

Kennedy NASA Policy Directive

Effective Date: October 23, 2009

Expiration Date: October 23, 2014

Responsible Office: Center Operations

KSC OCCUPATIONAL MEDICINE PROGRAM

National Aeronautics and
Space Administration

John F. Kennedy Space Center

1. POLICY

It is KSC policy to provide occupational medicine services consistent with NASA directives, standards, and the objectives of Federal regulatory agencies, e.g., the Department of Labor's implementing directives of the Occupational Safety and Health Administration. Visitors are afforded only emergency medical services and first-aid care.

2. APPLICABILITY

This Policy applies to all NASA organizational elements at the Kennedy Space Center (KSC), Patrick Air Force Base (PAFB), Cape Canaveral Air Force Station (CCAFS), Vandenberg Air Force Base (VAFB), temporary sites where KSC has jurisdictional responsibility, and to their associated contractors and tenants in accordance with the provisions of their respective contracts.

3. AUTHORITY

- a. [NPD 1800.2, NASA Occupational Health Program](#)
- b. [NASA FAR Supplement \(NFS\) Subpart 1823.70, Safety and Health](#)

4. APPLICABLE DOCUMENT

[NPR 8715.1, NASA Occupational Safety and Health Programs](#)

5. RESPONSIBILITY

1. The KSC Chief Medical Officer is responsible for:
 - a. Planning, directing, and managing the overall KSC Occupational Medicine (OM) Program.
 - b. Establishing the requirements for, and determining the constituents of, job-related medical examinations and preventive programs and assuring publication of appropriate occupational medicine documents to implement the procedural details of the respective activity or program.
 - c. Providing professional medical consultation to the Center Director and to heads of primary organizations, as required.
 - d. Providing Government employees at KSC with a health services program in accordance with [NPD 1800.2](#).
 - e. Serving as the principal KSC point of contact for coordinating medical responsibilities and activities with NASA Headquarters and other space flight organizations.
2. The Occupational Medicine Officer is responsible for:
 - a. Administering the KSC OM Program.

b. Implementing established NASA and KSC policies, programs, and plans for medical services at the KSC to ensure maximum feasible benefits to the KSC workforce and activities.

c. Coordinating with the United States Air Force (USAF) 45 Space Wing (SW) concerning policies, programs, and plans for medical services for KSC workforce and activities at PAFB and the CCAFS and with the USAF 30 SW concerning policies, programs, and plans for medical services for the KSC workforce and activities at VAFB.

d. Serving as the responsible individual for advising Center officials on significant medical administrative matters which may have an impact on missions, operations, community relations, and the overall health and morale of employees.

e. Ensuring that the OM contractor prepares, implements, and periodically tests procedures to respond to medical disasters at KSC.

f. Arranging with Federal, state, and local agencies and community hospitals or groups, etc., to obtain supplemental medical and logistical support in emergencies.

g. Reviewing budget requirements for the OM Program.

h. Administering the KSC OM responsibilities identified in [NPR 8715.1](#).

i. Assuring the aviation medical certification and aerospace medical aspects of NASA flightline operations for KSC operations are implemented.

j. Serving as the official custodian of all medical records generated by the KSC medical programs.

k. Serving as the KSC Subsystem Manager for the Privacy Act System of Records, known as NASA 10HIMS, Health Information Management System. NASA 10HIMS covers all KSC occupational health records regardless of the actual computer applications that may store or process them.

3. The Medical and Environmental Support Contractor, to the extent provided by contract, is responsible for:

a. Implementing the operational aspects of the comprehensive NASA Occupational Medicine and Environmental Health Services Program at KSC.

b. Providing for the security and maintenance of medical records, administered under the contract, in accordance with Federal privacy laws and policy.

c. Acting as the field representative of the KSC Occupational Medicine Officer in clinical aspects of the OM program implementation.

d. Providing for consultative services to KSC personnel in matters pertaining to OM.

4. Heads of primary organizations are responsible for:
 - a. Evaluating and specifying medical requirements for their organizations and validating requests for medical certification examinations.
 - b. Ensuring that requirements for medical support services are forwarded, through the appropriate channels, to Center Operations in sufficient time to permit review and support development.
 - c. Ensuring that contracts include provisions requiring compliance with this policy directive.
5. KSC civil service employees are responsible for:
 - a. Observing all restrictions and procedural requirements to protect themselves from health hazards including the conscientious use of personal protective equipment, where specified.
 - b. Obtaining medical clearance from one of the KSC Occupational Health Facilities for return-to-duty for employees who have been unable to report to duty for medical reasons for a period of 5 or more consecutive workdays. This provision applies to contractor employees as permitted by terms of their contracts and deemed advantageous to the Government. The number of days absent may vary for contractor employees.
 - c. Notifying their supervisors and seeking care from the KSC Occupational Health Facilities for any injury which occurs on the job and returning the [KSC Form 6-2/Record of Injury](#) to their supervisor immediately for completion of the supervisor's portion of the form. Supervisors are responsible for completing the appropriate supervisory section within 72 hours and returning it to the appropriate safety office.
6. The Human Resources Office is responsible for ensuring that all NASA KSC civil service employees terminating or transferring employment have cleared through the Occupational Health Facility.
7. The Director of the Procurement Office is responsible for including in all contracts the requirement that all contractor personnel terminating or transferring employment clear through the Occupational Health Facility if required by Federal regulation.
8. The Chairperson, NASA Exchange Council, is responsible for ensuring Emergency Medical Services (EMS) are available for the Kennedy Athletic, Recreation and Social (KARS) Parks I and II recreation areas. KSC or Brevard County EMS may be the first responder to KARS I, depending upon the telephone from which the 911 call is initiated and under the provisions of the KSC/Brevard County mutual aid agreements. KSC EMS is the first responder to KARS II requests for medical assistance.

6. CANCELLATION

This KNPD cancels and supersedes KNPD 1810.1, Rev. Basic-1, KSC Occupational Medicine Program

Original signed by _____
Robert D. Cabana
Center Director

Distribution: TechDoc Library