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John C. Stennis Space Center Safety, Health, Housekeeping and Essential Item Inspections

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Approval

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05/22/2019

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05/06/2019

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B	03/2011	M. Jones 8-1135	Added to section 4.c, 5.1c additional responsibilities for inspections to ensure follow-up to findings; Ch.5 changed frequency of Center Director's inspections to "optional" to allow for adapting to each Center Director's preferred inspection process; general edits
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C	01/28/2016	Kathy Cooper 8-1747	Updated formatting, references, acronyms, and definitions. Section 4.0 Updated responsibilities. Added Center Operations and SACOM responsibilities. Section 5.0 Added frequency description, more types of inspections, special inspections, lead and hazardous coatings notifications,

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			and VPP coordinator notification. Section 7.0 Updated acronyms. Removed all references to Facility Manager Database. Completely reworked document.
C-1	5/15/2017	Robert Simmers 8-1877	Admin Changes. Update to document numbers. Corrected Minor Errors
D	5/31/2019	M. Scott 8-1537	Updated reference list, corrected spelling/grammatical errors, updated verbiage to be consistent where appropriate, 4.1.c: removed Director Level inspection requirements as a “shall” statement to be consistent with Table 1, 4.2.c: clarified finding reporting requirements, 4.4.a,b,d: included NASA civil servant housekeeping inspection findings to be reported to SMA and clarified housekeeping inspection requirements, 4.7: updated prime contractor inspection requirements, 4.10.g(2): added Center Operations to notification for tenant occupant findings not being addressed, 5.1: clarified relationship between Table 1 and inspection requirements and added fire department inspection statement, formatted Table 1, 5.2.d: clarified industrial hygiene notification, 5.2.g: clarified NASA civil servant housekeeping filing requirements for VPP
D-1	4/30/20	R.Good 8-1487	Administrative change submitted

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1.0 PURPOSE

The purpose of this John C. Stennis Space Center (SSC) Common Work Instruction (SCWI) is to ensure SSC facilities and operations are maintained in a safe, orderly, and environmentally sound manner through the performance of inspections completed by National Aeronautics and Space Administration (NASA) SSC Civil Service employees, contractors and construction contractors.

2.0 APPLICABILITY

This SCWI shall apply to NASA SSC Civil Service employees, contractors, and construction contractors or as contractually specified. This applies to SSC tenants to assist in the timely closure of facility related inspection findings in accordance with their Host Tenant Agreements.

3.0 REFERENCES

All references are the latest version unless otherwise indicated.

- a. 29 CFR 1910, *Occupational Safety and Health*
- b. 29 CFR 1926, *Safety and Health Regulations for Construction*
- c. 29 CFR 1960, *Basic Program Elements for Federal Employees Occupational Safety and Health Administration*
- d. NPR 8715.1, *NASA Occupational Safety and Health Programs*
- e. NPR 8715.3, *NASA General Safety Program Requirements*
- f. NASA-STD-8719.11, *NASA Safety Standard for Fire Protection*
- g. SPR 1440.1, *Records Management Program Requirements*
- h. SPR 8715.1, *Safety and Health Program Requirements*
- i. SCWI-1250-0001, *SSC Food Services Sanitation*
- j. SCWI-1800-0005, *SSC Hazard Communication*
- k. SCWI-1840-0002, *SSC Local Exhaust Ventilation for Health Hazard Control*
- l. SCWI-1840-0003, *SSC Occupational Exposure Assessment and Management Program*
- m. SCWI-8500-0018-ENV, *SSC Lead and Other Hazardous Coatings Hazard Control Program*
- n. SCWI-8500-0019-ENV, *SSC Asbestos Hazard Control Plan*
- o. SCWI-8700-0004, *SSC Ionizing Radiation Program*
- p. SCWI-8700-0005, *SSC Nonionizing Radiation Program*
- q. SCWI-8715-0008, *SSC Construction Safety and Health Program*
- r. SCWI-8715-0010, *SSC Process Safety Management Program*
- s. SCWI-8715-0016, *SSC Close Call Reporting System (CCRS)*
- t. SCWI-8730-0006, *SSC Safety, Health and Environmental Tracking (SHEtrak) System Corrective Action Request Process*
- u. SCWI-8810-0001, *SSC Center Operations Design & Construction Project Management Division Project Planning, Design and Construction Work Instruction*
- v. SCWI-8830-0001, *SSC Facility Manager Program Handbook*

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- w. SPLN-8838-0001, *SSC Fire Protection/Prevention Program Plan*
- x. SSP-8715-0001, *SSC Safety and Health Handbook*
- y. Form SSC-405, *Safety, Health and Housekeeping Inspection Report*
- z. Form SSC-879, *Construction Weekly Safety Inspection*

4.0 RESPONSIBILITIES

Contact the Safety and Mission Assurance Directorate Administrative Support for personnel assigned to any role identified in this document.

4.1 Center Director, Deputy, and/or Associate Director(s)

The Center Director, Deputy, and/or Associate Director(s) shall:

- a. Ensure that NASA facility acquisition, construction and activation activities include the safety inspection of all facilities, occupied or unoccupied, at least annually to ensure compliance with safety, fire protection, and building codes and standards, in accordance with NPR 8715.3, *NASA General Safety Program Requirements*.
- b. Ensure facility managers are in place in accordance with NPR 8715.3, *NASA General Safety Program Requirements*.

4.2 Safety and Mission Assurance Directorate (SMA)

The Safety and Mission Assurance Directorate (SMA) shall:

- a. Audit the completion of all Safety, Health, and Housekeeping Inspections through records review or other means of management.
- b. Ensure inspection findings are managed in the Safety, Health and Environmental Tracking System (SHEtrak) to include abatement plan submission when necessary and closure when resolved.
- c. Conduct an annual safety audit/inspection of all NASA SSC Civil Service employee and contractor buildings and areas. This also includes all NASA managed facilities including tenant facilities. Report new findings and previous finding closures to the Facility Manager Specialist and Synergy Achieving Consolidated Operations and Maintenance (SACOM) contractor as per Section 4.10.
- d. Monitor the status of the inspection program to verify inspections are performed, and identify possible areas for improvements.
- e. Perform inspections of construction operations and follow-up on all findings to ensure compliance to SCWI-8715-0008, *SSC Construction Safety and Health Program*.

4.3 Center Operations Directorate

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The Center Operations Directorate shall:

- a. Ensure NASA and NASA contractor facility managers respond and track to closure all discrepancies assigned through SHEtrak.
- b. Ensure tenant facility managers respond and track to closure all discrepancies assigned through SHEtrak in accordance with the Host Tenant Agreements.
- c. Ensure fire protection/prevention systems are inspected and findings are documented in SHEtrak (SACOM campus).
- d. Ensure abatement plans for fire discrepancy findings include authorization from the SSC Authority Having Jurisdiction (AHJ) as outlined in NASA-STD-8719.11, *NASA Safety Standard for Fire Protection*.
- e. Audit to ensure work orders generated because of a discrepancy identified during a facility inspection are completed.
- f. Ensure all Lead and other Hazardous Coatings Hazard Control Program and Asbestos Hazardous Control Plan inspections are completed and documented.

4.4 NASA SSC Directorates and Offices

NASA SSC Directorates and Offices shall:

- a. Develop and implement a safety, health, and housekeeping inspection process using form SSC-405 for all areas in accordance with Sections 5.1 and 5.2.
- b. Report findings to the Facility Manager and to the SMA Facility Safety POC or designee.
- c. Complete follow-up actions to eliminate hazards and correct deficiencies.
- d. Ensure open findings from previous housekeeping inspections are carried forward on subsequent inspection reports.
- e. Conduct follow-up investigation to determine status of any findings that have carried over from previous inspections, and note findings. (Form SSC-405 can be used to note these follow-up investigations.)
- f. Maintain records of inspections for auditing purposes, in accordance with Stennis Procedural Requirement (SPR) 1440.1, *Records Management Program Requirements*.
- g. Submit verification of completed inspections to SMA Voluntary Protection Program (VPP) Coordinator.

4.5 All NASA SSC Civil Service and Prime Contractor Employees

All NASA SSC Civil Service and Prime Contractor Employees shall:

- a. Work in a safe manner.
- b. Identify; document; and, if able, correct unsafe conditions.
- c. Report unsafe conditions, as discovered, to the appropriate supervisor or Facility Manager.

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- d. Perform and/or participate in safety inspections proactively when requested.

4.6 NASA Prime Contractor General Managers

NASA prime contractor general managers or their designees shall actively participate in Safety, Health, and Housekeeping Inspections of their areas at a frequency (See Section 5.1) that fulfills established requirements as specified by contract or by regulatory agencies.

4.7 NASA Prime Contractors

NASA Prime Contractors shall:

- a. Complete facility inspections so that all assigned buildings and areas of responsibility are inspected as per Section 5.1.
- b. Implement an inspection process where a standard inspection form such as SSC-405 is used and findings are reported to the Facility Manager for correction.
- c. Conduct Essential Item and Preventative Maintenance (PM) Inspections as applicable.
- d. Correct inspection findings when notified.
- e. Maintain records of inspections for auditing purposes, in accordance with SPR 1440.1, *Records Management Program Requirements*.

4.8 NASA Construction Safety Manager

NASA Construction Safety manager or their designee shall actively participate in Safety, Health and Housekeeping Inspections of their areas at a frequency (See Section 5.1) that fulfills established requirements as specified by contract or by regulatory agencies. Special emphasis may require greater focus and frequency due to observed deficiencies or incidents.

4.9 NASA Direct Construction Contractors

NASA Direct Construction Contractors shall:

- a. Complete documented weekly worksite inspections to ensure all areas are safe and compliant with federal, state and local regulations. *Construction Weekly Safety Inspection*, Form SSC-879, is recommended.
- b. Maintain records of documented inspections so they are available for review by NASA.

4.10 SACOM Contractor

The SACOM Contractor shall:

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- a. Perform PM Inspections using a preventative maintenance database that provides status reports of complete and incomplete inspections.
- b. Perform Essential Item Inspections such as pressure vessels, pressure systems, relief valves, non-intact paints and other coatings due to potential lead and other hazardous constituents such as hexavalent chromium, non-intact insulation materials due to potential asbestos constituents, and other safety devices and equipment. All pressure systems and flex hose findings shall be reported to the NASA SSC Pressure Systems Manager.
- c. Perform safety inspections for assigned areas per Section 5.1.
- d. Submit facility work requests for those tasks requiring facility maintenance assistance, and record, track, and close completed actions/findings through the Computerized Maintenance Management System (CMMS).
- e. Assign Risk Assessment Codes (RAC) for SHEtrak findings requiring work requests.
 - (1) Emergency (Immediate)
 - (2) Urgent (3 days)
 - (3) Priority (21 days)
 - (4) Routine (90 days)
 - (5) Discretionary
 - (6) Deferred
- f. Enter and submit for approval abatement plans in SHEtrak, or ensure an active abatement plan is in SHEtrak per SCWI-8730-0006, *SSC Safety, Health and Environmental Tracking (SHEtrak) System Corrective Action Request Process*
- g. Respond and track to closure all discrepancies assigned through the SHEtrak System by NASA SMA and the SMA Support Contractor. Complete follow-up actions to eliminate hazards and correct deficiencies. For facilities covered under SACOM Contract:
 - (1) Use SHEtrak to record and track to closure all discrepancies identified during a facility inspection.
 - (2) Notify the occupant of occupant related discrepancies and track to closure. If the occupant does not address the discrepancy, notify NASA SMA and Center Operations (if the occupant is a tenant).

5.0 NASA SSC INSPECTIONS

5.1 Frequency

- a. NASA SSC and NASA Prime Contractors safety and health offices shall establish a formal schedule of safety and health inspections for all operations/facilities in accordance with Table 1. The inspection frequencies listed in Table 1 ensure the provisions in 29 CFR § 1960.25(c) are followed, and are completed in accordance with NPR 8715.1, *NASA Occupational Safety and Health Programs*. Special inspections may be conducted announced or unannounced. Inspections may be conducted more frequently where there is an increased risk of accident, injury, or illness due to the nature of the workplace (i.e. work at heights, high-energy locations,

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cryogenic facilities, electrical facilities, critical lifting operations, propellant facilities, or where there is an increased facility risk index as per SSP-8715-0001, *SSC Safety and Health Handbook*.
Note: Fire Department Personnel conduct inspections at more frequent intervals than those listed in Table 1, whereas most buildings are inspected quarterly.

b. The following table provides a summary listing of the types of inspections; party or organization responsible for completing the inspection; and the frequency of completion for the inspection.

NASA SSC INSPECTIONS		
Type	Responsible Individual/Organization	Frequency
Inspections of NASA SSC Employee Occupied Areas	NASA SSC Directorates and Offices	Quarterly for Administrative Areas Monthly for Industrial Areas
Inspections of Contractor Occupied Areas to include processes and shop areas	NASA Prime Contractor Program	Quarterly for Administrative Areas Monthly for processes and shop areas
Inspections of Construction Areas	NASA Prime Construction Contractor	As defined by SCWI-8715-0008, <i>SSC Construction Safety and Health Program</i>
Center Director Level Inspections	Center Director or Designee	Optional
Contractor General Manager Inspections	NASA Prime Contractor General Manager or Designee	Minimum Bi-Weekly
NASA Direct Construction Contractor Site Manager Inspections	NASA Direct Construction Contractor Site Manager	As defined by SCWI-8715-0008, <i>SSC Construction Safety and Health Program</i>
Fire Protection/Prevention Inspections	Center Operations	As defined by SPLN-8838-0001, <i>SSC Fire Protection/Prevention Program Plan</i>
Essential Item, Safety Equipment and Devices	NASA Prime Contractor Representative	As required by manufacturer recommendations, governmental regulations, code, or industry standards

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NASA SSC INSPECTIONS		
Type	Responsible Individual/Organization	Frequency
Essential Construction Equipment	NASA Prime Contractor Representative and NASA Direct Contractor Representative	As required by regulations or manufacturer recommendations
Annual Facility Inspection / audits of NASA SSC and Contractor Areas	SMA	Annually
Random Inspections of Site to Include Construction Contractors	SMA	Random – contingent upon inspection findings
Hazardous Substances	Center Operations	As defined by SCWI-8500-0018-ENV, <i>SSC Lead and other Hazardous Coatings Hazard Control Program</i> ; SCWI-8500-0019-ENV, <i>SSC Asbestos Hazard Control Plan</i> ; and, SCWI-1800-0005, <i>Hazard Communication</i>
Food Service Inspections	NASA Prime Contractor Representative	As required by SCWI-1250-0001, <i>SSC Food Services Sanitation</i>
Local Exhaust Ventilation for Health Hazard Control Program	Center Operations Industrial Hygiene or Contractor Representative	As required by SCWI-1840-0002, <i>SSC Local Exhaust Ventilation for Health Hazard Control</i>
Occupational Exposure Assessment and Management Program	Center Operations and/or Contractor Industrial Hygiene	As required by SCWI-1840-0003, <i>Occupational Exposure Assessment and Management Program</i>
SSC Ionizing Radiation Program	Center Operations	As required by SCWI-8700-0004, <i>SSC Ionizing Radiation Program</i>

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NASA SSC INSPECTIONS		
Type	Responsible Individual/Organization	Frequency
SSC Nonionizing Radiation Program	Center Operations and Contractor	As required by SCWI-8700-0005, <i>SSC Nonionizing Radiation Program</i>
Process Safety Management	SMA	As required by SCWI-8715-0010, <i>SSC Process Safety Management Program</i>
Operational Readiness Assessment (ORA)	Operational Readiness Team, or Independent Investigation	As required by SPR-8715.2, <i>Operational Readiness Program Procedural Requirements.</i>

Table 1

5.2 Safety, Health and Housekeeping Inspections

- a. The directorates and offices or their designee(s) shall inspect Civil Service **employee-occupied** administrative areas, at minimum, quarterly; and industrial areas, monthly.
- b. These inspections shall be performed with NASA Civil Service employee involvement.
- c. The process of inspection will be at the discretion of the directorate or office; however, the latest version of the NASA Safety, Health and Housekeeping Inspection Form SSC-405 will be used to document inspections. Instructions for use of this form are as follows:
 - (1) Complete all sections of the form.
 - (2) Building /Area – Specify the entire work area that was inspected.
 - (3) Inspector Name, Inspector Signature – Primary inspector will be a NASA employee.
 - (4) Accompanied By – Name of co-workers participating in the inspection. At least one other individual is recommended.
 - (5) Date, Time – Exact date and time of inspection.
 - (6) Area Supervisor – Note the name of the supervisor who works within the area for the majority of the area inspected.
 - (7) Organization/Agency – Indicate which organization(s) within NASA work in the inspected area, i.e., QA10.
 - (8) Notified check boxes – Check when these notifications have been made following inspection.
 - (9) Location – List the exact location of hazard/finding.

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- (10) Discrepancy – Briefly describe the hazard/finding. Use the previous inspection filed in the directorate or office to list findings that were open on the previous inspection and note whether they have been corrected.
 - (11) Recommended Corrective Action – State the corrective action deemed appropriate.
 - (12) Initial Comp – Initial section as complete if the discrepancy is corrected on the spot, or note the previous finding has been completed.
 - (13) Work Request # – Note the reference number or close call number of the work request or close call submitted, if applicable.
 - (14) Hazard Code – List the hazard code using the lists on page two (2) of SSC-405.
- d. Immediately report and/or correct, as appropriate, any finding that presents an imminent danger per the NASA Hazard Reporting Process as defined by SPR 8715.1, *Safety and Health Program Requirements*. If the finding deals with lead, other hazardous coatings, or asbestos, contact NASA Industrial Hygiene. Immediate action shall also include barricade or control access/exposure to imminent hazard.
 - e. Report non-facility related findings (at-risk behaviors) as close call incidents into the Close Call Reporting System (CCRS) per SCWI-8715-0016 if deemed appropriate.
 - f. Facility safety findings shall be forwarded to the building's Facility Manager and to the SMA Facility Safety POC.
 - g. A copy of the completed inspection forms shall be kept with each directorate or office conducting the inspection for auditing purposes. Civil servant housekeeping inspection forms shall be forwarded to the NASA SMA VPP coordinator to provide verification that an inspection has been completed for the quarter.

5.3 Essential Item Inspections

- a. Essential Item Inspections shall be performed by NASA SSC, NASA Prime Contractors, and NASA Direct Construction Contractors, each respective contractor as directed contractually and/or as required by federal, state and local codes; manufacturing instructions; and when required for health and safety.
- b. Essential Items that require inspection shall be listed on the PM work request or checklist used. This includes Center Operations inspections for lead, other hazardous coatings, and asbestos hazards listed in Table 1.
- c. The PM work request or Inspection Checklist shall include as a minimum:
 - (1) The signature of the person completing the inspection.
 - (2) Date of inspection.
 - (3) Area or item being inspected.
 - (4) Any actions to be taken to correct deficiencies.

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6.0 RECORDS AND FORMS

All records and forms are the latest version unless otherwise indicated. Quality Records are identified in the SSC Master Records Index. All records and forms shall be maintained in accordance with SPR 1440.1, *Records Management Program Requirements*.

7.0 ACRONYMS

AHJ	Authority Having Jurisdiction
CCRS	Close Call Reporting System
CFR	Code of Federal Regulations
CMMS	Computerized Maintenance Management System
NASA	National Aeronautics and Space Administration
NPR	NASA Procedural Requirement
O&M	Operations and Maintenance
ORA	Operational Readiness Assessment
PM	Preventative Maintenance
RAC	Risk Assessment Codes
SACOM	Synergy Achieving Consolidated Operations and Maintenance
SCWI	John C. Stennis Space Center Common Work Instruction
SHetrak	Safety, Health and Environmental Tracking System
SMA	Safety and Mission Assurance
SPLN	Stennis Plan
SPR	Stennis Procedural Requirement
SSC	John C. Stennis Space Center
SSP	Stennis Safety Procedure
STD	NASA Standard
VPP	Voluntary Protection Program

8.0 DEFINITIONS

Computerized Maintenance Management System (CMMS): Computer system used to help manage maintenance on equipment, assets, and property. This includes Maximo.

Essential Item Inspections: Any inspection performed using a checklist. This normally encompasses items on form SSC-405, *Safety, Health and Housekeeping Inspection Report*, but it can include other checklist inspections such as explosive safety, confined space, scaffolding, etc. It may be generated by a PM work request or similar process. Essential Item Inspections can include, but are not limited to, hoist, cranes, slings, safety relief devices, fire extinguishers, eyewash stations, emergency stops, and fire systems.

Imminent Danger: A condition or situation that poses an imminent threat, death, injury, potential for catastrophic loss of a system, or a direct adverse impact on the environment.

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Imminent Dangers must be addressed/corrected immediately to prevent adverse impacts to personnel, system or the environment. Examples are situations such as locked emergency exits, exposure to hazardous energy sources outside of the lockout/tagout procedure, and the unauthorized removal of machine guarding.

Maximo: Part of the CMMS System used for management of operations and maintenance work orders, real property database, charge code validation, planned maintenance projects, preventative maintenance information, asset failure tracking, and material and labor associated with performing work.

SHEtrak: The Safety, Health and Environmental Tracking System used to report and track safety inspections and findings. (It also includes fire and surveillance nonconformances.)