

MEETING MINUTES
Contractor Safety Forum
Friday, June 2, 2000

Donnie George, Chairperson of the Contractor Safety Forum (CSF), welcomed team members and provided an overview of the agenda and the various hand-outs for the meeting. The following handouts were distributed:

- Agenda/Charter and CSF Objectives
- Current listing of CSF members
- Current draft of proposed contract clause for evaluation of safety performance and presentation
- Current list of the MSFC 32 On-site contractors
- An index card was provided and team members were asked to jot down comments and suggestions during the meeting for feedback.

CSF Charter and Objectives Adopted -Team members adopted the CSF charter which reads: "Provide an opportunity for synergy and mutual cooperation that will foster information sharing, develop consistent and continuous safety guidelines, and promote safety partnering among the member contractor organizations so that our employees and customers will reap the benefits of an improved world class safety and health culture. Membership consists of Program Managers and Safety Professionals from all on-site MSFC contractors."

The following objectives were also adopted:

- Benchmark among the group members to discover best practices.
- Determine if there are any training needs among the members and prepare corrective action plan.
- Develop a rewards and recognition process for outstanding safety and health programs, results and support of the CSF.
- Propose improved publicity techniques for worthwhile safety events or achievements.
- Prepare inputs to the contractor safety performance criteria.
- Develop a set of metrics to measure the CSF success as a group.
- Prioritize goals and objectives list
- Ensure all contractors are aware of the CSF and are offered the opportunity/encouraged to join.
- Identify resources that can be shared.

CSF Monthly Safety Moment – The June Safety Moment was devoted to watching your back. The focus was on employees who are not trained to move office furniture sometimes get in a hurry and want to move it themselves. The message was to slow down and ask for help from the department that is responsible for these types of tasks.

Contractor Safety Program Evaluation Criteria – Rob Kuehn gave the forum an update on the status of the safety performance 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. There are no financial penalties included in the criteria presented. We are awaiting feedback from MSFC.

MSAT Update – CSF team members discussed the need to ensure a connection is established between the MSAT and the CSF to leverage abilities and resources.

David Harvey, Chairperson of the MSAT Close Call Team encouraged the CSF to get involved in the effort to establish a system for close call reporting and feedback that really works. David also informed the CSF about the Center Wide Safety Bowl which will occur throughout July and August. Safety professionals are not allowed to participate as contestants. Contractors are welcome to participate through their respective directorates.

Focus Groups Established – CSF team members established focus groups to review safety training and communications. The training team will be lead by Ben Anderson, Rob Kuehn and Skip Hayes. The communications team will be lead by John Isom and Linda Myszka.

Comments and Suggestions from Index Cards:

- The CSF is not communicating their efforts to the lower levels at MSFC. We need to do some outreach whether it be small group get togethers or a large gathering.
- Get good publicity in local newspaper, Marshall Star. A web-site would be a good publicity tool.
- Invite Marshall management to these forums especially Art S. or Carolyn G. and Amanda G. so they have the opportunity to encourage the efforts of the CSF.
- Programs or documentation should be available at the CSF work-site.
- Publish a newsletter.
- Investigate training as a group to possibly cut training costs.
- Assess penalties for contractors who do not have active participation in the CSF. Full participation is needed from all contractors.
- CSF Charter and Mission Statement appear to be similar but different. Consolidate or clarify each.
- Close Call Reporting - Set standards (definitions); Reduce (eliminate) uncertainty; Consider a reward system to help offset the threat of punishment if an employee reports a close call (risk/reward).
- Unresolved issue - Involvement of Total Contractor Organizations, i.e. of-site and off-site contractors.

- Insure all members who signed up to participate in the Training and Communications Focus Groups in February are included in the committees formed today.
- "We are encouraging the reporting of Close Calls but keeping all the data within the company".

Steering Committee Update - The Steering Committee conducted a meeting after the Forum. Steering Committee members were encouraged because of the good participation in Forum activities and agreed that the current meeting format (i.e. time, dates, refreshments, and conduct) is the right approach. It was agreed that the CSF should be briefed at the next Program Manager's Luncheon. Art Stevenson should be invited to a Forum in the very near future if not at the next scheduled Forum. The CSF Chairperson should insure he is guaranteed a place on the Central SHE Committee agenda (next one is Monday June 5 at 8:00 in 4200 P110). Rhonda Mann the CSF Chairman Associate will provide a status. The CSF Chair was encouraged by the Steering Committee to get an appointment with Art Stevenson to remind him that the CSF is his forum and we should have access to each other. Sid Smith volunteered to set up a meeting with Sid Saucier the Center Associate Director to pave the way for improved communications between the CSF and the Center Director. The Steering Committee, as a final note, agreed that Safety Program Associated Costs were still an issue.

The next meeting will be Friday, 7th, 2000 at 8:00 – 9:30 AM, 555 Discovery Drive, Conference Room 104.