

MEETING MINUTES
Contractor Safety Forum
Wednesday, February 21, 2001

Donnie George, USA, Chairperson of the Contractor Safety Forum (CSF), welcomed team members and special guests Dennis Davis from the MSFC S&MA office and Teresa Durette from HEI. Donnie reviewed the emergency evacuation routes from the building, talked about lessons learned from the severe weather warning drill and presented a safety tip on recent product recalls.

OLD BUSINESS:

FOCUS GROUP UPDATES:

Communications – John Isom, CST, was not present at the meeting. Donnie George distributed the February issue of The Safety Dispatch.

Contractor Safety Program Evaluation Criteria – Rob Kuehn, Cortez III, reported that the evaluation criteria proposal is back in Procurement for further review. The beta test showed confusion with users not familiar with the process. There is a NASA FAR clause that could affect the evaluation criteria because it basically states that contractors will receive zero award fee if a fatality occurs. **Donnie George took an action to arrange a briefing from Procurement at the next Contractor Safety Forum to discuss contents of the clause.**

Contractor Safety Training 2001 – The last train the trainer class will be in facility 4723 room 113 beginning today at 12:00 PM. Please be sure to provide Rob with your training plan. Phil Robbins will be placing all the training material on CD to make it even easier to train. **Phil Robbins took an action to show the “Art Stephenson” video at the next CSF.**

Ergonomics Focus Group – The ergonomics focus group met with the NASA ergonomics team to discuss the MSFC ergonomics program. MSFC allocated \$100,000 for ergonomic furniture to be divided among the directorates. This is not enough money to cover the need. Contractors wishing to request ergonomics assessments for employees should call 544-2390 to schedule. Once an assessment is complete, any equipment needs will be referred to individual supervisors for action. The NASA ergonomics program will be featured in the March edition of the Marshall Star. The ergonomics focus group will meet again in March to discuss the ergonomics standard.

NEW BUSINESS:

VPP –Donnie George announced the Region IV VPP/PA conference in Atlanta on April 25, 26 and 27. Reservations can be made by calling Keith Romines at 941-742-3314. The NASA goal is for all Centers to receive VPP certification in FY 2002. Axel Roth

will be heading up the MSFC VPP effort. Rhonda Mann briefly discussed USA's VPP effort and the benefits to contractors who will be participating in the MSFC VPP effort.

Supervisors Safety Web-site – Teresa Durette gave a brief overview of the newly developed MSFC Supervisors Safety web-page. Team members agreed that a managerial review of the page was needed to understand the requirements. **Dennis Davis took an action to arrange this review at the next CSF.**

Close Call and Thiokol Safety Survey Focus Groups – If you are interested on heading up either of these focus groups, please call Donnie George at 971-3102.

Closing Comments –Phil Robbins reminded Forum members to review their PEP surveys and take necessary corrective action to work discrepancies. **Also, the MSAT Close Call sub-committee will be invited to brief the CSF at the next meeting.** Donnie thanked everyone for their participation. Meeting adjourned at 9:35 AM.

The next Contractor Safety Forum will be Friday, March 23 from 8:00 to 9:30 at the USA facility on 555 Discovery Drive.

Steering Committee Meeting – the Steering Committee met after the Forum. The importance of the Forum was discussed. It was concluded that the involvement by the Program Managers is imperative to maintaining the success of the Forum. Phil Robbins will provide the CSF Chairman with a list of PM's. Future Steering Committee meetings will be conducted approximately 15 days prior to the scheduled Forum and immediately after the Forum is adjourned. Face to face visits with each Steering Committee member will be made prior to March 15 by the CSF Chairman.