

MEETING MINUTES
Contractor Safety Forum
Friday, February 4, 2000

Donnie George, Chairperson of the Contractor Safety Forum (CSF) welcomed team members and introduced Amanda Goodson, Director of MSFC S&MA. Amanda discussed the importance of not only providing a safe and healthy workplace for employees but also the importance of safety at home. Amanda also explained that the CSF has a direct ear to Art Stephenson, MSFC Center Director, and that Mr. Stephenson is very interested in hearing our ideas to make the MSFC safety program better and stronger. Jim Ellis, Deputy Director of MSFC S&MA also stressed the importance of safety at work and home. Jim informed the CSF that contractor personnel will have an opportunity to participate in MSFC's train the trainer safety program. Contact Jim if you would like to attend a ½ day voluntary training session. Other areas of emphasis that the CSF might want to focus on are communications, safety metrics, allowable contractor safety costs and safety performance evaluation criteria. On a final note, Jim Ellis stressed that the CSF was our forum and we need to make it what we think it should be.

Donnie thanked Amanda and Jim for kicking off the first CSF meeting and for sharing their perspectives.

Meeting attendees formed two working groups to brainstorm team rules and the mission, goals and objectives of the CSF. From these brainstorming efforts, the CSF agreed on the following:

- CSF Team Rules
 - Program Manager involvement is a necessity
 - Issues and recommendations presented to MSFC leadership will represent contractor consensus
 - The CSF will meet once per month on the first Friday of every month
 - Schedule changes will be communicated in a timely manner
 - Meetings are limited to one hour in duration
 - There will be no sign in sheets or record of attendees
 - An agenda will be communicated in advance before every meeting

- CSF Mission, Goals and Objectives
 - This brainstorming session produced a list of 44 key words and phrases that communicate the essence of the core purpose.
 - From these 44 key words and phrases, Jack Jamba, team facilitator, will develop a draft mission statement with goals and objectives for review by the CSF team.

A list of four focus group candidates and a brief explanation of each was provided. Each CSF team member was asked to sign up for one of the four focus groups listed below:

- Safety Performance Evaluation Criteria
- Allowable Contractor Safety Costs
- Training
- Communication

Linda Myszka, Lockheed Martin invited CSF members to the next SWAT team meeting which is currently focusing on Job Hazard Analysis. The SWAT team was formed in support of the MSFC VPP effort. The SWAT team meets every Wednesday in room 326 in building 4202. Contact Linda at 461-4329 for further information.

The meeting was adjourned at 10:10 AM

The next meeting will be Friday, March 3, 2000 at 8:30 AM, location is TBD.