equipment at LaRC mean that considerable reliance and responsibility for ensuring safety at the Center rests with research and engineering organization management. Each facility has designated Facility Safety Heads (FSHs) and Facility Coordinators (FCs) who shall assist the supervisors to ensure employees' safety.
- c. Day-to-day implementation of LaRC's Safety Program is the responsibility of the Safety Manager/Branch Head of the Safety and Facility Assurance Branch (SFAB), Safety and Mission Assurance Office (SMAO).
- d. Effective development and implementation of the safety program at LaRC shall be made possible through the efforts of the Executive Safety Council (ESC), a full-time safety staff, functional safety committees in designated technical areas, FSHs, FCs, organization management, and employees, all of whom advise the OD; the SMAO Director; and supervisors concerning safety.
- e. LaRC management supports and demonstrates a commitment to the safe and healthful work environment by providing funds and supporting the following activities:
 - (1) Authorizing SMAO through its SFAB to hire professional safety specialists and industrial hygienists to develop a safety policy to meet Occupational Safety and Health Administration (OSHA) and National Aeronautics and Space Administration (NASA) safety requirements and to support supervisors, FSHs,

- FCs, employees, and visitors in maintaining a safe and healthful work environment.
- (2) Authorizing the appointing of FSHs and FCs to support supervisors and employees with safety and health issues in their facilities.
 - (3) Committing to maintain the requirements of OSHA's Voluntary Protection Programs (VPP). This involves a daily commitment to follow LaRC's safety and health program. By becoming a VPP Star site, LaRC has voluntarily agreed to strive for continuous improvement in its safety and health program. The Center's continued participation in VPP depends on commitment from top management, supervisors, American Federation of Government Employees (AFGE) Local 1923, and all employees.
 - (4) Supporting the Executive Safety Council and its subcommittees to provide inputs to LaRC's safety and health program. The Council oversees SMAO and the subcommittees' work to ensure that the Center's safety goals are being met.
 - (5) Authorizing supervisors to investigate and correct any safety and health issues.
 - (6) Authorizing all LaRC personnel to be responsible for ensuring a safe and healthful workplace and report potential safety or health issues as soon as possible without fear of disciplinary action or any other form of retaliation.

2. Applicability

This policy is applicable to all employees at LaRC and activities performed by LaRC.

3. Authority

- a. Occupational Safety and Health Act of 1970, Pub. L. 91-596, 84 Stat. 1590 (1970).
- b. Occupational Safety and Health Programs for Federal Employees, E. O. 12196, 3 CFR 145 (1980).
- c. NPD 1800.2, NASA Occupational Health Program.

4. Applicable Documents

- a. LAPD 1150.2, Councils, Boards, Panels, Committees, Teams, and Groups.
- b. LAPD 1700.2, Safety Assignments and Responsibilities.

5. Responsibility

Detailed responsibilities for the personnel and committees outlined in the policy section are contained in LAPD 1700.2 and LAPD 1150.2.

6. Delegation of Authority

The OD has the overall Center Safety responsibilities and is responsible for the Safety Program through the ESC. The SMAO Director is delegated functional responsibility for ensuring programmatic efforts that will provide a safe and healthful work environment are developed and implemented.

7. Measurement/Verification

Measurement and verification of the effectiveness of this policy is accomplished by conducting internal safety audits and safety audits by external groups (e.g., OSHA, NASA Headquarters); investigating and determining the causes of mishaps, close calls, and safety concerns; and reviewing and analyzing safety metric data.

8. Cancellation

LAPD 1700.1S, dated November 20, 2014

Original signed on file

<u>Clayton P. Turner</u>	<u>12/17/19</u>
Center Director	Date

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