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Glenn Safety Manual – Chapter 24

Facility Safety and Health Inspection w/Change 2 (9/30/2015)

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Cleveland, OH 44135**

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Change Record

Rev.	Effective Date	Expiration Date	GRC25, Change Request #	Description
C	10/22/2012	10/22/2017	118	Bi-annual
Change 1	4/15/2014	10/22/2017	N/A	Administrative change to add front cover and change history log to comply with NPR 1400.1 and deleted “and fully conform to”, “.”(after standards) This activity conforms to the inspection standards required by” and inserted “.” (after equivalent) “The GRC shall follow the requirements of” and added “and” between standards and NPR in Section 4.0 Policy.
Change 2	9/30/2015	10/22/2017	N/A	Administrative change to remove hyperlinks.

***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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Chapter 24—Facility Safety and Health Inspection Program

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 October 2012. 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 provides requirements for the conduct of Facility Safety and Health Inspections at the Glenn Research Center's (GRC) Lewis Field (LF) and Plum Brook Station (PBS). This chapter identifies the types of facility safety and health inspections conducted at GRC, the frequency of these inspections, the composition of the inspection teams, and the responsibilities of the inspectors, management, and the GRC Safety and Health Division.

2.0 APPLICABILITY

This chapter is applicable to all civil servant and contractor employees assigned to GRC sites and to any NASA-controlled, Government-owned facilities associated with GRC.

3.0 BACKGROUND

Facility Safety and Health Inspections and follow-up corrective actions are an important aspect of the GRC mishap prevention program. Inspections are the principal means by which management and safety and health personnel can identify hazardous conditions, unsafe work practices, and other occupational safety and health issues. The program includes notification of responsible facility personnel and follow-up actions to ensure that corrective actions are taken. Facility Safety and Health Inspections are a major effort to ensure compliance with applicable regulations of other Federal agencies exercising regulatory authority over NASA in specific areas (e.g., Department of Labor's Occupational Safety and Health Administration (OSHA) and the Nuclear Regulatory Commission).

4.0 POLICY

The Facility Safety and Health Inspection Program are led by SHeD at LF and the PBS. It consists of quarterly and annual inspections of buildings, substations, and cooling towers. Inspections are conducted by safety specialists trained to OSHA 30-hour general industry level or equivalent. The GRC shall follow the requirements of 29 (Code of Federal Regulations (CFR) 1960.2 standards and NPR 8715.1 Chapter 4, Inspection and Abatement.

5.0 RESPONSIBILITIES

5.1 Safety and Health Division (SHeD)

SHeD is responsible for administering the Facility Safety and Health Inspection Program. SHeD conducts the program at LF and PBS. Implementation tasks include scheduling all formal inspections, coordinating inputs from inspection teams, maintaining the facility inspection database, issuing inspection violation notices to responsible individuals or organizations, tracking corrective action plans (CAPs) to closure, and issuing periodic reports on safety and health violations.

The Facility Safety and Health Inspection is a comprehensive, announced, and scheduled general inspection conducted annually and quarterly for all GRC facilities. Additional unannounced inspections will be conducted as needed, based on employee-reported concerns, SHeD investigation of safety and health issues, or changes in the facility operations or configuration. Specialty inspections that may be conducted singularly or as a part of the Facility Safety and Health Program Inspection include

- Industrial hygiene inspection
- High-voltage indoor inspection
- Chemical management inspection

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- Health physics inspection
- Underground storage tank inspection
- Aboveground storage tank inspection
- Storm and sewer outfall inspection
- Ventilation and hood inspection
- Fire prevention inspection
- Confined space inspection
- Lifting device and equipment safety inspection
- Safety permit inspection
- Shop area safety inspection
- Lab area safety inspection
- Compressed gas cylinder system inspection
- Pressure system safety inspection
- Electrical safety inspection
- Building evacuation inspection
- Office area inspection

SHeD may use the Facility Safety and Health Inspection Program in conjunction with the Incident Reporting Information System (IRIS), SHeD helpline (216-433-8848) reports, Dr. Know, and NASA Safety Reporting System (NSRS) to assess, investigate, analyze, and record unsafe conditions or reports of unsafe conditions by issuing an inspection finding (IF) notice to the appropriate management individual or organization responsible for bringing the issue to closure. Such items will be tracked in the facility inspection database (SHEtrak).

SHeD administers the Center Safety, Health, and Environmental Tracking system (SHEtrak), which records, trends, and publishes the IFs and violations that may result from Facility Safety and Health Inspections.

5.1.1 SHeD Facility Safety and Health Inspection Coordinator

- Schedules annual and quarterly Facility Safety and Health Inspections for GRC facilities
- Ensures notification of facility managers, union representatives, additional inspectors, and organization safety points of contact (POCs) on the date and time of the annual or quarterly inspections
- Administers the GRC SHEtrak system.
- Produces a monthly report that communicates all recorded IFs and violations overdue for closure, SHeD-approved CAPs, or abatement plans (APs) to GRC Director of Safety and Mission Assurance
- Assists SHeD staff in preparing a Corrective and Preventive Action Reporting System (CPAR) entry for all IFs and violations overdue for closure, SHeD-approved CAPs, or APs
- Maintains a list of directorate and organizational safety and health POCs and coordinates organizational safety and health issues with the POCs

5.1.2 SHeD Facility Safety and Health Inspector

- Conducts annual or quarterly Facility Safety and Health Inspections of their assigned facilities
- Records inspection results in the SHEtrak system

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- Conducts follow-up inspections on findings requested to be closed
- Conducts follow-up inspections following the due date for findings requested abated or corrected per terms of the CAP or the AP recorded in SHEtrak
- Recommends stoppage of all activity that is immediately hazardous to life and property; records the finding to be a Risk Level 1—Immediate Danger, and assigns an immediate correction date in SHEtrak
- Assesses the risk of each IF and assign a Risk Level of 1—Immediate Danger; 2—Serious (less than imminent); 3—Routine (less than serious)
- Conducts occasional informal and unannounced inspections of each assigned facility as needed to determine the facilities general safety, health, and environmental conditions between the formal annual and quarterly inspections; records any findings in SHEtrak for action
- Monitors the activity of each assigned facility to determine the potential safety, health, and environmental risks that may require informal inspection

5.2 Safety Committee Chairperson

Safety committees shall conduct third-party reviews of all proposed installations, modifications, and operations in their assigned areas, to ensure that all systems meet minimum safety standards. Safety committee consideration of new permit requests, renewal requests, and change requests include walkthroughs of the permit areas. When safety or health concerns are observed during facility inspections they shall be brought to the attention of the SHeD or a SHeD Facility Safety and Health Inspector who shall investigate and issue an IF and/or violation notice to the appropriate management individual or organization responsible for correcting the finding, developing a CAP, or developing an AP to remedy the finding. All such items will be tracked in the facility inspection database (SHEtrak).

5.3 Building Managers

Building managers are an integral part of the Facility Safety and Health Inspection Program. As part of the inspection team, the building manager provides detailed knowledge of operations in the facility to aid the inspection team. The building manager is requested to accompany the inspection team for all formal safety and health inspections. Scheduled formal inspections will not be conducted without the participation of the building manager or the building manager's alternate or designated representative. Building managers are encouraged to make periodic inspections of their areas or facilities. When safety or health concerns are observed or reported, they shall immediately be brought to the attention of the SHeD or a SHeD Facility Safety and Health Inspector.

5.4 Supervisors

Supervisors are encouraged to make periodic inspections of their areas or facilities. When safety or health concerns are observed or reported, they shall immediately be brought to the attention of SHeD or a SHeD Facility Safety and Health Inspector.

5.5 Directorate and Organizational Safety Points of Contact (POCs)

Directorate and Organizational POCs for safety and health concerns will serve as a Directorate or Divisional focal point for safety and health concerns noted in areas under the control of his or her Directorate or Division. Any organization can designate a POC; however, it is recommended that all Directorates appoint a POC and that any Division with significant manufacturing, industrial, laboratory, warehouse, or facility maintenance functions assign a Safety and Health POC.

The Safety and Health POC

- Should monitor their organizations performance on Facility Safety and Health Inspection reports
- Consults with SHeD to formulate an appropriate organizational safety and health performance strategy to correct, abate, or improve organizational safety and health performance
- Assists SHeD Facility Safety and Health Inspectors in assigning IFs to appropriate individuals

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5.6 Research and Test Personnel

Research and test personnel are encouraged to make periodic informal inspections of their areas or facilities to ensure compliance with safety permits and to assess the safety and health of their workplace. When safety or health concerns are observed or reported, the concern shall immediately be brought to the attention of the SHeD or a SHeD Facility Safety and Health Inspector, reported in IRIS, communicated to the EHS helpline (216-433-8848), Dr Know, or reported via NSRS.

GRC SHeD provides a list for all contacts and programs.

5.7 Employees

Employees are encouraged to notice and report workplace safety and health issues. When safety or health concerns are observed or reported, the concern shall immediately be brought to the attention of the SHeD or a SHeD Facility Safety and Health Inspector, reported in IRIS, communicated to the EHS Helpline (3-8848), or reported via NSRS.

GRC SHeD provides a list for all contacts and programs.

6.0 REQUIREMENTS

The GRC Facility Safety and Health Inspection Program provides a level of workplace inspection and abatement that meets or exceeds the objectives 29 CFR 1960.2 OSHA and NPR 8715.1, NASA Occupational Safety and Health Programs.

6.0 Verification of compliance with these requirements is done by SHeD during periodic evaluation and audits.

6.1 SHeD Requirements (*NPR 8715.1 and 29 CFR 1960*)

- SHeD shall establish a formal schedule of inspections for all operations and facilities. All active areas and operations of each establishment shall be inspected at least annually. More frequent inspections shall be conducted in all establishments where SHeD determines that there is an increased risk of accident, injury, or illness due to the hazardous nature of the workplace.
- SHeD shall annually inspect any facility, structure, operation, vehicle, or equipment that is in an inactive status. Prior to reactivation, the facility, structure, vehicle, operation, or equipment shall undergo a thorough inspection to identify potential hazards.
- SHeD shall conduct unannounced inspections, including follow-up inspections, to ensure the identification and abatement of hazardous conditions and to verify the implementation of CAPs and APs.
- SHeD shall conduct additional (nonscheduled) inspections at the request of safety and health committees, supervisors, employees or their representatives, or upon notice of an unsafe or unhealthful condition.
- SHeD shall only conduct scheduled and unannounced inspections with inspectors who meet the Office of Personnel Management standards for the following occupations: Safety and Occupational Health Manager/Specialist GS-018, Safety Engineer GS-803, Fire Prevention Engineer GS-804, Industrial Hygienist GS-690, Fire Protection and Prevention Specialist/Marshal GS-081, Health Physicist GS-1306, Occupational Medicine Physician GS-602, Occupational Health Nurse GS-610, Safety Technician GS-019, Physical Science Technician GS-1311, Environmental Health Technician GS-699, Air Safety Investigation Officer GS-1815, Aviation Safety Specialist GS-1825, Chemist GS-1320, Health Technician GS-645, Highway Safety Manager GS-2125, General Health Scientist GS-601, Physician's Assistant GS-603, or Sanitarian GS-688.
- SHeD shall ensure that inspectors have sufficient documented training and experience in safety and health necessary for the recognition, evaluation, and general abatement of suggestions and procedures of health and safety hazards.

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- SHeD shall provide the proper support equipment necessary to conduct a thorough inspection of the facility, operation, or equipment being inspected.
- SHeD shall issue all IFs through SHEtrak as an equivalent document to the Notice of Unsafe or Unhealthful Condition (NASA Form (NF) 1390) utilizing the process illustrated in Appendix B.
- SHeD shall assign a risk level to each inspection checklist item to incorporate the inspection checklist item probability and severity determination. Risk levels shall be
 - **Risk Level 1—Imminent danger.**—The existence of any condition or activity that can reasonably be expected to have a high probability to cause death or serious physical harm if not immediately corrected. (29 CFR 1903.14(e)(14)). These conditions are to be placed in a safe condition immediately or the employees evacuated from the area and the work operations ended. These conditions are to be corrected not later than 3 calendar days or a CAP submitted to SHeD.

Examples include, but are not limited to, the following

- Employees working on, near or within close proximity to energized electrical parts without an Energized Electrical Work Permit or unguarded moving mechanical parts
- Employees working on elevated surfaces above 6 ft without the use of a fall protection system
- Employees working within close proximity to unguarded floor openings
- Leaking toxic or hazardous gases
- Employees performing any activity that is considered extremely unsafe and unacceptable
- **Risk Level 2—Serious (less than imminent).**—The existence of any condition or activity that can reasonably be expected to have a substantial probability to cause death or serious physical harm if not corrected within a specified time. These conditions do not require immediate correction, but are deemed as “priority” and are required to be corrected as soon as possible. These conditions are to be corrected within 20 calendar days or a CAP shall be submitted to SHeD.

Examples include, but are not limited to, the following

- Exposed energized electrical parts or unguarded moving mechanical parts, but no employee is working on, near or within close proximity
- Inoperative fire alarm system in a building without an effective evacuation plan
- Electrical outlets in damp or wet locations not equipped with ground fault circuit interrupter (GFCI)
- **Risk Level 3—Routine (less than serious).**—The existence of any condition or activity that can reasonably be expected to have a slight chance or low probability to injury or affect personnel safety. These conditions are to be corrected within 30 calendar days or an AP shall be submitted to SHeD.

Examples include, but are not limited to, the following

- Portable appliance does not have a permit
- Portable fire extinguisher, emergency eyewash station, or automated external defibrillator (AED) not inspected as required
- Improper lighting in workarea
- Electrical panel not correctly labeled
- SHeD Inspector shall assign a hazard level to each IF that communicates the severity of the hazard to employees when the IF is posted in the workplace.

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- **Imminent danger.**—Hazardous condition may cause death, permanent disabling, or fatal injury to personnel and/or loss of facilities, major systems, or associated hardware. This type of violation shall be corrected immediately. The area supervisor should be contacted and advised that operations shall cease and employees evacuated from the area until the situation is corrected. Supervisor should direct corrective actions to eliminate or lower the hazardous condition.
 - **High.**—Hazardous condition may cause severe injury or occupational illness, and/or major damage to facilities, systems, or flight hardware. Severe injury or illness may likely result in the hospitalization and/or permanent disability or likely to limit the personnel in his/her job performance.
 - **Medium.**—Hazardous condition may cause minor injury or occupational illness, and/or marginal damage to facilities, systems, or equipment.
 - **Low.**—Conditions that may cause first aid injuries or occupational illness, and/or minimal damage to facilities, systems, or equipment. This may not affect personnel safety, but is a violation of specific criteria.
- SHeD shall review and approve CAPs for all IFs not corrected in the assigned time period based on the finding risk level.
 - SHeD shall review and approve APs for all findings that cannot be corrected within 30 calendar days of the date of issue.
 - SHeD shall report imminent danger conditions to the supervisor of the area who will order employees removed from exposure to the imminent danger condition and begin abatement of the imminent danger condition.
 - SHeD shall issue IFs not later than 15 days after completion of the inspection for safety violations or not later than 30 calendar days for health violations. If the IF cannot be issued within the prescribed time period; reasons for the delay must be documented. The corrective action completion date is started upon the SHEtrak release date of the IF. The SHeD goal is to issue the IF thru SHEtrak within 3 working days following the inspection for both safety and health findings.
 - SHeD shall ensure that a copy of the IF is filed and retained for a period of 5 years after abatement and made available to OSHA or National Institute of Occupational Safety and Health (NIOSH) officials upon request (electronic versions are acceptable for recordkeeping purposes).

6.2 Building Manager Requirements (NPR 8715.1)

- Building managers shall post all inspection finding reports or OSHA citations at or near the workarea involved. Usually this can be accomplished by posting the IFs on the building bulletin board. Each citation must remain posted until the violation has been corrected, or for three working days, whichever is longer. Appendix C provides a sample of the inspection finding report. Additionally, building managers post correction or abatement verification documents if requested by SHED as part of the CAP or AP.
- Building managers shall address all IFs assigned to them or their organization.
- Building managers shall address IFs that cannot be closed within the time allowed by the assigned risk level with a SHeD-approved CAP or an AP.

6.3 Supervisor Requirements (29 CFR 1960 and NPR 8715.1)

- Supervisors shall address all IFs assigned to them or their organization.
- Supervisors shall address IFs that cannot be closed within the time allowed by the assigned risk level with a SHeD-approved CAP or an AP.
- Upon discovery or being informed of an IF rated at the risk level of imminent danger by a Facility Safety and Health Inspector, the supervisor in charge of the establishment, or a person empowered to act for that official, shall undertake immediate abatement, or cease operations and withdraw exposed personnel who are not

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necessary for abating an imminent danger condition. In the event the supervisor in charge of the establishment needs assistance to undertake full abatement, that official shall promptly contact the responsible Center officials who shall assist in the abatement effort (i.e., GRC staff members capable of responding and resourcing an immediate correction/abatement of the hazardous condition).

6.4 Research and Test Personnel Requirements (NPR 8715.1)

- Research and test personnel shall address all IFs assigned to them.
- Research and test personnel shall address IFs that cannot be closed within the time allowed by the assigned risk level with a SHED-approved CAP or an AP.

6.5 Training

The System for Administration, Training, and Educational Resources for NASA (SATERN) lists multiple online and onsite safety, health and environmental management courses applicable to the Facility Safety and Health Inspection Program. Supervisors, research and test staff, and Safety and Health POCs are encouraged to utilize these training resources to gain an appropriate safety, health, and environmental awareness in a broad range of areas in addition to gaining specialized knowledge in the areas most applicable to their workplaces. The ability to notice and report safety, health, and environmental management deficiencies improves the quality of the workplace, reduces accidents, and IFs.

- Nonexclusive list of SHED-recommended training for Facility Safety and Health Inspectors and building managers
 - OSHA 30-hour General Industry Course (10-hour course for building managers)
 - OSHA 40-hour Hazardous Waste Operations and Emergency Response (8-hour awareness course for building managers)
 - NASA Safety Training Center Lab Safety
 - NASA Safety Training Center Shop Safety
 - NASA Safety Training Center Electrical Safety
 - NASA Safety Training Center Machine Guarding
 - NASA Safety Training Center Cryogenics Safety
 - NASA Safety Training Center Hand and Power Tools
 - NASA Safety Training Center Flexible Hose Safety
 - NASA Safety Training Center Safety in High Pressure Operations
 - NASA Safety Training Center Compressed Gas Trailer Safety
 - NASA Safety Training Center Compressed Gas Cylinder Safety
 - GRC Laboratory and Local Exhaust Ventilation Function and Safety
 - GRC Indoor Environmental Quality Awareness
 - OSHA Regulated Chemicals Training
 - GRC Lock Out/Tag Out
 - GRC Respiratory Protection
 - GRC Hearing Protection
 - GRC Personal Protective Equipment (PPE)
 - GRC Lifting Devices and Equipment Operations Course
 - GRC Confined Space Entry GRC Electrical Safety

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- GRC Fire Extinguisher Training
- GRC AED/cardiopulmonary resuscitation (CPR) Training
- NASA SMA Technical Excellence Program (STEP), Operational Safety, Level 1–4

6.6 Certification Training

Training leading to professional certification in a safety or occupational health field is highly encouraged for Facility Safety and Health Inspectors. Relevant professional certifications include

- Certified Industrial Hygienist (CIH)
- Certified Safety Professional (CSP)
- Associated Certified Safety Professional (ACSP)
- Occupational Health and Safety Technologist (OHST)
- International Code Council (ICC) or National Fire Protection Association (NFPA) Certified Fire Inspector

7.0 RECORDS

All facility safety and health IFs, CAP, or AP records are maintained by SHeD for 5 years. The SHeD Facility Inspection Database contains records from 2000 to 2010. Inspection records from 2010 onward are maintained in the SHeD Safety, Health, and Environmental Tracking System (SHEtrak).

Training records.—Maintained by the Human Capital Development Branch.

8.0 REFERENCES

Document number	Document name
29 CFR 1960	Occupational Safety and Health Administration, Basic Program Elements for Federal Employees, OSHA
29 CFR 1910	Occupational Safety and Health Administration, General Industry Health and Safety Standards
29 CFR 1926	Occupational Safety and Health Administration, Construction Health and Safety Standards
GLM-QS-1700.1	NASA Glenn Safety Manual, Chapter 1A—Safety Permit System
GLM-QS-1700.1	NASA Glenn Safety Manual, Chapter 17—Construction Safety
GLM-QS-1700.1	NASA Glenn Safety Manual, Chapter 21—Mishap and Close Call Reporting, Investigating and Record Keeping
GLM-QS-1700.1	NASA Glenn Safety Manual, Chapter 31—Fire Protection
NPR 1800.1C	NASA Procedural Requirement, NASA Occupational Health Program Procedures
NPR 8715.1	NASA Procedural Requirement, NASA Occupational Safety and Health Programs w/Change 3 (02/13/06)
NPR 8715.3C	NASA Procedural Requirement, NASA General Safety Program Requirements (w/Change 4 dated 7/20/09)
NPD 8700.1E	NASA Procedural Requirement, NASA Policy for Safety and Mission Success
NPR 8705.6A	NASA Procedural Requirement, Safety and Mission Assurance Audits, Reviews, and Assessments

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APPENDIX A.—DEFINITIONS AND ACRONYMS

Abatement.—Action to correct the condition of an inspection finding (IF) that cannot be closed or corrected within 30 days of the date of issue for an IF.

Abatement plan (AP).—Plan to implement the abatement to the conditions causing an inspection finding (IF). APs are submitted by the assignee to SHeD who reviews and approves or rejects the AP. APs are used for any corrective action plan (CAP) to exceed 30 calendar days from the issue date of the IF. If the condition can be corrected within 30 calendar days, then a CAP is used. A copy of the AP shall be posted in the work area associated with the IF.

Area supervisor.—Supervisor responsible of the area of the facility being inspected.

Assignee.—Individual who is designated to receive and correct, write the CAP or the AP for an IF. May be any employee; however, usually will be a supervisor, building manager, or directorate/organizational point of contact.

Associated Certified Safety Professional (ACSP)

Automated external defibrillator (AED)

Building manager.—Facilities Division staff member that handles inspection findings for common areas of a building, also assists in reassigning to the correct organization.

Cardiopulmonary resuscitation (CPR)

Certified Industrial Hygienist (CIH)

Certified Safety Professional (CSP)

Closure.—To correct the conditions causing the IF. Closure is requested by the assignee and SHeD accepts or rejects the request. If accepted, SHeD enters a closure action in SHETrak.

Code of Federal Regulations (CFR)

Corrective action.—Activity that fixes the condition causing the IF.

Corrective action plan (CAP).—Plan to correct the conditions of the IF. The assignee submits a CAP to SHeD who accepts or rejects the CAP based on the sufficiency of the plan to correct the condition causing IF. A CAP is needed anytime the assignee cannot correct the IF within the time allowed by the risk level. The CAP must correct the finding not more than 30 calendar days after the issue of the IF. If this cannot be done; then the assignee must submit an AP instead of the CAP.

Corrective and Preventive Action Reporting System (CPAR)

Directorate/Organizational Safety POC.—Focal point for safety and health concerns noted during inspections in areas under the control of his/her directorate/organization.

Facility Safety and Health Inspection.—Annual or quarterly inspection conducted by SHeD on all GRC facilities to assess the safety and health of the GRC workplace. Includes prior notification of labor union representatives, building managers, and area supervisors who are invited to accompany the inspection.

First aid.—First aid is any one-time treatment, and follow-up visit for the purpose of observation, of minor scratches, cuts, burns, splinters, and so forth, which do not ordinarily require medical care. Such one-time treatment, and follow-up visit for the purpose of observation, is considered first aid even though provided by a physician or registered professional personnel.

Follow-up inspection.—Inspection conducted by SHeD to check on the progress or validate the CAP or AP prior to closure of the IF by SHeD.

Formal inspection.—Inspection in which an inspection checklist and/or the Facility Safety and Health Inspection process is followed.

Glenn Research Center (GRC)

Ground fault circuit interrupter (GFCI)

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Hazard level.—Inspector will assess the severity of the hazard associated with an IF by categorizing the safety or health condition causing the IF to be of imminent danger, high, medium, or low. This assessment is included in the Safety, Health and Environmental Report.

Incident Reporting Information System (IRIS)

Informal inspection.—Inspection that includes only a limited selection of checklist items selected by the inspector in order to investigate a safety or health complaint, conduct a follow-up inspection, or to conduct an inspection for which no checklist exists, but will require observing the safety or health conditions and researching the appropriate regulations and standards to determine the probability and severity of a suspected unsafe or unhealthy condition. Also includes on the spot observations in which no inspection was intended, but a safety, health, or environmental issue is observed and an IF should be issued.

Inspection.—SHeD inspector assessment of any facility, structure, operation, vehicle, or equipment in order to determine existence of potential workplace hazards or safety, health, and environmental regulatory and standards compliance.

Inspection checklist.—List of safety, health, and environmental items requiring assessment by a SHeD inspector.

Inspection finding (IF).—Identification of any workplace condition causing a potential workplace hazard or safety, health, and environmental regulatory and standards noncompliance.

Investigation.—SHeD inspection and assessment of a reported or suspected workplace safety, health, or environmental condition that may be hazardous or causing a regulatory or standards noncompliance. This definition is only applicable to Facility Safety and Health Inspection Program; other programs conduct investigations by different means and purposes. **Lewis Field (LF)**

NASA Safety Reporting System (NSRS)

National Aeronautics and Space Administration (NASA)

National Fire Protection Association (NFPA)

Occupational Health and Safety Technologist (OHST)

Occupational Safety and Health Administration (OSHA)

Personal protective equipment (PPE)

Plum Brook Station (PBS)

Point of contact (POC)

Risk level.—Probability and severity determination prescribed by SHeD to an inspection checklist item

Risk level 1.—Imminent danger; condition requires correcting within the timeframe of immediately to 3 days as listed on the inspection checklist.

Risk level 2.—Serious (less than imminent) requires correcting within 20 calendar days.

Risk level 3.—Routine (less than serious) requires correcting within 30 calendar days.

Safety and Health Division (SHeD)

Safety and Health Division Organizational Code (QS)

SHeD Rep.—Safety and Health Division point of contact that is responsible for approving the closure of findings and abatement plans, can also conduct inspections and enter them into SHEtrak. **Safety, Health and Environmental Report (SHE Report).**—Report of IFs posted in the workplace until the IFs are corrected.

Safety, Health and Environmental Tracking System (SHEtrak).—Database and system used to record and track inspections, IFs, assignment of findings, closures, CAPs, and APs.

Shall.—Indicates a requirement that is necessary to meet the standards of protection currently in effect.

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Should.—Indicates a recommendation that can be applicable.

Safety and Mission Assurance Technical Excellence Program (STEP)

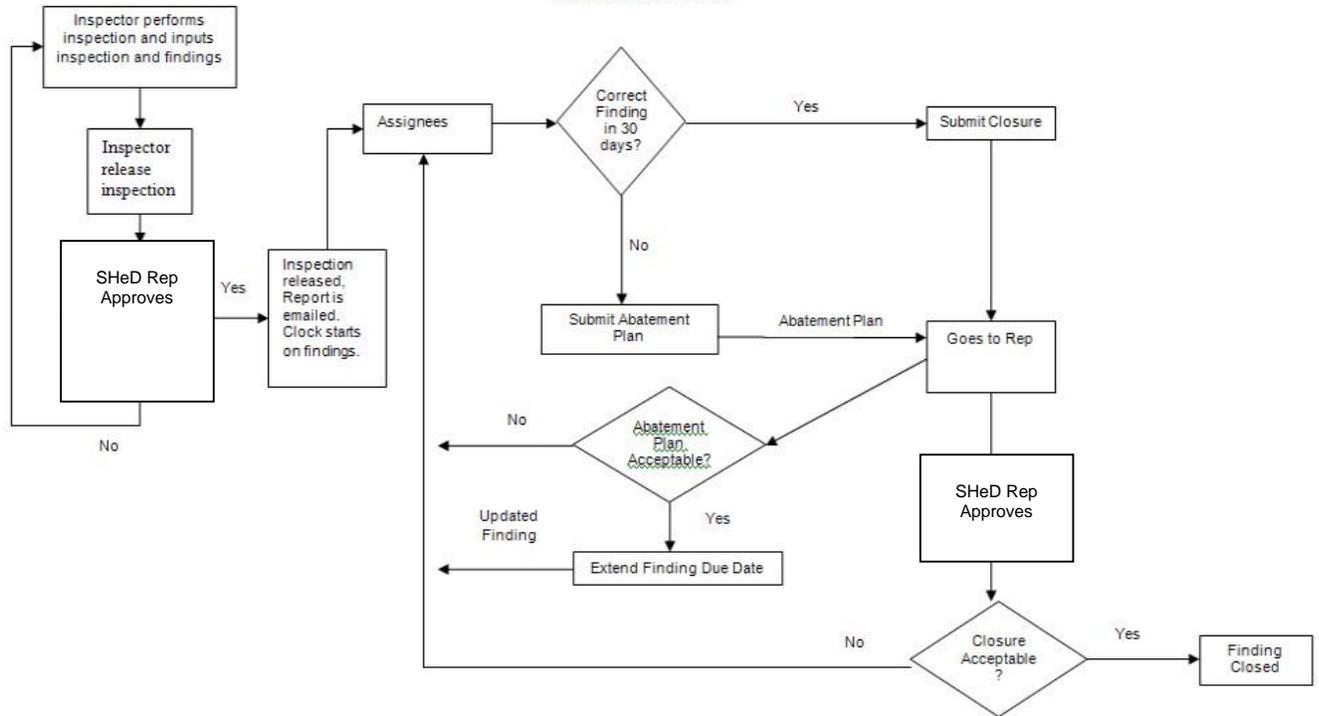
Specialty inspection.—Additional SHED inspections that may be conducted singularly or as a part of the Facility Safety and Health Program Inspection.

System for Administration, Training, and Educational Resources for NASA (SATERN)

Violation.—A safety, health, or environmental condition that does not conform to OSHA, NPR, or other governing industry standards and regulations. Recorded as an IF in SHETrak.

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APPENDIX B.—SHEtrak FLOW CHART



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APPENDIX C.—SHE INSPECTION REPORT

Facilities Safety and Health Inspection of building 1213 was performed on 02/16/2010 thru 02/16/2010
by Inspectors: John Smith

Questions? Contact the inspectors listed below.

Finding identification	Room and location	Violation	Reference	Recommended action	Interim action	Status/ due date	Assignee	Hazard level
35077	Room: Location: chemical room	Exposed wires, frayed or spliced cords, or deteriorated insulation plug and power strip under desk in chemical testing room has exposed wires.	NEC 110-7 NEC 400-9 1910.305(g)(2)(i)	Protect exposed wires, repair or replace frayed or spliced cords or deteriorated insulation		Open	Building manager, Ron Howard	Low
FCo1	Room: Location: 340	Oily rags not stored in covered metal container.	29 CFR 1910.6	Store in covered metal container		Open	Building manager, Ron Howard	Low
35079	Room: Location: 122	Paint peeling from wall.		Isolate area and limit access	Testing paint	Open	Building manager, Robert Vanek	Medium
35080	Room: Location: Hallway 2 nd floor	CO ₂ extinguisher found to be out of hydrostatic testing.		Replaced with tested unit		Closed	Building manager, Ron Howard	Low

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