

MEETING MINUTES
Contractor Safety Forum
Friday, July 7, 2000

Donnie George, Chairperson of the Contractor Safety Forum (CSF), welcomed team members and provided an overview of the agenda for the meeting. Donnie introduced Dennis Davis, NASA S&MA to present information of the NASA PEP Survey, NASA Safety Metrics Reporting Requirements and the NASA Central Safety Committee.

NEW BUSINESS

PEP Survey – Dennis informed the CSF that the PEP survey can be found at URL: <http://pep.jsc.nasa.gov/survey/pep.htm>. Only contractor personnel who have been selected to participate through their COTR or who were directly contacted should complete the survey because a designated control number has been assigned to each person. If there are individuals slated to complete the survey that do not have access to a computer, please print the survey, have the individual complete it by hand and make arrangements to have it entered into a computer. The PEP will help NASA gage where the MSFC safety program is from a contractor standpoint. Please contact Vyga Kulpa at 544-1383 or Patsy Nash at 544-0050 if you have further questions or require additional information.

NASA Safety Metrics Reporting Requirements – MSFC Safety is requesting that all contractors complete form 4371 on a monthly basis. If all Contractors complete the form, it will allow NASA to accurately record # of mishaps, # of hours worked by contractors (both on and off-site), # of safety meetings and # of safety visits by management. In turn, the NASA safety metrics will more accurately reflect the true picture. Form 4371 can be emailed to Vyga Kulpa (Vyga.Kulpa@msfc.nasa.gov) or Dennis Davis (Dennis.Davis@msfc.nasa.gov), or mailed to QS10, Industrial Safety Office.

Central Safety Committee (CSC) Meeting – The NASA CSC is chaired by Art Stevenson and meets on the first Monday of every month at 8:00 AM in conference room P10, facility 4200. Because of the July holiday, the July meeting is scheduled for July 10. The Area Safety Committee meets the Wednesday at 3:00 PM in P10 before the CSC to plan and coordinate the CSC. All contractor personnel are encouraged to have representative on both of these committees.

CSF Monthly Safety Moment – The July Safety Moment was devoted to working teens. About 70 U.S. teenagers are killed and 200,000 are injured on the job every year. Precautions to help mitigate these deaths/injuries are to ensure that teens get enough rest, do not let your teen drive to/from work alone at night and do not your teen work in a hazardous job. The root cause of these incidence stem from inexperience, violence and traffic accidents.

OLD BUSINESS

Review CSF Minutes from June 2, 2000 Meeting and Overview of August CSF -

- MSAT Safety Bowl is still on target to take place from July – October with finals being televised on Safety Day.
- Art Stevenson will address the Forum at the August meeting. A CSF sub-team chaired by Thad Mauldin (544-9102) will review contractor issues and concerns that we will bring forward to Mr. Stevenson during the meeting. Please contact Art if you would like to participate on the sub-team.

Focus Group Updates –

- Safety Program Evaluation Criteria – The recommended criteria was approved by NASA with a few exceptions. Most notably is that Contractors will be penalized \$5,000 for failing to report (includes all reporting. CSF members expressed concern over this proposed change. This will be a topic for discussion with Art Stevenson at the August meeting. NASA is also considering implementing contract extensions/reductions based on safety performance.
- Communications – The committee has met twice and is making progress on addressing the various issues identified in the minutes of the June 2 CSF.
- 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.

The next meeting will be Friday, August 4, 2000 from 8:00 – 9:30 AM, 555 Discovery Drive, Conference Room 104.