

MEETING MINUTES
Contractor Safety Forum
Friday, April 21, 2000

Donnie George, Chairperson of the Contractor Safety Forum (CSF), welcomed team members and provided insight into the agenda for the meeting.

Contractor Excellence Award - Judy Milburn briefed the forum on the Contractor Excellence Award. All eligible contractors are strongly encouraged to submit an application for consideration for this annual award. Award application guidelines will be available May 1. Please contact Judy at 544-4802 if you have not received the criteria by that date. Applications are due June 16. Judy will be happy to meet with anyone who would like more information about the award.

MSFC Safety and Health Action Team (MSAT) – Phillip Robbins gave the team an overview of the MSAT, which is a grass roots safety team made up of any employee at MSFC who would like to be involved in the activities. The team meets every other Wednesday. The next meeting is scheduled for Wednesday April 26, 2000 from 10:00 AM – 11:00 AM in 4203/3012. All contractors are welcome to participate in this voluntary effort. Mr. Robbins has been invited to be a permanent member of the Contractor Safety Forum to insure effective communication between the two organizations.

Steering Committee Report – Donnie George informed meeting participants about the outcome of the first CSF Steering Committee meeting which was held in March. The steering committee consists of 6 CSF members including Donnie (CSF facilitator). The topic of discussion was how to make the forum successful. Recommendations included: 1. The CSF should sponsor some event such as a training event 2. The CSF should take a leaderships role toward training by initiating a Train the Trainer Program. 3. The CSF should demonstrate partnership and sharing through communication and use of common corporate resources 4. The burner should be turned up on safety. The next Steering Committee meeting will be Wednesday May 3, 8:30, at United Space Alliance, 555 Discovery Drive.

Committee member's term expires January 31, 2001.

Donnie asked that all members continue to provide feedback on ways to improve our effectiveness and asked that all review the charter and provide comments. One suggestion was to remove the number 32 from the charter and replace with the words "all contractors". The Boeing representative suggested that a CSF booth, with all corporate logos, be shown at the Total Health and Safety Day at MSFC in October. In an effort to improve communication between the CSF and MSFC it was also suggested that MSFC S&MA Director or Deputy Director be provided the opportunity to provide an update of their initiatives throughout the course of the CSF meeting schedule.

Contractor Safety Program Evaluation Criteria – Rob Kuehn, Skip Hayes and Doug Cochard gave the forum an update on the status of the program evaluation criteria effort. MSFC was receptive to the proposal. A proposed contract clause for evaluation of safety performance has been developed and presented to MSFC for consideration. We are awaiting feedback from MSFC.

The meeting was adjourned at 9:33 AM

The next meeting will be Friday, June 2, 2000 at 8:00 – 9:30 AM, 555 Discovery Drive, Conference Room 104.