

MEETING MINUTES
Contractor Safety Forum
Wednesday, January 17, 2000

Donnie George, USA, Chairperson of the Contractor Safety Forum (CSF), welcomed team members and special guest Dennis Davis from the MSFC S&MA office. Donnie reviewed the emergency evacuation routes from the building and presented a safety tip on Safety at Home, along with information on consumer recalls on Frosted Flakes and Firestone tires.

NEW BUSINESS:

MSFC S&MA Restructuring – Dennis Davis reviewed the S&MA reorganization, especially the Industrial Safety department restructuring. Industrial Safety is being elevated into a separate department. There are 2 new positions planned for the Industrial Safety Department to accommodate the reorganization. The department will be broken down into a technical/field/test operations/inspection group and safety promotion and training group. There will be approximately twenty new positions opening S&MA wide over the next few months.

OLD BUSINESS:

FOCUS GROUP UPDATES:

Communications – John Isom, CST, reported that the SHE, MSAT and CSF are working on a combined/centralized web-page to create a “hub” for MSFC safety information to prevent overlap and confusion. The combined team met to brainstorm ideas for logos and came up with two potential candidates. The CSF newsletter will be published the week of January 22nd. The CSF web-site development will get underway in the near future.

John Wiskoski, Boeing asked if the Communications group would be devoting resources to Earth Day. John Isom took the action to look into it. John Isom also took an action to give an update at the next Central SHE.

Wayne Long, Morgan Research, will make available a CD with Safety Internet links for an on-line library. In addition, he offered to work with Enviro-med software to provide Demo disks to Forum members. Contact Wayne Long if you are interested.

Contractor Safety Program Evaluation Criteria – Rob Kuehn, Cortez III, reported that the beta test of the evaluation criteria is complete. As a result, some restructuring of the evaluation matrix will be done to match MSFC core processes. The information will be provided to the Procurement office when complete.

Contractor Safety Training 2001 – There has already been one very successful train the trainer class. The next class is scheduled for January 24-25 in room 1201, of

building 4203. If you would like to participate, please call Rob. Some of the individuals who have been through the train the trainer course have already started training classes. The following guidelines should be followed when scheduling classes/class rooms:

- Let Rob know at least one month in advance of your requirements to include Date/Time, number of people being trained, support requirements)
- Class space is a big problem. If at all possible, provide your own classroom and support equipment. If you are counting on using the MSFC space, please prepare to be flexible. Schedule 2 classes per day if possible.
- If you are not planning to have a representative from your company complete the train-the-trainer course, but still want your employees to attend the class, please let Rob know how many people you would like to have trained – there will be 25 people per class.
- The training room should allow for small group discussions (5 groups of 5).

Ergonomics Focus Group – An ergonomics focus group was formed to review the new ergonomics standard. The focus group will work with MSFC to assess impacts of the standard on the existing ergonomics program at MSFC. Rhonda Mann, USA, will chair the group.

Thiokol Safety Survey – Donnie George will meet with Steering Committee members to discuss this issue.

Closing Comments – Rob Kuehn suggested the Forum make a recommendation to MSFC S&MA to implement ISO 9000 first and then focus on VPP implementation. Donnie George took an action to do this. Donnie thanked Forum members for their participation. Meeting adjourned at 9:35 AM.

The next Contractor Safety Forum will be Wednesday February 21 at the USA facility on 555 Discovery Drive from 8:00 AM – 9:30 AM.