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Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

SPD 8715.8 Basic
July 2015

COMPLIANCE IS MANDATORY

John C. Stennis Space Center Policy Directive Visitor Safety Policy

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| Stennis Policy Directive | SPD 8715.8 | Basic |
| | <i>Number</i> | <i>Rev.</i> |
| | Effective Date: | July 31, 2015 |
| | Expiration Date: | July 31, 2020 |
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| Responsible Office: QA00/Safety and Mission Assurance Directorate | | |
| SUBJECT: Visitor Safety Policy | | |

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1. POLICY

- a. This Stennis Policy Directive (SPD) establishes policy, definitions, responsibilities, and procedures for all John C. Stennis Space Center (SSC) visitors, National Aeronautics and Space Administration (NASA) and non-NASA tenants. This policy is established based on the following premises:
- All visitors requesting access to SSC shall follow instructions outlined in Stennis Procedural Requirement (SPR) 1600.1, *Security Requirements Handbook*.
 - Test complex visitors shall adhere to all processes and procedures defined in Stennis Organizational Instruction (SOI)-8080-0040, *Test Complex Area Control*.
 - All official SSC visitors shall be apprised of all safety and health requirements, processes and procedures prior to receiving access to SSC.
 - Visitors participating in Officially Sanctioned Events shall receive a safety orientation addressing emergency procedures, identification of restricted areas, requirements for Personal Protective Equipment (PPE) and other potential safety and health concerns.
 - Each SSC employee is responsible for the health and safety of all individuals in the workplace.
- b. Visitor access to restricted areas is prohibited except as authorized as a part of an officially sanctioned event or as granted by the Center Director or designee. Without exception, all visitors will be briefed on the associated hazards and made aware of the safety requirements to be followed in the areas they visit by their escort or sponsor.

Restricted Areas include the following:

- Test Stands, including the A-1, A-2, A-3, B-1, B-2, E-1, E-2, and E-3 Test Complex Facilities
 - Test Control Centers
 - Bleachers
 - Shops
 - Labs and other Hazardous Chemical Storage Areas
 - Construction Sites
 - Support Facilities, including but not limited to the Cryogenic Laboratory, High Pressure Industrial Water, High Pressure Gas Facility, etc.
- c. The increased limitation on visitor access to these areas is consistent with the increased risk associated with activities conducted in restricted areas (i.e., over-pressurization of systems, hazardous operations and environments, sensitive and classified information, etc.).

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- d. Access limitations to certain areas may be further restricted due to additional safety concerns. Visitors will be apprised of possible risks associated with certain health issues and conditions, including physical limitations.
- e. Pets and other animals are prohibited in the workplace, except as required to perform official business, to perform work or tasks for people with disabilities or as otherwise specifically authorized by the Center Director or designee.

2. APPLICABILITY

- a. This SPD is applicable to NASA SSC personnel.
- b. This SPD is applicable to NASA SSC contractors, tenants or grant recipients to the extent specified or referenced in their respective contracts, grants and agreements.
- c. This SPD in no way limits participation in business development opportunities or prohibits the establishment of officially sanctioned events or student employment programs created to further educational/outreach goals.

3. AUTHORITY

- a. NPD 1600.2, *NASA Security Policy*
- b. NPR 1371.5, *Coordination and Authorization of Access by Foreign Nationals and Foreign Representatives to NASA*
- c. NPR 1600.1, *NASA Security Program Procedural Requirements*
- d. NPR 1600.3, *Personnel Security*

4. APPLICABLE DOCUMENTS

All citations are intended to refer to the latest version unless otherwise specified.

- a. NPR 1620.3, *Physical Security Requirements for NASA Facilities and Property*
- b. NPR 8715.3, *NASA General Safety Program Requirements*
- c. SPR 8715.1, *Safety and Health Program Requirements*
- d. SPR 1600.1, *John C. Stennis Space Center Security Requirements Handbook*
- e. SCWI-8715-0002, *Personal Protective Equipment*
- f. SCWI-8715-0008, *SSC Construction Safety and Health Program*
- g. SOI-8080-0040, *Test Area Access Control*

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5. RESPONSIBILITY

- a. **Role of the Employee:** The employee is responsible for following established policies, as outlined in this SPD, for obtaining facility access for visitors, both NASA and non-NASA. Employees requesting visitor access to restricted areas should reference Appendix A, *Typical PPE for Visitors to Restricted Areas*. Absolute requirements for PPE usage in restricted areas should be coordinated with the facility manager, area manager, and/or SMA representative.

Escorts are responsible for the safety and behavior of the personnel they are escorting and/or sponsoring.

Violations of this policy may result in employee disciplinary action(s), up to and including removal from Federal Service.

- b. **Role of the Supervisor:** The supervisor is responsible for ensuring the safety of their work areas, in accordance with Occupational Safety and Health Administration (OSHA) requirements, including evaluating the job site for hazards and conducting necessary safety reviews to minimize Government liability in this regard.

The supervisor should apprise all employees of the proper procedures for gaining visitor access to SSC and, to the extent possible, ensure that those procedures are followed by their employees.

6. MEASUREMENT/VERIFICATION

Not applicable to this SPD.

7. CANCELLATION

SCWI-8715-0011 Rev B, *Visitor Safety Policy*, dated October 2014.



Richard J. Gilbrech, Ph.D.
Director

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APPENDIX A. TYPICAL PPE FOR VISITORS ACCESSING RESTRICTED AREAS

| | Personal Protective Equipment | | | | | | | NOTES |
|---------------------|-------------------------------|----------------|-----------------|-----------------|--------------------|------------------------|--------------------------|---|
| | Head Protection | Eye Protection | Foot Protection | Hand Protection | Hearing Protection | Respiratory Protection | Reflective Vest/Clothing | |
| Test Stand | x | x | x | | x | | | Visitors may be required to wear head, eye, foot, and/or hearing protection during testing and normal test stand operations. |
| Test Control Center | | | | | x | | | Visitors are allowed access to the TCC during non-hazardous operations only. Hearing protection may be required during engine testing. |
| Bleachers | | | | | X | | | Visitors will be required to wear hearing protection at all times while viewing engine testing. |
| Shops | | X | x | | x | | | Visitors will be required at minimum to wear protective safety glasses with side shields at all times during operations in the shops. Hearing and foot protection may also be required depending on the operation. |
| Labs | | X | x | x | x | x | | Visitors will be required at minimum to wear protective safety glasses with side shields at all times during operations in the labs. Foot, hand, hearing and respiratory protection may also be required depending on the operations. |
| Construction Site | X | X | X | x | x | x | x | Visitors will be required to wear the minimum PPE for a construction site per SCWI-8715-0008; this includes a hard hat, safety glasses with side shields, and protective-toed shoes. High visibility apparel, such as reflective vests/clothing, hand, hearing, and respiratory protection may also be required when certain conditions are present in the work area. |
| Support Facilities | x | X | x | x | x | x | x | Visitors will be required at minimum to wear protective safety glasses with side shields at all times during operations. Head, foot, hand, hearing and respiratory protection, as well as reflective vests/clothing, may also be required depending on the operations. |

x – denotes typical PPE for restricted areas

X – denotes required PPE for restricted areas

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APPENDIX B. ACRONYMS

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|-------|---|
| NASA | National Aeronautics and Space Administration |
| NODIS | NASA Online Directive Information System |
| NPD | NASA Policy Directive |
| NPR | NASA Procedural Requirement |
| OSHA | Occupational Safety and Health Administration |
| PPE | Personal Protective Equipment |
| SCWI | Stennis Common Work Instruction |
| SOI | Stennis Organizational Instruction |
| SPD | Stennis Policy Document |
| SPR | Stennis Procedural Requirement |
| SSC | John C. Stennis Space Center |
| TCC | Test Control Center |