

National Aeronautics and Space Administration

Headquarters

Washington, DC 20546-0001



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SUPERSEDED BY:

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Reply to Attn of: Office of Safety and Mission Assurance

TO: Officials-in Charge of Headquarters Offices
Directors, NASA Centers

FROM: Chief, Safety and Mission Assurance

SUBJECT: Policy for Mission-Focused "Safety Day" Activities

Center Directors are responsible for the safety and occupational health of their assigned workforce. They are required by Agency policy to use lessons learned to improve operations and activities. To date, Agency policy has not dictated how to do this, but over time, the Centers have developed several methods of communicating lessons learned to benefit their mishap prevention programs. Among the tools Center managers have used to elevate employee awareness and understanding of safety principles, practices, and lessons learned have been safety and health awareness activities, such as safety stand-downs and "safety days." Traditionally, these awareness activities are considered either reactive or proactive. Reactive targeted safety stand-downs occur in response to a technical problem or after a mishap or close call. Proactive general safety awareness events are part of the Center's forward-looking mishap prevention effort and are held in preparation for significant operations or after a prolonged down-period.

The Agency has conducted a Mission Focus Review and has evaluated the resources directed towards the implementation of safety day activities. We determined from this review that an Agency policy was needed to ensure these events will achieve the desired result of educating the NASA workforce on mishap prevention and motivating employees to resolve mission-related safety, health, and assurance concerns. We have also decided that these events, when properly designed, will not result in an undue burden on human and financial resources. The following constitutes NASA's interim policy on future safety awareness activities.

It is NASA policy that Center Directors determine the need for safety stand-downs or other safety-focused events at their respective Centers and assure that such activities efficiently contribute to increased employee safety and health awareness through discussion of NASA and other mishaps and lessons learned, communication of the strategic value of safety, presentation of safety and health topics relevant to employee on-duty and off-duty activities, completion of mandatory safety and health training, and discourse between workers and management about safety and health in the workplace.

To implement this policy, NASA Center Directors shall:

- a. Determine if and when a safety stand-down or safety awareness activity is needed.
- b. Plan and execute safety stand-downs and safety and health awareness activities using the following process and criteria:
 - (1) Establish the scope, duration, and completion criteria for the event.
 - (2) Maximize leadership participation in the awareness activity and assure effective and interactive communications with employees on the strategic value of safety focus.
 - (3) Seek a close linkage between the content of safety and health awareness events and with the on- and off-duty activities of the employees.
 - (4) Include discussion about NASA and other mishaps and lessons learned.
 - (5) Conduct mandatory safety and health training while maximizing the learning value for all other time spent in awareness activities.

This policy will be added in a future update to the appropriate NASA Safety and Mission Assurance Directive. If you have any questions concerning this policy, please contact Mr. Jonathan B. Mullin at 202-358-0589 or Mr. Jim Lloyd at 202-358-1930.



Bryan O'Connor

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