



Goddard Procedures and Guidelines

DIRECTIVE NO. GPG 8710.1 **APPROVED BY Signature:** Original Signed by
EFFECTIVE DATE: December 20, 2001 **NAME:** A. V. Diaz
EXPIRATION DATE: December 20, 2006 **TITLE:** Director

Responsible Office: 100/Office of the Director

Title: Goddard Space Flight Center Safety Management Council

PREFACE

P.1 PURPOSE

This procedure establishes the Goddard Space Flight Center (GSFC) Safety Management Council (SMC).

P.2 APPLICABILITY

This procedure applies to the Greenbelt and Wallops facilities of the Goddard Space Flight Center.

P.3 AUTHORITY

NPD 8710.2, NASA Safety and Health Program Policy

P.4 REFERENCES

None

P.5 CANCELLATION

None

P.6 SAFETY

None

P.7 TRAINING

None

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P.8 RECORDS

Record Title	Record Custodian	Retention
Completed SMC Action Items	SMC Executive Secretary	* <u>NRRS 1/14-B1(a)</u> PERMANENT Retire to **FRC when 2 years old. Transfer to ***NARA when 20 years old.
SMC Presentations to Executive Council	SMC Executive Secretary	* <u>NRRS 1/14-B1(a)</u>
Annual Safety Management Program Status Presentation	SMC Executive Secretary	* <u>NRRS 1/14-B1(a)</u>

* *NRRS – NASA Record Retention Schedules*
 ** *FRC – Federal Records Center*
 *** *NARA – National Archives and Records Administration*

P.9 METRICS

None

P.10 DEFINITIONS

- a. Safety Management Council (SMC) – The SMC is a permanent committee appointed by the GSFC Center Director and chaired by the Assistant Director for Safety and Security. Its members include representatives of the functional safety offices, the various safety committees established by the SMC, the directorates, labor unions (per negotiated agreements), and other Center organizations with a substantive role in the Center’s safety program (see Appendix A).
- b. Functional Safety Office – The Center’s functional safety offices are those organizations whose primary responsibilities include aspects of the Center’s safety program. They include the office of the Assistant Director for Safety and Security, Code 205, Code 300, Code 540, Code 803, and Code 830.
- c. Permanent Safety Committee – Permanent safety committees are established to develop, implement, and oversee aspects of the Center’s safety management program that require extraordinary attention. Examples include the ionizing radiation, laser, and chemicals.
- d. Directorate Safety Committee – A committee composed of representatives from the various organizations and employee groups within the directorate. The committee’s purpose is to foster employee safety awareness and safe conditions in the directorate’s work areas.

PROCEDURES

1. The Center Director appoints the Assistant Director for Safety and Security as the chair of the Safety Management Council.
2. The Assistant Director for Safety and Security shall:
 - a. Appoint nominees from Center organizations with a seat on the SMC to the council (see Appendix A).
 - b. Set the SMC meeting schedule.
 - c. Appoint an Executive Secretary for the SMC.
 - d. Establish as appropriate permanent safety committees, appointing the chairperson and members from Center organizations with substantial interest in the committee's area of responsibility, and approving the committee charter.
 - e. Provide the Center Director and Executive Council with timely and appropriate information regarding the activities of the SMC and its findings regarding the status of the Safety Management Program, including an annual comprehensive review of the Safety Management Program.
3. The SMC Executive Secretary shall:
 - a. Maintain a current list of SMC members.
 - b. Maintain a mailing list for use in contacting members and distributing information.
 - c. Distribute SMC meeting agenda and minutes and other information as required by the Assistant Director for Safety and Security.
 - d. Manage SMC actions in the Goddard Management Action Tracking System (GMATS).
 - e. Maintain file copies of SMC presentations used by the Assistant Director for Safety and Security in reporting to the Center Director and Executive Council.
 - f. Chair SMC meetings in the absence of the Assistant Director for Safety and Security.
4. The SMC members shall:
 - a. Attend meetings as called by the Assistant Director for Safety and Security, or provide alternate members in their absence.
 - b. Serve as required on safety committees or ad hoc subcommittees as established by the SMC.

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- c. Complete and report on action items as assigned through the SMC, informing the Executive Secretary of issues and status as necessary to ensure that GMATS entries are current and correct.
- 5.** The Safety Management Council shall direct the development and implementation of a safety management program that is compliant with Occupational Safety and Health Administration requirements and conforms to industry best practices.
- 6.** The functional safety offices shall report the status of the Center's implementation of safety management program to the SMC as it concerns their office and as required.
- 7.** The permanent safety committees shall:
- a. Develop a charter for approval by the Assistant Director for Safety and Security.
 - b. Develop and promulgate procedures and processes related to safety in their areas of concern.
 - c. Review the implementation of such procedures and processes at the Center and report the results to the SMC as required.
- 8.** The directorates shall establish directorate safety committees. The committee shall include at least one manager or supervisor. The directorate shall contact the Labor Relations Office, Code 110, regarding participation of union representatives.
- 9.** The directorate safety committees shall:
- a. Promote safety awareness among the directorate employees.
 - b. Develop and implement procedures and processes that foster safe work conditions in directorate operated and controlled facilities.
 - c. Report as required to the SMC regarding its activities.

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Appendix A. Safety Management Council Membership List

Functional Safety Offices	Assistant Director for Safety and Security
	Director, Office of Systems Safety and Mission Assurance, 300
	Chief, Systems Reliability and Safety Office, Code 302
	Chief, Safety, Environmental, and Security Branch, Code 205
	Head, Safety and Environmental Branch, Code 205.2
	Manager, Recertification Program, Code 540
	Chief, Safety Office (WFF), Code 803
	Head, Institutional Safety Office, Code 803
	Aviation Safety Officer, Code 830
Directorate Representatives	Code 100 Representative
	Code 110 Representative
	Code 200 Representative
	Code 300 Representative
	Code 400 Representative
	Code 500 Representative
	Code 600 Representative
	Code 700 Representative
	Code 800 Representative
	Code 900 Representative
Permanent Safety Committees	Chemical Safety Committee
	Radiation Safety Committee
	Laser Safety Committee
Other Representation	Emergency Management Task Group
	Contractor Safety Forum
	Contractor Safety Subcommittee
	Speakers Bureau
	Mishap Reporting
	Executive Secretary
	Employee Assistance Program
	Public Affairs, Code 130
	Office of the Chief Counsel, Code 140
	Goddard Engineers, Scientists, and Technicians Association Representatives (Greenbelt, 2 per negotiated agreement)
	American Federation of Government Employees Representative (Wallops, per negotiated agreement)
	Washington Area Metal Trades Council Representative (Greenbelt, per negotiated agreement)

