

MEETING MINUTES
Contractor Safety Forum
Friday, September 22, 2000

Donnie George, United Space Alliance and Chairperson of the Contractor Safety Forum (CSF), welcomed team members and special guests Jodie Singer (MSFC Shuttle Projects Office), and Dennis Davis (MSFC S&MA). Donnie reviewed the emergency evacuation routes from the building and provided a short viewgraph presentation on Slips, Trips, and Falls.

NEW BUSINESS

MSFC Safety Day Update – Jodie Singer from MSFC Shuttle Projects Office and Co-Chairperson of the MSF Safety Day Planning Committee presented an update on this important event which is scheduled for Wednesday October 25th. Her superb update included the events presently scheduled for the day, the planning timeline, a location schematic, and the bus schedule. The day's events will begin at 8:30 in the morning and operate until 4:00 in the afternoon. Bus Service will run from 7:30 a.m to 4:00 p.m. Off-site contractors are highly encouraged to use the bus service. All activities will take place at Building 4752, breakout rooms 109 and 107, the North and South Tent areas, and the adjacent picnic and outside areas. Lunch sponsored by Chick-Fil-A will be from 11:00 to 1:00 in the picnic area. Entertainment will be conducted throughout the day. Other highlights include exhibits, car show, astronauts, and Guest Speaker Race Car Driver Bobby Allison. At the conclusion of the briefing, Donnie George provided all attendees with copies of Ms. Singer's briefing information. CSF members are encouraged to make distribution of the copies within their companies. A finalized program is forthcoming and will be available on the MSFC Safety Web Site.

Performance Evaluation Profile (PEP) – Dennis Davis from the MSFC S&MA Directorate provided an update to the PEP survey that all on-site contractors are participating. The PEP survey was designed to provide a top-down analysis of a safety program using a numeric scoring system to rate the results. The survey results are rated in a tiered system that begins with an overall score. The second tier ratings measure a safety program against the Agency's four Core Process Requirements (CPR). The bottom tier consists of the individual elements that make up the requirements for an effective safety program. By utilizing this approach, a safety program can be evaluated against the individual safety requirements, the NASA Agency Core Process Requirements for safety, and the overall program effectiveness.

Members of the CSF had questions and requested clarification on several aspects of the survey. Issues pertaining to timeliness of receipt by each contractor, access to the website, understanding of the structure and wording of the survey from a contractor vs a civil servant view, level of difficulty to complete, opportunity to coach the employees completing the survey, and confusing

instructions were addressed. All agree that MSFC S&MA should review the survey and its implementation timeline to prevent reoccurrence of this year's problems and issues. S&MA should also consider the PEP results as part of the contractor's safety program baseline in view of the on-going discussions and approval process by the Center Director of the contractor's safety program evaluation criteria presently under review. Survey results were provided by Mr. Davis to several of the contractor representatives.

OLD BUSINESS

Focus Group Updates:

Contractor Safety Performance Evaluation Criteria – Rob Kuehn from Cortez III provided an update. Each contractor representative received a copy of the presentation. The MSFC position on this issue, with concurrence from the CSF, was recently presented to the Center Director. However, it was not approved as written. The CSF is awaiting a new draft from the Procurement Directorate.

Contractor Safety 2000 Training – Rob Kuehn also provided an update on this CSF initiative to deliver Safety 2000 to on-site contractor employees. The plan is to determine the requirements and instructor cadre, streamline seminar lesson plans/tailor to contractor workforce, conduct training for instructors, and launch the training program. Phil Robbins from CSC has been able to reduce the program of instruction, which is DuPont based, to four hours. The status of this initiative is more instructors are needed from the CSF contractor base, the first draft of the lesson plans are in review, and instructor training will begin this Fall.

Communications – John Isom, CST Corporation, briefed the forum on the status of this initiative. He reported on his briefing to the Central SHE on 9/5, the deployment of the CSF Newsletter, and Safety Day planning. All contractors should send John their company LOGO which will be incorporated into a CSF booth for the Safety Day events. John also needs points of contact from each contractor for Safety Day planning purposes.

Closing Comments – Donnie George thanked the Forum for working hard on all the issues and initiatives and for participating in the Forum. The Forum was adjourned at 10:00.

The next meeting is tentatively scheduled for Friday November 3, 2000 in Conference Room 104, United Space Alliance, 555 Discovery Drive, Huntsville, AL.