



# Langley Research Center Safety Alert

SA-02-93

Date: January 5, 1993

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TO: Distribution  
FROM: 429/Head, Risk Management Branch, SSQRD  
SUBJECT: Annual Occupational Safety and Health Audits

All facilities at the Center receive an annual Occupational Safety and Health Audit, with results provided to the Facility Safety Head. If corrective action is required to provide compliance with safety and health regulations, the Facility Safety Head must provide closure and post the audit until the discrepancy is closed. If closure cannot be provided by the facility staff, a Form 69, LaRC Work Request, is processed requesting closure. The tracking and timely closure of these work orders has been the subject of several productivity reviews. The following process has been established to correct this anomaly.

During Fiscal Year 1993, it is requested that all original Form 69, Work Requests, be forwarded with the audit response to the Safety Management Section, Mail Stop 429, for priority and tracking to closure. The scheduled completion of all work requests will be coordinated with the responsible Facility Safety Head and tracked by the Work Control Section, OSD, to ensure closure by the scheduled date. This process for timely resolution of Occupational Safety and Health discrepancies is to be implemented in support of the FY 1993 Safety and Health Audits.

Your continued support of the LaRC Safety Program is appreciated.

*V. William Wessel*  
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Distribution:  
Facility Safety Heads  
Facility Coordinators  
Contractor Safety Reps.

421/JV *JV*