

INTRODUCTION

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SAFETY POLICY

It is the policy of the Glenn Research Center, herein defined as the Cleveland Center and the Plum Brook Station, to manage and conduct its research and development operations in such a manner as to eliminate or minimize all potential hazards and to avoid accidents involving injury to personnel, damage to property, or loss of research operating time and effectiveness. In addition it is our policy to eliminate pollution to the atmosphere, ground water, or land and to minimize potential exposure to hazardous materials. GRC will follow all applicable Federal, State, local and contractual laws and regulations affecting the safety and health of its employees. In addition, the Center will adhere to recognized pollution standards, safety codes, regulations, and standards based on the dictates of sound engineering judgment in all institutional and R&D operations and activities, including the modification or construction of facilities.

The review, approval, and surveillance functions of the Glenn Safety Organization (Safety, Health and Environmental Board (SHEB), Area Safety Committees, and panels) have been established to ensure compliance with good engineering safety practices. Nevertheless, all Glenn employees are charged with personal responsibility for constant adherence to safety procedures and safe practices. Each employee must take an active interest in the Glenn Safety Program that has been established and must take responsibility for following the rules and regulations set forth in this Manual. To achieve and maintain a safe working environment requires the positive cooperation of both the employee and the Center. All visitors and contractors shall also be required to adhere to all safety requirements contained in this Manual.

This Safety Manual is an up-to-date compilation of policies, procedures, proven experiences, and recommended safety practices for pertinent GRC operations. Note that the technical material and recommendations contained herein represent minimum standards and practices for the specialized topics being considered. Where appropriate, other acceptable standards and codes will simply be cross-referenced. Proposed deviations from these procedures and recommendations must be examined critically and must be brought to the attention of the cognizant Safety Committee for detailed assessment and concurrence prior to implementation. Significant deviations will require review and approval by the SHEB. In every case, sound engineering is to prevail. As new technical information is generated or becomes available, it will be added to this Manual if appropriate to Glenn Research Center efforts. In this way, safe designs and operations will evolve from the best possible base of knowledge and engineering criteria, thereby resulting in sound risk management.

APPLICABILITY OF MANUAL

The Glenn Safety Manual applies to all Cleveland and Plum Brook Station facilities, equipment, technical operations, and personnel (employees, contractors, and visitors) and intends to address organizational elements and personnel in offsite operations as described herein.

If an operation is conducted at the site of or in the facilities of another NASA center or Government agency, or in their aircraft or vessels, the safety requirements and approval procedures of the host center or agency shall govern and are to be complied with. The Glenn employee in charge must take action on his or her own initiative to ascertain the host organization's safety requirements approval procedures and must see that they are fulfilled. The Safety Branch (QSA) is available to aid and support the offsite operation safety requirements.

If Glenn personnel conduct an offsite operation where there is no host organization, or the host organization has no formal procedures in effect for safety approval, or the host organization places all or part of the responsibility for the safety approval process on Glenn, then the operation shall be subject to the same rules and regulations set forth in this Manual for onsite operations. All such offsite operations shall require that a Safety Permit Request be prepared in accordance with Chapter 1 of this Manual, and that it be submitted to the Chief of the QSA for appropriate safety review and approval.

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