



National Aeronautics and
Space Administration



SA-05-01

Langley Research Center Safety Alert

Date: 05/09/01

TO: Facility Safety Heads
Facility Coordinators
Summer Student Mentors/Proctors

FROM: 429/Head, Office of Safety and Facility Assurance, OSMA

SUBJECT: Mentor Responsibilities for Summer Students/Faculty
Members/Researchers

Summer students and visiting faculty members/researchers are expected to begin arriving at the Center on June 4, 2001. Each student/faculty member/researcher is assigned to a LaRC mentor, who is responsible for them and the activities they will be involved in while working on the Center.

Mentors shall coordinate the arrival of their summer student/faculty member/researcher with:

- Their Organization Unit Manager.
- The Facility Coordinator of the facility that the student/faculty member/researcher will be working in, to ensure access to computers, telephone service, office/laboratory space and any other equipment necessary for their assigned task(s).
- The Facility Safety Head of the facility that the student/faculty member/researcher will be working in, to ensure they receive any required facility-specific training.

Mentors shall ensure their assigned student/faculty member/researcher:

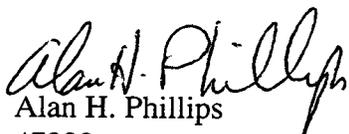
- Is aware of applicable facility/laboratory safety procedures and practices, as well as the applicable safety regulations and policies related to their assigned task(s).
- Is aware of the appropriate action to take in an emergency.
- Is trained in the use and operation of any equipment/machinery used in the performance of their assigned task(s).
- Is aware of the necessary precautions to be taken when working with hazardous materials.
- Assigned and trained to use the appropriate personal protective equipment for assigned task(s).
- Receive the required hearing test and laser eye exam, as appropriate, from the LaRC Clinic. (NOTE: The Clinic should be contacted as soon as possible to schedule the student/faculty member/researcher for the required test/exam during their first week on the Center.)

Mentors shall closely supervise the activities of their assigned student/faculty member/researcher and during any anticipated absence the mentor shall assign a proctor/undergraduate student to act on their behalf.

Mentors shall ensure individuals under the age of 18 **DO NOT** work with, handle, or have exposure to toxic or injurious chemicals, Class III or Class IV lasers, or radioactive substances. Students 18 years of age or older shall be trained in the same manner as LaRC employees, prior to any potential exposure.

The Office of Safety and Facility Assurance will provide an overview of the LaRC Safety Program at summer orientation. Upon completion of the New Employee Briefing and issuance of their LaRC badge each student/faculty member/researcher will receive a copy of the LaRC Safety Pocket Guide. Mentors shall review the Pocket Guide with their assigned student/faculty member/researcher to further emphasize Center safety policies and regulations with their student/faculty member/researcher.

Questions concerning the responsibilities of mentors or the activities to be performed by their student/faculty member/researcher should be directed to the Office of Safety and Facility Assurance at 47233 (4SAFE) or the Office of Education at 45800.


Alan H. Phillips
47233

412-01 SAFETY HEAD
PHILLIPS, ALAN H.,
BLDG. 1162 ,1162A
MAIL STOP 429 BLDG 1162