



Langley Research Center

LAPD 1700.1

Effective Date: September 9, 2009

Expiration Date: October 9, 2014

---

**Responsible Office: Safety and Mission Assurance Office (SMAO)**

**SUBJECT: Safety Program**

**1. Policy**

- a. Since safety cannot be separated from planning, management, and operations, it is the policy of the Langley Research Center (LaRC) that the primary responsibility for safety begins with the Center Director and flows down through line organization management to each individual employee. The primary objective of LaRC's Safety Program is to ensure LaRC's mission is accomplished while proactively controlling hazards to personnel and facilities.
- b. The nature of our research organizations and the multiple and varied types of facilities and research equipment at LaRC means that considerable reliance and responsibility for ensuring adherence to safety policy rests within our research and engineering organizations. Therefore, each facility has a designated Facility Safety Head and Facility Coordinator to ensure safety. They are appointed by their management and approved by the Vice Chairperson, Executive Safety Council. They are responsible for activities within their designated facilities.
- c. Day-to-day implementation of LaRC's Safety Program is the responsibility of the Safety Manager, Branch Head of the Safety and Facility Assurance Branch (SFAB), SMAO. The Safety Manager has a staff of specially trained individuals to ensure compliance with safety policy. SMAO is responsible for assisting and supporting the Facility Safety Heads, Facility Coordinators, Center Director, line management, and employees to ensure a safe and healthful environment.
- d. Effective enforcement and development of the safety program at LaRC is made possible through the efforts of the Executive Safety Council, a full-time safety staff, functional committees in designated technical areas, Facility Safety Heads, Facility Coordinators, and line management all of whom advise the Center Director and the Director, SMAO concerning safety. The basic concept is one of checks and balances; surveillance to assure reasonable, effective, and efficient application of safety policies; and personnel with the technical capabilities required to ensure a safe and healthful environment.

**2. Applicability**

- a. This policy is applicable to all employees at LaRC and activities performed by LaRC.

**3. Authority**

- a. Executive Order 11612, "OSHA Programs for Federal Employees."
- b. NPD 1800.2, "NASA Occupational Health Program."
- c. Occupational Safety and Health Act of 1970.

**4. Applicable Documents**

- a. LAPD 1150.2, "Boards, Panels, Committees, Councils, and Teams."
- b. LAPD 1700.2, "Safety Assignments."

**5. Responsibility**

- a. Detailed responsibilities for the personnel and committees outlined in the policy section are contained in LAPD 1700.2 and LAPD 1150.2.

**6. Delegation of Authority**

- a. The Center Director has the overall Center safety responsibility and is responsible for the Safety Program through the Executive Safety Council. The Director, SMAO is delegated functional responsibility for ensuring that programmatic efforts that will provide a safe and healthful work environment are made and implemented.

**7. Measurement/Verification**

- a. Measurement and verification of the effectiveness of this policy is accomplished by conducting internal safety audits and safety audits by external groups (e.g., OSHA) as well as by monitoring the Total Case Incident Rate and Days-Away From Work Restricted Time Rate.

9/09/2009

LAPD 1700.1

**8. Cancellation**

LAPD 1700.1, dated October 3, 2004.

Original signed on file, September 9, 2009

Lesa Roe  
Center Director

**Distribution:** Approved for public release via the Langley Management System; distribution is unlimited.