

MWI 8715.16

REVISION B

EFFECTIVE DATE: April 9, 2004

EXPIRATION DATE: April 9, 2009

MARSHALL WORK INSTRUCTION

QD01

SUPERVISOR SAFETY VISITS

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		3/6/00	
Revision	A	3/8/01	Deleted "monthly" from paragraph 1; updated title to MPG 8715.1 in paragraph 4; added section 6.2; updated instructions in section 6.3 through 6.9; added "The team may also elect to develop a checklist that is specific to their work area" to section 6.5.2; added section 6.9; added "NOTE 1 and NOTE 2" to section 6.10; changed title of MPG 8715.1 in paragraph 7; and changed 9.2 to read "Supervisors shall maintain the checklist used during the monthly supervisor safety visit for 3..."
Revision	B	4/9/2004	Title Page - changed Revision A to Revision B & Added S after VISIT, Page 3 Section 1 changed guidelines to requirements, PAGE 4 Section 4.1 Changed NPG to NPR, Section 4.3 Changed NPG to NPR, Section 5. Deleted "of work areas" & "the" and added responsible facilities and potential, Corrected misspelling of potential, Section 6.1 deleted " Each supervisor may occasionally observe employees working without their knowledge to get a "snap shot" of their natural work tendencies and should routinely observe employee behavior for safety when in the workplace", PAGE 5 Section 6.4.2 added "(PPE) available and used correctly"., Section 6.4.4 deleted "and used correctly", Section 6.5.2 deleted "safety" and "at URL http://msfcsma3.nasa.gov/checklists/checklists.html , Section 6.9 added " to assure appropriate and timely closure"., Deleted Note 1. PAGE 6 deleted Note 2, Section 9.1 deleted "or maintained for historical purposes", Deleted Section 9.2 and Changed the existing 9.3 to 9.2, Page 7 dropped Sidney Saucier's name and added David King, PAGE 8 Table 1 added "or Representative", deleted Semi- in front of Annually, added "or Representative" after manager, Dropped Group Lead reference from First Line Supervisor. Updated S&MA name change from office to directorate (QS to QD).

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1. PURPOSE

This Instruction will serve as requirements for safety visits performed by supervisors.

2. APPLICABILITY

This Instruction is applicable to all supervisors.

3. APPLICABLE DOCUMENTS

29 CFR 1960.26, "Conduct of Inspections"

4. REFERENCES

4.1 NPR 8715.1, "NASA Safety and Health Handbook Occupational Safety and Health Programs"

4.2 MPG 8715.1, "Marshall Safety, Health, and Environmental (SHE) Program"

4.3 NPR 8715.3, "NASA Safety Manual"

4.4 29 CFR 1910, "Occupational Safety and Health Standards"

4.5 29 CFR 1926, "Safety and Health Regulations for Construction"

5. DEFINITIONS

Safety Visits. A walk-through observing employees performing tasks or assignments to identify safe and unsafe acts, and inspecting responsible facilities and contents therein for potential safety and health hazards.

6. INSTRUCTIONS

6.1 Supervisors of all levels of management conduct safety visits. Frequency of visits is addressed in Table 1.

6.2 Each supervisor will form a team consisting of one or more members from his/her group to conduct the safety visit. Team members should change each visit; the supervisor's goal is for all group members to participate in at least one safety visit per year.

6.3 The supervisor shall record observations and findings, positive and negative, found during the safety visit.

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6.4 Examples of items to be observed are the following:

6.4.1 The positions and actions of employees while performing assigned tasks/operations.

6.4.2 Appropriate Personal Protective Equipment (PPE) is available and worn correctly when performing required task or operation.

6.4.3 Necessary tools are used correctly; equipment and facilities are in good repair.

6.4.4 Procedures are followed.

6.4.5 Area orderliness is in accordance with posted housekeeping guidelines (MPG 8715.1).

6.5 During the visit:

6.5.1 The team and visited employees should discuss the nature of the job/task, hazards associated with the job/task, employee concerns or recommendations, improvements to the job/task, working environment in general, etc.

6.5.2 The team should inspect facilities for hazards and items in need of repair. The Supervisors Safety Checklist (MSFC Form 4286) or a checklist from the SHE Homepage may be used to help identify concerns. The team may also elect to develop a checklist that is specific to their work area.

6.6 The supervisor shall initiate corrective action for any finding in a timely manner. This includes initiating a work request, correcting unsafe acts with the employee, etc.

6.7 The supervisor shall track corrective action to completion. This includes action to correct a hazard, work request number, etc.

6.8 The supervisor shall ensure corrective action corrected the finding.

6.9 The supervisor shall follow up on safety visit findings to assure appropriate and timely closure.

6.10 Supervisors shall record each safety visit including team members and any findings on the Supervisor Safety Web Page (SSWP) located on the Safety and Mission Assurance (S&MA) Homepage. The

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SSWP will automatically forward all the information from section 6.11 to the Industrial Safety Department.

Exception: If the supervisor does not have access to the SSWP, a summary of the safety visit shall be submitted to the Industrial Safety Department (hardcopy or email) by the 10th of the following month. The summary will include totals from section 6.11.

6.11 Summaries shall include the number of:

- 6.11.1 Supervisors on staff,
- 6.11.2 Safety visits conducted,
- 6.11.3 Safety violations identified,
- 6.11.4 Unsafe acts identified, and
- 6.11.5 Unsafe conditions identified.

7. NOTES

S&MA conducts Facility Safety Inspections in accordance with MPG 8715.1, "Marshall Safety, Health, and Environmental (SHE) Program."

8. SAFETY PRECAUTIONS AND WARNING NOTES

None

9. RECORDS

9.1 Supervisors Safety Visits will be maintained in the SSWP data base for a period of 3 years then destroyed .

9.2 The Employee & Organizational Development Department will maintain civil service supervisor training records.

10. PERSONNEL TRAINING AND CERTIFICATION

"Managing Safety: Systems That Work for Operations Managers with Audit Training," or equivalent.

11. FLOW DIAGRAM

None

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12. CANCELLATION

MWI 8715.16A dated March 8, 2001

Original signed by
Axel Roth for

David A. King
Director

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TABLE 1

SUPERVISOR SAFETY VISITS

LEVEL	FREQUENCY	Suggested Team
Center Director	Annually Staff Offices & Each Directorate	<ul style="list-style-type: none"> • Center Director • Selected Directorate Director • S&MA Director or Representative (Optional) • Selected Building Manager (Optional)
Third Line Supervisors (Usually Directorate/Office Directors)	Annually Each Department/Sub-Office	<ul style="list-style-type: none"> • Directorate/Office Director • Selected Department/Office Manager or Representative • Safety Professional (Optional) • Building Manager or Assistant (Optional)
Second Line Supervisors (Usually Department/Office Managers)	Semi-Annually Each Group or Team as applicable	<ul style="list-style-type: none"> • Department/Office Manager • Selected Group or Team Lead • Safety Professional (Optional) • Building Manager or Assistant (Optional)
First Line Supervisors (Usually Department Managers or Group Leads)	Monthly Each Group or Team Weekly for construction sites	<ul style="list-style-type: none"> • Selected Team Lead • Selected Employee(s) • Safety Professional (Optional) • Building Manager or Assistant (Optional)

Supervisors shall visit at least a portion of each team, group, or department as shown in Table 1 during each frequency period. This schedule should enable all first line supervisors to visit all employees and areas within their area of responsibility within a year. Note, first line supervisors should consider weekly visits to ensure each team is adequately covered within the required visit frequency.