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## **Occupational Health Programs Manual – Chapter 1**

# **Occupational Health Programs**

*Approved by: QS/Chief, Safety and Health Division*

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**NASA - Glenn Research Center  
Cleveland, OH 44135**

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## Change Record

Revision	Effective Date	Expiration Date	GRC25, Change Request #	Description
B	5/14/2012	5/14/2017	243	Bi-annual review/revisions.
Change 1	5/20/2014	5/14/2017	N/A	Administrative change to add front cover and change history log to comply with NPR 1400.1.
Change 2	9/30/2015	5/14/2017	N/A	Administrative change to remove hyperlinks
C	5/17/2017	5/17/2022	17-014	Padded tech lead positions to responsibility- name update only, deleted references to workers compensation, added 2 SHed statements in sections 2, 4. added reference to GLPR 8715.1, and GLP-QS-1410., replaced IRIS with NMIS.
D	5/18/2022	5/18/2027	22-006	Updated systems mentioned in the Chapter: SAARIS is now STARS. Medgate is now CORITY  Added new programs we support to section 3: 3.1: Added Human Fatigue, Thermal Stressors 3.2: Added Premise Plumbing 3.4: Move some programs (Ergonomics, Food Safety) from 3.4 to 3.1 to reflect who currently manages those programs  Changed IAQ to IEQ to reflect current terminology

*\*\*Include all information for each revision. Do not remove old revision data. Add new rows to table when space runs out by pressing the tab key in the last row, far right column.*

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***NOTE:** The current version of this chapter is maintained and approved by the Safety and Health Division (SHeD). The last revision date of this chapter was May 2022. The current version is located on the Glenn Research Center intranet within the BMS Library. Approved by Chief of Safety and Health Division.*

## **1.0 PURPOSE**

This chapter describes the NASA Glenn Occupational Health Program (OHP), which includes the disciplines of ergonomics, industrial hygiene, health physics, occupational medicine, employee wellness, food sanitation, fitness, and employee assistance and counseling. The OHP enables its customers and partner organizations to achieve mission success by providing professional health services and programs that promote worker safety and health.

## **2.0 APPLICABILITY**

The program provides support to all Center staff and assistance to resident contractor staff. In this chapter, 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 expected outcome, and “are” or “is” denotes descriptive material”

## **3.0 BACKGROUND**

Improving worker safety and health is achieved by the implementation of programs that anticipate, recognize, evaluate, and control hazards in the workplace that may adversely affect employee well-being. Further, the medical and wellness programs foster employee health through medical screening, Occupational Safety and Health Administration (OSHA)-required medical surveillance, employee assistance programs, and employee fitness. The OHP supports the needs of GRC community, including research programs, test facilities and institutional operations and maintenance. The OHP is fully integrated within the Safety and Health Division (SHeD) to support the Division’s mission of providing operational safety and occupational health services and programs that are protective of the workforce, the environment, and the community. The specific requirements for SHeD sponsored programs are defined in the SHeD program manuals: OHP, and the Glenn Safety Manual. Occupational Health responsibilities and requirements may also be found in the GRC Emergency Management Plan and the GRC Environmental Program Manual. Listed below are specific areas covered by OHP.

### **3.1 Industrial Hygiene**

- a. Acquisition of hazardous materials review and management
- b. Asbestos/fibers, lead, mercury
- c. Biological safety
- d. Bloodborne pathogens
- e. Chemical hygiene
- f. Occupational Exposure to Hazardous Chemicals and Substances
- g. Ergonomics

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- h. Food Sanitation
- i. Hazard communication
- j. Health and safety equipment management
- k. Hearing conservation
- l. Human Fatigue
- m. Indoor environmental quality
- n. Local exhaust ventilation
- o. Nanomaterial health and safety
- p. Reproductive hazards
- q. Respiratory protection
- r. Thermal Stressors
- s. Ventilation

### **3.2 Industrial Hygiene Support Areas**

- a. Alarms
- b. Building inspections
- c. Confined space
- d. Construction safety
- e. Emergency response
- f. Hot work
- g. NASA Mishap Program (NMIS)
- h. Job hazards analysis
- i. Pandemic preparedness
- j. Personal protective equipment
- k. Premise Plumbing
- l. Safety permits
- m. Safety and health training

### **3.3 Health Physics Programs**

- a. Radiation Protection for Radioactive Materials
- b. Radiation Protection for Radiation Generating Equipment
- c. Non-ionizing radiation safety
- d. Laser safety

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### 3.4 Occupational Health Programs

- a. Automated External Defibrillator (AED)
- b. Employee Assistance (description of services provided in Appendix C)
- c. Fitness Center (description of services provided in Appendix C)
- d. Occupational Medical Services (OMS) (description of services provided in Appendix C)

### 4.0 POLICY

See Glenn Procedural Requirement (GLPR) 8715.1, Glenn Safety and Health Program. Compliance with the responsibilities and requirements of this chapter are measured and verified through the use of programmatic self-assessments, regulatory, and Agency audits and internal field inspections.

### 5.0 RESPONSIBILITIES

#### 5.1 SHed Occupational Health (OH) and Health Physics (HP) Technical Leads

The Technical leads for OH and HP shall be responsible for chapter updates regarding overview of OH programs.

#### 5.2 Technical Representative (TR) for Occupational Health Functions

The TR for OHP functions shall conform to the requirements set forth in NASA Procedural Requirement (NPR) 1800.1.

#### 5.3 Supervisors

All supervisors shall implement requirements as specified in specific OH programs.

#### 5.4 Employees

All employees shall comply with OH program requirements as identified in specific programs.

### 6.0 REQUIREMENTS

#### 6.1 OHP Implementation (NPR 1800.1, NPR 8715.1, GLPR 8715.1)

The OHP shall be implemented according to the directives of the NASA OHP and Safety procedures and all applicable legal and regulatory requirements as defined in the SHed Manuals. The NASA NPRs are mandatory.

#### 6.2 Supervisor Role (NPR 1800.1, GLPR 8715.1)

The OHP-specific requirements shall be implemented by supervisors where these requirements apply to their employees.

#### 6.3 OHP Goals and Needs (NPR 1800.1)

The OHP health staff shall evaluate program needs and establish goals. Agency personnel will assist the Center in meeting its goals by conducting audits and/or reviews and by evaluating processes and procedures that will establish an effective program. Employee participation and program feedback are encouraged and welcomed.

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#### 6.4 Self-Assessments and Waivers (NPR 1800.1, GLPR 8715.1)

**6.4.1** The OHP program leads shall complete required self-assessment reviews in accordance with NPR 1800.1. Further, non-compliance findings identified during the self-review process shall be reported via the System for Tracking Audits/Assessments and Reviews (STARS) or locally required corrective action systems-as required.

**6.4.2** Where an alternate or supplementary procedure is required that differs from accepted regulations, policies, or standards, the OHP staff shall submit a waiver to the responsible NASA Headquarters reviewer for coordination and approval.

#### 6.5 Cority Use (NPR 1800.1)

The OHP program leads shall provide required inputs into the NASA electronic health records system and environmental health record keeping systems known as Cority.

#### 6.6 Update OHP Manual Chapters (Glenn Work Instruction (GLWI)-QS-1410.1)

The OHP leads shall update manual chapters in accordance with the GLP-QS-1410.1 manual revision procedure per schedule requirements or as significant changes in regulatory or NASA requirements arise. OHP leads shall ensure that records specified in the manual chapters are recorded on the GRC 278 form. (GLPR 1440.1)

### 7.0 RECORDS

The OHP records requirements are defined in the individual programs and are at a minimum maintained in accordance with the GRC recordkeeping regulations and specified on the GRC 278. Further, any program records that meet the requirements of the OSHA Access to Employee Exposure and Medical Records shall be preserved and maintained for at least the duration of employment plus 30 years.

### 8.0 REFERENCES

Document number	Document name
GLPR 8715.1	Glenn Safety and Health Program
29 CFR 1910	Occupational Safety & Health Administration: Occupational Safety and Health Standards
29 CFR 1926	Occupational Safety & Health Administration: Safety and Health Regulations for Construction
29 CFR 1960	Occupational Safety & Health Administration: Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters
29 CFR 1910.1020	Occupational Safety & Health Administration: Access to Employee Exposure and Medical Records
NPR 1800.1	NASA Procedural Requirement: NASA Occupational Health Program Procedures
NPR 8715.1	NASA Occupational Safety and Health Programs

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GLPR 1440.1B

Records Management

GLWI-QS-1410.1

Internal Document Management of the GRC Safety and Occupational Health Programs Manuals

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## A.—DEFINITIONS

**Automated External Defibrillator**—A device used to assist in the attempt to save the life of someone in sudden cardiac arrest.

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## B.—ACRONYMS

AED	Automated External Defibrillator
CFR	Code of Federal Regulations
GLPR	Glenn Procedural Requirement
GLP	Glenn Level Procedure
GRC	Glenn Research Center
HP	Occupational Health Program
NMIS	NASA Mishap Information System
NPR	NASA Procedural Requirement
OH	Occupational Health
OMS	Occupational Medical Services
OHB	Occupational Health Branch
OSHA	Occupational Safety & Health Administration
OHP	Occupational Health Program
SHeD	Safety and Health Division
STARS	System for Tracking Audits/Assessments and Reviews
TR	Technical Representative

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## APPENDIX C.—SERVICES PROVIDED BY OCCUPATIONAL MEDICINE HEALTH PROGRAMS

### C.1 Employee Assistance Program (EAP)

C.1.1 The Employee Assistance Program promotes and maintains the mental fitness of the NASA workforce, employing a licensed mental health practitioner who counsels and communicates with employees to assist them with issues that may impact their performance and/or productivity at work. The EAP practitioner provides outreach and awareness presentations, leads support groups, and conducts employee orientations and supervisor training.

C.1.2 Additionally, in anticipation of critical incidents, including man-made and natural disasters, EAP provides and maintains a preparedness program. The EAP practitioner works in coordination with Security, Human Capital, and other offices, and participates and assists with activities and events related to threats (either perceived or actual) against any members of the NASA workforce.

C.1.3 EAP encompass comprehensive wellness services, including phone consultation for employees and supervisors.

### C.2 Occupational Medical Services (OMS)

C.2.1 OMS takes a preventive approach to health risks and empowers GRC civil servants to manage their own health by providing accessible and user-friendly services through employee health programs at the worksite.

C.2.2 Programs for civil servants include but are not limited to annual physical exams, medical surveillance, nutrition counseling, and episodic care.

C.2.3 OMS also provides limited services to GRC contractors through their companies.

### C.3 Fitness Center

C.3.1 GRC maintains an onsite Fitness Center, based on the Office of Personnel Management's (OPM's) authority, incorporating industry standards provided by the American College of Sports Medicine (ACSM).

C.3.2 The Fitness Center staff are credentialed, CPR/BSL and BBP certified and trained. The onsite Fitness Center provides shower facilities and lockers rooms; an exercise room for stretching and classes; a designated walking/jogging trail, indoor exercise equipment of commercial quality and many wellness activities.

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