

NASA Glenn Safety Manual

CHAPTER 22 - THE GLENN BUDDY SYSTEM

Revision Date: 07/02 Biannual Review

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22.1 SCOPE

This chapter specifies the requirements, procedures, and responsibilities for implementation of the Glenn buddy system. It prescribes specific safety practices to be followed by employees working in potentially hazardous buildings or areas or by employees working alone in other buildings or areas.

22.2 DEFINITIONS

The following definitions are levels of control within the buddy system in rank order, from the highest degree of control to the lowest:

- a. Challenge-check system. Work procedure that requires a written challenge list and a verbal and/or written check-in answer (e.g., aircraft checklists).
- b. Lifeguard system. Work procedure in which one or more persons are performing the work while at least one person who is not exposed to the potential hazard has only the work/responsibility of safeguarding the rest of the work party (e.g., radiation monitoring or jobs requiring lifelines and other similar special protective gear).
- c. Two-person system. Work situations in which each of two or more persons present must be capable of detecting incorrect or unauthorized procedures with respect to the task to be performed. In this system, persons are not required to have equal knowledge only the capability of detecting incorrect or unauthorized procedures (e.g., in electrical substation operations). In addition to performing the assigned operations, each person is responsible for checking the safe operation of the other(s).

- d. No-one-alone system. Situations in which two or more persons, not necessarily having the same skills or training, are working in the same area and checking with reasonable frequency on the continuing well-being of each other.
- e. Frequency area system. Situations in which persons work at individual tasks in areas frequented by other workers, each person in the area having the implied responsibility for checking at reasonable frequency on the well-being of the others in the area (e.g., in shops, during research tests, and in construction areas).
- f. Communication-check system. Situation in which a communication check (visual, audible, radio, telephone, or television) is used in lieu of direct, close contact (e.g., in machinery operation surveillance, test operations, or patrols).
- g. Other equipment means subject to Area Safety Committee/Glenn Safety Office.

22.3 APPLICABILITY

This chapter applies to:

- a. All NASA Glenn Research Center (Cleveland Center and Plum Brook Station) organizations and employees.
- b. All Glenn contractors, other NASA contractors, and non-NASA and non-contractor individuals present at Glenn in accordance with the terms of their contracts or agreements with NASA.
- c. Other Government organizations who are tenants at Glenn or any other location under Glenn' jurisdiction.

22.4 RESPONSIBILITIES

- a. The Glenn Safety Office and the Area Safety Committees, who together coordinate the issuance of Safety Permits, are responsible for approving work situations and operations and for ensuring that the buddy system is being followed. The Safety Permit Request includes an assessment of the need for, and level of, the buddy system required (item 15 of Safety Permit Request).
- b. Unless otherwise established by the cognizant Area Safety Committee, it is the supervisors' responsibility to prescribe the use of and the appropriate level of the buddy system for all work assignments wherein the normal work safety of employees under their jurisdictions could be compromised. The supervisors are responsible for reviewing the need for and use of some level of the buddy system within their jurisdictions and for ensuring that written instructions are issued for work situations of a special or continuing nature.

22.5 OPERATIONAL REQUIREMENTS

22.5.1 Potentially Hazardous Buildings and Areas

If the buddy system is to be implemented in continuous-work situations or for one-time or special situations, written instructions shall be posted in a conspicuous place. Written instructions must always be used for work situations in which the challenge-check system is prescribed. Copies of written instructions shall be filed with the Glenn Safety Office at the time they are issued.

When verbal instructions are used to implement the buddy system, the supervisor shall directly instruct each man on the work team; this responsibility may be assigned to the project, team, or equivalent leader if one is specifically appointed. Each member of the work team must be informed of the makeup of the team and the level of the buddy system that is to be used.

If there is any doubt about which of two levels of the buddy system is to be used, apply the higher level.

22.5.2 Other Buildings and Areas

In non hazardous work areas, it is preferred that employees not work alone. However, at times it is impossible to have two or more employees assigned. To ensure the physical welfare of employees working alone (i.e., having no personal contact with any other employee for a period of at least 1 hour) in other buildings or areas, the following practice will be observed:

When an employee is assigned to work alone, either during or after regular duty hours, the supervisor will notify the Cleveland Glenn Emergency Dispatch at 3-2088 or Plant Protection at Plum Brook, giving them the employee's name, location, and telephone number if available. The supervisor will thus assume initial responsibility for the well-being of the employee. The supervisor will then instruct the employee to call the Cleveland Glenn Emergency Dispatch or Plant Protection at Plum Brook hourly and on departure. The time of the call, the employee's name, and the employee's location will be recorded. It is the employee's responsibility to inform the security guards at the main gate of any change in building or work area during the period he/she is working alone.

If the supervisor is not present, the assigned employee will be responsible for providing the Cleveland Glenn Emergency Dispatch or Plant Protection at Plum Brook with the prescribed information at the time he/she begins the solitary duty. During such duty the employee must call in hourly and shall comply with other reporting requirements.

The supervisor will encourage the use of the communication-check system for any employee who decides to remain at work alone after the regular shift has ended or to return to the Center during an off-shift period. Employees who elect to use the system must comply with the call-in requirements.

In practice, if either the Cleveland Glenn Emergency Dispatch or Plum Brook Plant Protection does not hear from the employee within an hour after the last call and the employee has not departed, a telephone or personal check will be made promptly that is, not later than 15 minutes past the designated time.

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