

MEETING MINUTES  
Contractor Safety Forum  
Friday, August 4, 2000

Donnie George, Chairperson of the Contractor Safety Forum (CSF), welcomed team members and special guests Art Stevenson (MSFC Center Director), Jim Ellis (MSFC Deputy Director of S&MA) and Richard Sheppard (Mr. Stevenson's Executive Assistant). Donnie reviewed the emergency evacuation routes and Rhonda Mann gave the safety moment on "Home Security."

**NEW BUSINESS**

**MSFC Safety Program Discussion** – Art Stevenson discussed the importance of keeping MSFC Contractor and Civil Service personnel safe at work and home. Every week we hear about accidents that were preventable. MSFC is serious about continuing to build a safety program that raises awareness to help prevent needless accidents. Mr. Stevenson stressed that safety is a management issue. If management takes safety seriously, then everyone else will. Constant attention and concern for safety will make a difference. MSFC is changing the safety culture and that change starts with management commitment. The goal is zero lost time accidents/injuries. We must work to establish an open attitude about reporting close calls/ unsafe conditions/mishaps.

Only about half of the contractor data on "number of hours worked" is getting to NASA S&MA. We need to provide this information so that MSFC will have accurate metrics on lost time injuries/accidents. Jim Ellis took an action to get with COTRs to ensure this information is properly communicated to NASA S&MA. Also, please respond to the PEP survey as only about half of the data has been received from Contractors. Lastly, if contractors cannot work safely, they will not do business at MSFC.

A discussion about the importance of slowing down a little bit and doing a few things well instead of trying to do everything in too big of a hurry was initiated by Rob Kuen. Many times we forget to think about safety because we are just too busy trying to get too many actions completed.

Rob Kuen stressed that Contract Clause Changes with regards to Safety should apply to all contractors. Also, there should be no penalty for lost times only for not reporting. The current penalty being considered for not reporting is \$1,000. This may need to be placed on a graduated scale based on contract size.

**Safety Day Update** –Safety Day will be October 25, 2000. Mike Tripp asked that each contractor provide 5 door prizes. The agenda should be available next week.

## **OLD BUSINESS**

### **Focus Group Updates:**

- **Communications** – John Isom briefed the Forum on the Communications Focus Group activities. There have been 3 team meetings to discuss mission, concepts and tools. A draft mission statement has been developed. A CSF web-site will be developed and can be posted on the MSFC S&MA web-site. Jim Ellis and Donnie both stressed the importance of improving communications. This team will be long standing and other focus groups will develop from the issues raised by the communications team. The team discussed the value of creating a compilation of safety stories and resources for all to use. John Isom took the action to add this to the communication team focus.
- **Safety Program Evaluation Criteria** – The NASA Risk Management Rule is under review for impact to the Evaluation Criteria. Jim Ellis said that he would try to have the Criteria issues resolved by the end of August.
- **Training** – The MSFC safety training course will be reduced to four hours and will be offered all Contractors. Volunteers are needed to become trainers. Each Contractor needs to provide a list of employees who will receive the training. A request will be made to NASA for civil service personnel training volunteers and for the training to be chargeable to contracts. A train the trainer course will be provided for all training volunteers.

**Closing Comments** – Jim Ellis thanked the Forum for working so hard to help change the safety culture. Donnie George thanked everyone for participating and adjourned the meeting.

**The next meeting is tentatively scheduled for Friday September 1, 2000 in Conference Room 104, 555 Discovery Drive.**