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Occupational Health Programs Manual – Chapter 1

Occupational Health Programs w/Change 2 (9/30/2015)

Approved by: QS/Chief, Safety and Health Division

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Change Record

Revision	Effective Date	Expiration Date	GRC25, Change Request #	Description
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***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 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 describes the NASA Glenn Occupational Health Program (OHP), which includes the disciplines of ergonomics, industrial hygiene, health physics, occupational medicine, nutrition, food sanitation, fitness, employee assistance and counseling, and worker compensation. 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.

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 & Health Administration (OSHA)-required medical surveillance, employee assistance programs, and employee fitness. The worker compensation program administers compensation to those who may experience work-related injury or occupational disease. The OHP supports the needs of GRC community, including the programs and projects. The OHP is fully integrated within the Safety and Health Division (SHeD) as support is provided to the safety and environmental program areas. The specific requirements for SHeD sponsored programs are defined in the SHeD program manuals: Occupational Health Program (OHPM), and the Glenn Safety Manual (GSM). Occupational Health responsibilities and requirements may also be found in the GRC Emergency Preparedness Plan and the Environmental Program Manual.

Listed below are specific areas covered by OHP:

3.1 Industrial Hygiene

- Acquisition of hazardous materials review and management
- Asbestos, lead, mercury
- Biological safety
- Bloodborne pathogens
- Chemical hygiene
- Hazard assessment/exposure assessment
- Hazard communication
- Health and safety equipment management
- Hearing conservation
- Indoor air quality
- Local exhaust ventilation
- Nanomaterial health and safety
- OSHA-regulated materials
- Reproductive hazards
- Respiratory protection

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- Synthetic fibers
- Ventilation

3.2 Industrial Hygiene Support Areas

- Alarms
- Building inspections
- Confined space
- Construction safety
- Emergency response
- Hot work
- Incident Reporting Information System (IRIS)
- Job hazards analysis
- Mishap program
- Pandemic preparedness
- Personal protective equipment
- Safety permits
- Summer Student Safety

3.3 Health Physics Programs

- Radiation Protection for Radioactive Materials
- Radiation Protection for Radiation Generating Equipment
- Non-ionizing radiation safety
- Laser safety

3.4 Occupational Health Programs

- Automated External Defibrillator (AED)
- Ergonomics
- Employee Assistance (description of services provided in Appendix B)
- Fitness Center (description of services provided in Appendix B)
- Food Sanitation
- Occupational Medical Services (description of services provided in Appendix B)

3.5 Worker Compensation Program see OHPM manual

4.0 POLICY

See Glenn Policy Directive GLPD 1800.2.

5.0 RESPONSIBILITIES

5.1 SHed Industrial Hygienist

The lead industrial hygienist shall be responsible for chapter update regarding overview of OH programs.

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5.2 CoTR for Occupational Health functions

The CoTR for Occupational Health Program functions shall conform to the requirements set forth in 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, 6.2, 6.3, 6.4, 6.6 Verification: Self assessments and HQ sponsored audits, SAARIS

6.1 OHP Implementation (NPR 1800.1, 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 (NPR1800.1)

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.

6.4 Self Assessments and Waivers (NPR 1800.1)

OHP program leads shall complete required self assessment reviews in accordance with NASA NPR 1800.1. Further, non-compliance findings identified during the self review process shall be reported via the Safety Audits, Assessments, and Reviews Information System (SAARIS) or locally required corrective action systems-as required.

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 Medgate GX Use (NPR 1800.1)

6.5 Verification Review of database

OHP program leads shall provide required inputs into electronic health record (EHR) and environmental health record keeping systems known as Medgate GX.

6.6 Update OHP Manual Chapters (GLWI-QS-1410.1)

6.6 Verification SHeD Manuals Metrics Reviews

OHP leads shall update manual chapters in accordance with the GLWI-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 GRC278 form. (GLPR 1440.1B)

7.0 RECORDS

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 GRC278. 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 thirty (30) years.

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Medgate GX

8.0 REFERENCES

Document number	Document name
GLPD 1800.2	Glenn Policy Directives: Glenn Research Center Occupational 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
GLPR 1440.1B	Records Management
GLWI-QS-1410.1	Glenn Work Instruction SHeD Manual Revision

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APPENDIX A.—DEFINITIONS AND ACRONYMS

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

Code of Federal Regulations (CFR)

Contract Officer Technical Representative (CoTR)

Glenn Policy Directive GLPD

Glenn Research Center (GRC)

Incident Reporting Information System (IRIS)

NASA Procedural Requirement (NPR)

Occupational Medical Services (OMS)

Occupational Safety & Health Administration (OSHA)

Occupational Health Program (OHP)

Safety and Health Division (SHeD)

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APPENDIX B.—SERVICES PROVIDED BY OCCUPATIONAL MEDICINE HEALTH PROGRAMS

Employee Assistance Program (EAP)

- 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.
- 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.
- EAP encompass comprehensive wellness services, including phone consultation for employees and supervisors, eldercare, childcare, nutrition and fitness coaching, and financial and legal assistance. The EAP program is available 24/7 for crisis intervention.

Occupational Medical Services (OMS)

- 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.
- Programs for civil servants include but are not limited to annual physical exams, medical surveillance, nutrition counseling, and episodic care.
- OMS also provides limited services to GRC contractors through their companies, such as surveillance and certification exams. Urgent and/or emergent medical care is provided to all individuals: civil servants, contractors, students, and visitors.

Fitness Center

- 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).
- 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.

Nutrition

- A registered dietitian is available for nutrition counseling at the NASA Glenn Research Center, Medical Services. A registered dietitian (RD) is a professionally trained authority in the role that food and nutrition plays in health Individual Counseling available for civil servants and contractors on a variety of health situations such as high cholesterol, diabetes, hypertension, obesity, digestive problems, poor nutrition habits and prenatal nutrition

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