



Building Manager Training

May 17, 2004

Dennis Davis/QD 50

Industrial Safety Department

Safety and Mission Assurance Directorate



Marshall Team Meeting
Chair: Art Stephenson

SHE Committee
Chair: Nance Jo Ogozalek
Sponsor: Axel Roth

Contractor Safety Forum (CSF)

Report

1 Voting Member

11 Voting Members

5 Voting Members

1 Voting Member

9 Voting Members

Non-Voting Members

Directorates & Offices (w/o HAZOPS)

Directorates (With HAZOPS)

Building Managers Subcommittee
Mentor: Dennis Davis

SHE Practitioner Subcommittees

Center-Wide Employee Committees

- Customer & Employee Relations
- Safety and Mission Assurance Directorate
- Procurement Office
- Office of Chief Counsel
- Office of Chief Financial Officer
- Equal Opportunity Office
- Office of the Director
- Space Shuttle Project Office
- X-37 Project Office
- Next Generation Launch Technology Office
- Orbital Space Plane Program Office

- Engineering Directorate
- Science Directorate
- Space Transportation Directorate
- Flight Projects Directorate
- Center Operations Directorate

- Wellness and Ergonomics
- Safety Assessment
- LOTO
- Lifting Operations
- Pressure Ops
- Radiation
- Machine Shop
- Cryogenics
- Laboratory and Hazardous Mat. Ops

- Marshall Safety Action Team (MSAT)
- Communications
- Training
- Emergency Preparedness
- Energy & Water Conservation
- Environmental Excellence Team

Employee/Management SHE Committees at least 50% Employees

CAER		
Employee Assistance	Training	Communication

S&MA		
Industrial Safety	Worker's Comp.	Mission Success

CO		
Facilities	Protective Services	Emergency Operations
Occupational Medicine	Environmental Health	Environmental Engineering
Logistics	Aviation Safety	Physical Fitness

Functional Support



Supervisors

Duties and Responsibilities

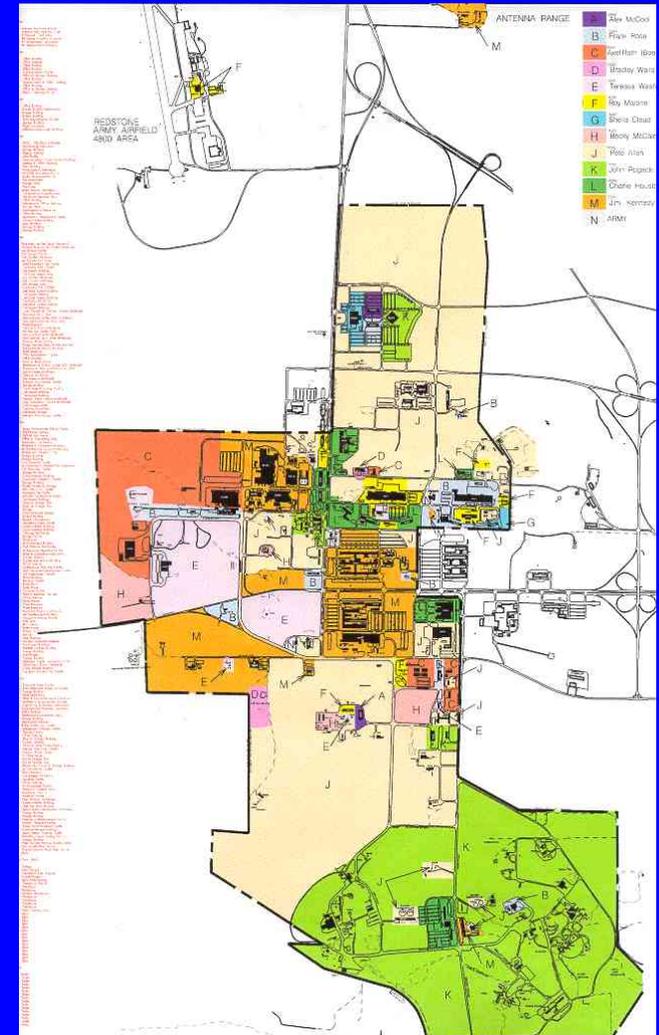
- Conduct monthly safety visits (Audit/Inspection)
- Continuously monitor the work area for conformance with safety and occupational health standards, orders, rules and regulations
- Take corrective action on unsafe acts & conditions
- Review the safety performance of employee
- Provide employees with appropriate safety training opportunities
- Assure that each direct report participates in at least one employee safety visit (audit) annually



Area Manager Duties and Responsibilities

Area Managers Ensure:

- Personnel know how to contact their Area Manager
- Monthly facilities and grounds inspections are conducted
- Resolution of safety, health, and environmental problems in their area
- Building managers are assigned in their area [Safety, Health, and Environment \(SHE\) Website](#)





Building Manager General Responsibilities

- Ensure assigned building(s) and surrounding grounds are safe, healthy, and well kept
- Ensure good energy conservation and security practices are followed
- Ensure all safety, health, and environmental issues are addressed

**Post Your Picture with
name and contact info. at
Building's Main Entrance!**





Building Manager Duties

(See MPG 8715.1, Appendix C, for more details)

- Act as point of contact for SHE activities/issues including safety concerns (See SCRS flowchart) <..\SCRS\SCRS Process Flowchart.ppt>
- Coordinate outage requests and major construction activities
- Inspect building and grounds monthly (Exception: Equipment Rooms)
- Inspect fire extinguishers monthly (Exception: Equipment Rooms)
- Issue permits for portable appliances
- Inspect common areas monthly (Exception: Equipment Rooms)
- Participate in SHE Facility Inspections & coordinate corrective actions (See SHEtrak flowchart) [F:\Closure Process \(Rev 5-17-04\).ppt](F:\Closure Process (Rev 5-17-04).ppt)
- Assist in fire and severe weather emergencies
- Attend building manager training every 3 years
- Attend building manager sub-committee meetings

Assign Assistant Building Managers as required!



Summary

- Building Manager is a “Collateral Duty Job” with “Significant Activity”
- Don’t hesitate to request help
 - SHE Organizations
 - Assign Building Manager Assistants as required
- Thank you for accepting this challenge!