

SAFETY CULTURE PROGRAM

NIST S 7101.06

Approval Date: 10/25/2022

Effective Date¹: TBD

1. PURPOSE

The purpose of this suborder is to establish requirements and associated roles and responsibilities necessary to support a strong and positive NIST safety culture based on common goals and consistent across NIST.

2. BACKGROUND

NIST recognizes that a strong and positive safety culture is essential to:

- Creating and maintaining a safe work environment; and
- Eliminating or minimizing severity of safety-related incidents, illnesses, and injuries.

NIST recognizes that engagement and vigilance at all levels of the organization are essential to prevent complacency from degrading organizational safety culture. As NIST strives to achieve these common goals, each OU must be allowed the flexibility needed to achieve a strong and positive safety culture.

3. APPLICABILITY

The requirements of this suborder apply to NIST employees and covered associates, to the extent allowed by law and applicable agreements.

4. REFERENCES

- a. ISO 45001 Occupational Health and Safety Management Systems – Requirements with Guidance for Use

¹ For revision history, see Appendix A.

37 **5. APPLICABLE NIST DIRECTIVES**

- 38 a. NIST S 7101.05: [Management Observation Process](#)
- 39
- 40 b. NIST S 7101.13: *Monitoring, Measurement, and Assessment*
- 41
- 42 c. NIST S 7101.20: [Work and Worker Authorization Based on Hazard Reviews](#)
- 43
- 44 d. NIST S 7101.23: [Safety Education and Training](#)
- 45
- 46 e. NIST S 7101.24: [Incident Reporting and Investigation](#)
- 47
- 48 f. NIST S 7101.27: *Corrective and Preventative Actions Program*
- 49
- 50 g. NIST PR 7101.15: *Development and Maintenance of NIST Safety Programs* (Under
- 51 development)
- 52
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54 **6. REQUIREMENTS**

- 55 a. NIST shall define and communicate the attributes that describe the baseline safety culture,
- 56 applicable to all OUs, to which NIST aspires.
- 57
- 58 (1) Safety culture attributes should reflect NIST values and be based on best practices in
- 59 similar organizations.
- 60
- 61 (2) Safety culture attributes should be reviewed and refined, nominally every three years, in
- 62 response to safety culture survey results and other relevant safety performance data.
- 63
- 64 (3) OUs may develop additional OU-specific safety culture attributes that build on those
- 65 associated with the NIST baseline safety culture.
- 66
- 67 b. NIST shall develop goals and action plans designed to:
- 68
- 69 • Create conditions that improve the safety culture;
 - 70 • Address any weakness identified through assessments, observations, and evaluations; and
 - 71 • Achieve baseline safety culture attributes and associated safety behaviors.
- 72 (1) Goals and action plans should be developed or reviewed and modified, as appropriate,
- 73 nominally every three years, in response to safety culture survey results and additional
- 74 relevant safety performance data.
- 75

- 76 (2) OUs may develop additional OU-specific goals and action plans that build on those
77 associated with the NIST baseline safety culture.
78
- 79 c. NIST shall assess staff attitudes and beliefs associated with workplace safety on a recurring
80 basis, nominally every three years, through use of a safety culture survey and other relevant
81 safety performance data.
82
- 83 d. NIST shall evaluate workplace safety-related actions and behaviors for consistency with
84 safety culture attributes on an ongoing basis.
85
- 86 (1) These actions and behaviors may be evaluated by a variety of means including, but not
87 limited to, implementation of the Management Observation Process program, review of
88 workplace inspection data, incident and near miss reporting data, and evaluation of good-
89 catch programs.
90
- 91 e. NIST shall recognize proactive contributions to workplace safety on an ongoing basis.
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- 93 (1) Recognition may be achieved by a variety of means including, but not limited to, safety
94 awards, good-catch programs, routine supervisor feedback, and performance reviews.
95
- 96 f. NIST shall provide opportunities for engagement and participation in workplace safety
97 improvement initiatives, at all levels within NIST on an ongoing basis.
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- 99 (1) Opportunities for participation and engagement may be achieved by a variety of means
100 including, but not limited to:
101
- 102 (a) Membership on NIST and OU safety committees;
103
- 104 (b) Fulfilling NIST and OU safety-related roles including OU, Division, and Group
105 safety representatives;
106
- 107 (c) Engaging in peer-to-peer observations of and conversations about safe work
108 practices;
109
- 110 (d) Reporting safety-related issues and concerns to supervisors;
111
- 112 (e) Participating in the development and maintenance of NIST safety programs,
113 workplace inspections, hazard reviews, safety stand-downs, and incident
114 investigations; and
115

- 116 (f) Participating in annual NIST safety days during which all or a portion of the day is
117 dedicated to safety-related activities that may include attending colloquia,
118 participating in training, and other activities within OUs.
119
- 120 g. NIST shall sustain efforts to maintain a positive safety culture through practices that focus on
121 continuous improvement, creating a learning work environment, and encouraging
122 questioning attitudes.
123
- 124 (1) Efforts to sustain a positive safety culture include, but are not limited to:
125
- 126 (a) Implementation of the Management Observation Process;
127
- 128 (b) Implementation of corrective and preventive actions;
129
- 130 (c) Implementation of the Measuring, Monitoring, and Assessments Program;
131
- 132 (d) Communication of safety-related information and resources; and
133
- 134 (e) Continuous learning via safety-related conferences, training exercises, hands-on
135 training, and meetings and colloquia.
136
137

138 7. DEFINITIONS

- 139 a. Safety Culture – Part of an organization’s culture consisting of the shared beliefs, values, and
140 behavioral norms (actions) regarding workplace safety
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143 8. ACRONYMS

- 144 a. ESC – Executive Safety Committee
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147 9. RESPONSIBILITIES

- 148 a. Executive Safety Committee (ESC) Members are responsible for:
149
- 150 (1) Defining and revising as necessary NIST safety culture attributes based on results of
151 safety culture surveys and other relevant safety performance data;
152
- 153 (2) Developing, reviewing, and modifying goals and action plans, in response to results of
154 safety culture surveys and other relevant safety performance data, that create conditions
155 to support those attributes at NIST; and
-

- 156 (3) In collaboration with OSHE, communicating safety attributes and goals to NIST staff.
157
- 158 b. OU Directors are responsible for:
159
- 160 (1) Implementing ESC-developed action plans within their OUs to support safety culture
161 goals and to address results of safety culture surveys;
162
- 163 (2) Evaluating feedback obtained during Management Observation Process visits within their
164 OUs to help assess safety attitudes and behaviors;
165
- 166 (3) Determining whether OU-specific goals and action plans are necessary to improve the
167 safety culture within their OUs and overseeing development and implementation of these
168 when applicable; and
169
- 170 (4) Ensuring implementation of NIST and OU-level safety culture action plans within their
171 OUs, as applicable.
172
- 173 c. Chief Safety Officer is responsible for:
174
- 175 (1) Ensuring regular issuance of a safety culture survey that assesses at a minimum:
176
- 177 (a) Staff views of the importance of NIST safety culture attributes and the extent to
178 which each attribute describes current state of the safety culture;
179
- 180 (b) Employee participation and engagement in safety related activities; and
181
- 182 (c) Extent to which staff value workplace health and safety.
183
- 184 (2) Ensuring safety culture survey results containing NIST- and OU- level data and
185 summaries are provided to the NIST Directors, Associate Directors and ESC members,
186 and are communicated more broadly across NIST;
187
- 188 (3) Providing ESC relevant safety performance data to inform safety culture goals and action
189 plans;
190
- 191 (4) In collaboration with ESC members, communicating NIST safety attributes and goals to
192 NIST staff;
193

- 194 (5) Ensuring the NIST Safety Award² is promoted and maintained; and
195
196 (6) Maintaining processes that facilitate staff participation, as applicable, in development,
197 maintenance, and implementation of NIST safety management system programs.
198
- 199 d. Division Chiefs are responsible for ensuring implementation of NIST and OU safety culture
200 action plans within their Division.
201
- 202 e. Safety Advisor Committee Members are responsible for providing input on safety culture
203 attributes.
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- 205 f. NIST Employees and Associated are responsible for participating and engaging in efforts to
206 improve and strengthen the NIST safety culture to the extent feasible and as applicable.
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209 **10. AUTHORITIES**

210 There are no authorities specific to this suborder.
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213 **11. DIRECTIVE OWNER**

214 Chief Safety Officer
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217 **12. APPENDICIES**

- 218 a. Revision History
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- 220 b. General Safety Culture Resources

² <https://inet.nist.gov/ohrm/nist-safety-awards>

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Appendix A. Revision History

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Version No.	Approval Date	Effective Date	Brief Description of Change; Rationale
1	10/25/22	TBD	<ul style="list-style-type: none">• None – Initial document

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Appendix B. General Safety Culture Resources

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- American Chemical Society, Creating Safety Cultures in Academic Institutions, 2012. <https://www.acs.org/content/dam/acsorg/about/governance/committees/chemicalsafety/academic-safety-culture-report.pdf>.
 - Association of Public and Land-Grant Universities, APLU Council on Research Task Force on Laboratory Safety, 2016. Guide to Implementing a Safety Culture, <https://www.aplu.org/library/safety-culture/file>.
 - Biosafety in Microbiological and Biosafety Laboratories: Section II, Biological Risk Assessment, Facilitating a Culture of Safety through Risk Assessment <https://www.cdc.gov/labs/pdf/CDC-BiosafetyMicrobiologicalBiomedicalLaboratories-2020-P.pdf>.
 - NRC Safety Culture Policy <https://www.nrc.gov/about-nrc/safety-culture/sc-policy-statement.html>.
 - NRC Definition of Nuclear Safety Culture: The core values and behaviors resulting from a collective commitment by leaders and individuals to emphasize safety over competing goals to ensure protection of people and the environment (Source: US Nuclear Regulatory Commission; <https://www.nrc.gov/about-nrc/safety-culture.html>, accessed August 29, 2022)
 - OSHAcademy® Resources – Management Systems and Leadership, Creating a Safety Culture, <https://www.oshatrain.org/notes/2inotes03.html>.