

National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, AL 35812



April 5, 2002

Reply to Attn of:

QS50 (02-31)

TO: Distribution

FROM: QS50/David J. Spacek

SUBJECT: Minutes of the MSFC Safety, Health, and Environmental Area Committee Meeting

The Safety, Health, and Environmental (SHE) Area Committee met at 2:30 p.m. on Wednesday, March 27, 2002, Building 4200, Conference Room P110. The attendance list is on file in the Industrial Safety Department. The agenda for the meeting is attached as Enclosure 1.

OPENING REMARKS (AXEL ROTH/DE01)

Axel discussed the proposed new SHE Committee. He would like to see it in place by the next meeting. He only received a few comments from committee members, but he has not talked with Keith Cornett, who is on leave this week. He requested everyone to think about it, giving special considerations to the new subcommittees. He also noted that Mr. Stephenson requested that the Center SHE agenda be revised to include other Center issues in addition to safety items.

Axel noted that a decision on any changes in the Voluntary Protection Program (VPP) Star Certification pursuit plan needs to be made soon. He plans to raise the issue at the Management Staff Meeting scheduled for March 28, 2002. Axel added that regardless of any changes, MSFC would continue to move forward to make improvements in our safety program.

PART 1 – AREA MANAGER ISSUES

Special Reports

Lost Time Back Injury (Chuck Burgess/CMT)

Chuck reported on a lost time injury that occurred in Building 4203. While performing routine job duties, a custodian bent over to pick up a wastebasket and felt a pinch in his lower back. After some delay in reporting and continued pain, the employee was evaluated by a neurosurgeon and was diagnosed as having a bulging disc.

Mission Success Starts with Safety

He was prescribed medication and two weeks of physical therapy. The employee will not return to work until a re-examination is performed. As corrective action, all CMT personnel were provided with refresher training concerning proper lifting techniques, use of back support belts, and immediate reporting of all incidents. The chart presentation is attached as Enclosure 2.

Axel Roth commented that proper lifting techniques refresher training be provided to all employees periodically. He noted that Wellness Center personnel are available to demonstrate proper lifting techniques and back exercises at monthly safety meetings.

Industrial Safety Report (Dennis Davis/QS50)

Dennis discussed the Safety Metrics Charts. He noted that one lost time mishap has been reported since the last meeting. He reported that the OSHA recordable rate and percentage of safety meetings conducted for March were good. Supervisors have identified over 1700 unsafe acts and conditions during their monthly safety walkthroughs. The chart presentation is attached as Enclosure 3.

Axel asked if technical problems still exist with the Supervisor Safety Web Page (SSWP) database. The overall consensus was that the SSWP is working well, and everyone is pleased with it.

New SHE Committee Structure (Group Discussion)

Axel noted that the new format leans toward more employee involvement. He pointed out that they could identify situations that management might not be aware of, and develop better methods to complete tasks. He noted some committees already exist and careful attention should be given not to overlap responsibility. It was also noted that providing these committees with resources would be critical in making the new format work. The chart outlining the proposed new structure is attached as Enclosure 4.

Area Committee Member Reports

Tom Dollman reported that some viles containing a phenol/chloroform residue were thrown in a wastebasket in Building 4481. As a result, occupants reported an unusual odor to emergency personnel. For precautionary measures, the wastebasket was bagged and the building was evacuated until the vapors disappeared. SD is investigating.

Roy Malone reported that some employees are moving their own office furniture, which is against Center policy. Contract personnel are onsite and equipped to move office furnishings. Axel suggested that an article be printed in the Marshall Star reminding employees to notify proper personnel when office furniture/equipment needs to be moved. He also suggested that this issue be discussed at organizational meetings.

ACTION A-0138: Increase employee awareness of proper procedure for moving office furniture. (Roy Malone/AD40; Due 6/1/02)

Jim Carter reported that a briefing concerning the 911 System would be presented at the Senior Staff meeting. Safety bulletins and Marshall Star articles relating to the 911 System will be coming out soon. Every employee at MSFC should have a basic understanding of how the emergency support system works.

Rick Helmick commented that a meeting has been scheduled to discuss the crosswalk across Rideout Road.

Bill Kilpatrick asked about the process of how Safety Concerns Reporting System (SCRS) are assigned and tracked. Dennis discussed the new process and noted that a flowchart of the process is available on the SHE Web Page.

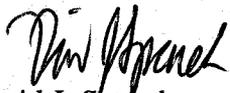
Open Actions (Dennis Davis/QS50)

Dennis discussed the open actions. He noted that the safety video is being reworked, and completion date will probably slip two months. The chart presentation is attached as Enclosure 5.

PART 2 - PLAN CENTRAL COMMITTEE MEETING

The Central SHE Committee Meeting has been re-named as the Marshall Team Meeting (MTM). The agenda will be expanded to include a broader range of Center topics as well as safety issues. The meeting will remain an open forum, and will be held on the first Monday of each month.

The next meeting of the Safety, Health, and Environmental Area Committee is scheduled for May 1, 2002.



David J. Spacek
Manager
Industrial Safety Department

5 Enclosures

Distribution:
SHE Web Page

SH&E "AREA" COMMITTEE AGENDA
Building 4200, Conference Room P110
2:30 PM, March 27, 2002

Opening Remarks (A. Roth/DE01) 5 Minutes

Part 1 – Area Managers Meeting

Special Report

- **Lost Time Back Injury (Chuck Burgess/CMT) 5 Minutes**

Industrial Safety Report (D. Davis/QS50) 10 Minutes

New SHE Committee Structure (Group Discussion) 30 Minutes

Area Committee Member Reports (As Needed) 30 Minutes

Alex McCool/MP01

Tereasa Washington/CD01

Edwin Jones/AD20

Ann Whitaker/SD01

Roy Malone/AD40

Denny Kross/TD01

Jan Davis/FD01

Sheila Cloud/AD01

Rick Helmick/AD30

Bradley Waits/AD50

Allen Elliott/AD10

Bill Kilpatrick/ED01

Phil Robbins/CSC

Amanda Goodson/QS01

Donnie George/USA

Open Actions (D. Davis/QS50) 10 Minutes

Part 2 – Plan SHE Central Committee Meeting 10 Minutes

Proposed Special Reports (Open Floor)

Lost Time Back Injury Mishap (Lois Walton-Jackson/CMT)

Proposed New SHE Committee (?)

New OSHA Record-keeping Rules (D. Spacek/QS50)

Proposed Industrial Safety Report (D. Spacek/QS50)

Open Actions (D. Spacek/QS50)

Creative Management Technology, Inc.

Special Report to SHE Committee

Injury With Lost Workdays

- The injury involved a 56-year-old janitor employed by CMT under the Custodial and Refuse Collection Services contract.
- The employee has worked as an MSFC janitor for over 19 years.
- The employee was performing routine custodial services on the 5th floor of Building 4203 at the time of injury (Friday, March 1, 2002).
 - Collecting office refuse, by picking up waste baskets and emptying into trash cart.
 - Employee bent over to grasp waste basket, felt a pinch in his lower back, right side.
 - Employee did not report incident to supervisor.
- The employee notified supervisor of incident on Monday, March 4, 2002.
- The employee was sent to MSFC Medical Center on Tuesday, March 5th, after reporting increased discomfort when standing up and leaning over.
 - Diagnosed back strain, recommended 2 days of work restrictions.
- The employee was sent to the company physician on March 5th for further evaluation and treatment.
 - CMT's standard practice for occupational injuries and illnesses classified as 'OSHA recordable'.
 - Diagnosed low back strain, prescribed medication, returned employee to regular duty, and scheduled re-examination on March 12th.

Creative Management Technology, Inc.

Special Report to SHE Committee

Injury With Lost Workdays

- **CMT's Deputy Project Manager verified that employee still had his company-issued back support belt, and counseled janitor before he returned to his duties:**
 - Always wear back support belt while collecting trash.
 - Always use proper lifting techniques while picking up waste baskets.
 - Reviewed key points of proper back support belt usage and safe lifting techniques -- a frequent topic of CMT's twice-monthly safety meetings.
- **On Friday, March 8th, the employee complained of continued back pain, and was sent to the company physician for further evaluation.**
 - Prescribed medication, sent employee home for remainder of day, to return to regular duty on Monday, March 11th.
 - Employee reported continued pain on Saturday, with noticeable improvement on Sunday.
- **Late in the evening on Sunday, March 10th, the employee went to Huntsville Hospital Emergency Department complaining of severe back pain and loss of feeling in his legs.**
 - Received injection for pain, and was scheduled for MRI on March 11th.
- **MRI was performed on Monday, March 11th.**
 - Prescribed 3 days bed rest, referred to neurosurgeon.
- **The employee was evaluated by the neurosurgeon on Thursday, March 14th.**
 - Diagnosed bulging disc.
 - Prescribed medication and 2 weeks of physical therapy.
 - Placed employee off work until re-examination scheduled for April 1, 2002.

Creative Management Technology, Inc.

Special Report to SHE Committee

Injury With Lost Workdays

■ Accident Investigation

- Employee unable to recall whether he was wearing back support belt at time of injury.
- Employee reported that he bent over to pick up waste basket, rather than bending his knees to reach the container.
- Employee had performed this task without incident thousands of times, prior to injury.
- No abnormal conditions or circumstances were present at the time of injury.
- Employee failed to immediately report incident because he believed he had experienced a 'typical back twinge', and thought that no injury had occurred.
- Employee informed company physician of previous non-occupational back trouble.

■ Probable Cause

- Employee failed to employ proper lifting procedures, in accordance with CMT policy & training.
- Employee *probably* failed to properly wear & use back support belt, in accordance with CMT policy & training.
- Employee's age, physical condition, and history of back trouble created a predisposition for injury while performing tasks with minimal physical stress.
- Physicians suspect that minor initial injury was increased in severity by employee's movements during the weekend of March 9th and 10th.

■ Corrective Action

- Provide refresher training to all CMT personnel concerning safe lifting techniques, proper use of back support belts, and immediate reporting of all incidents.
- Completed during regularly scheduled safety meetings on March 5th and 6th, 2002.

MSFC Safety Data

(Current as of March 27, 2002)

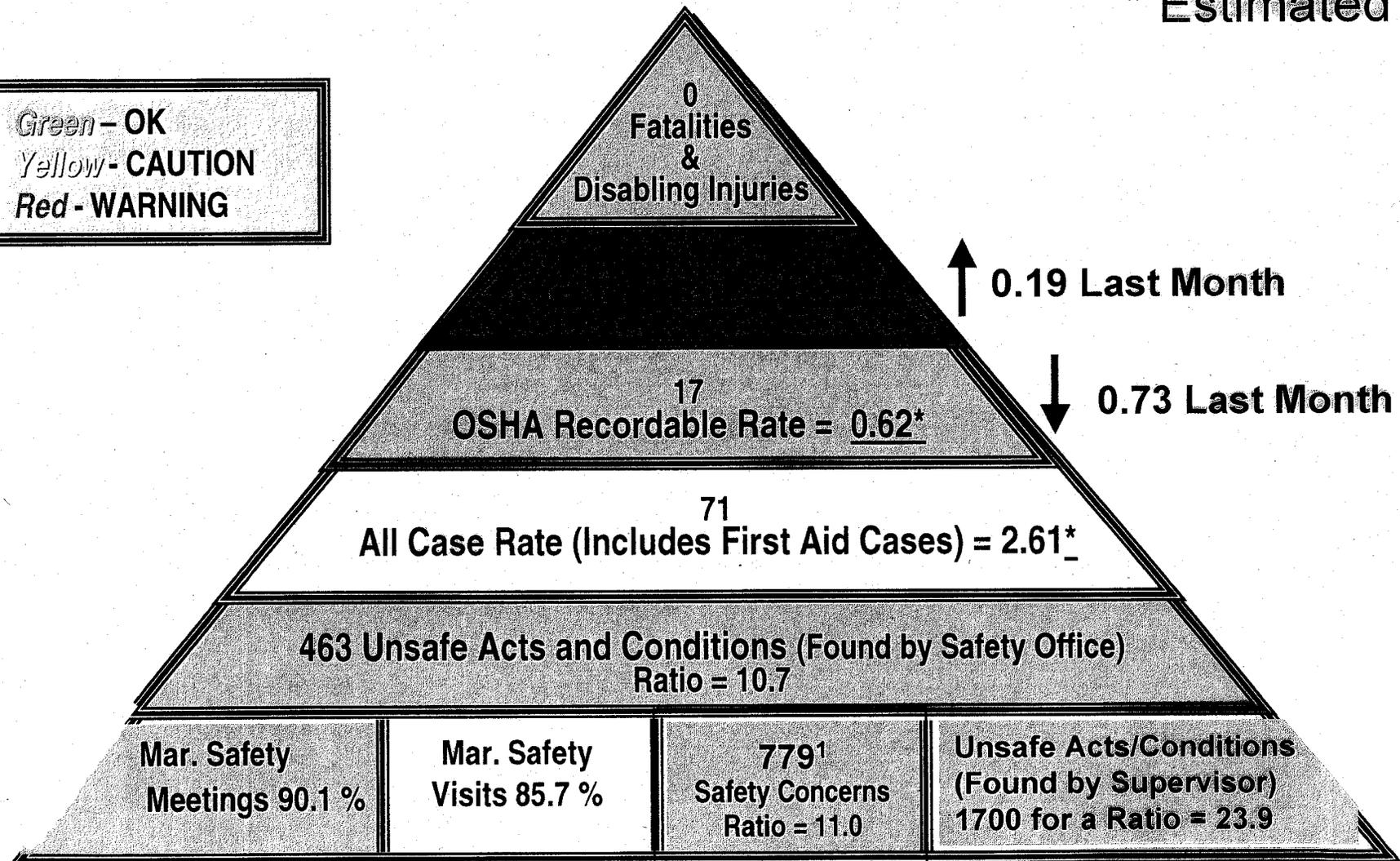
- **Mishap Statistics**
 - **Trailing Indicators**
 - **Leading Indicators**
 - **Lost-times Since Last Meeting**
-

MSFC Team Metric - Personnel Safety

Data for FY02

* Estimated

Green - OK
 Yellow - CAUTION
 Red - WARNING



¹Includes Safety Work Orders & SCRS

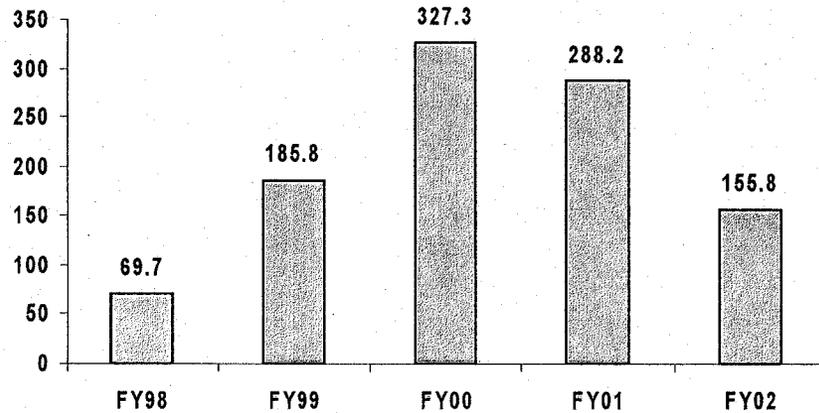
MSFC Team Metric Key

Metric	Green	Yellow
Type A & B Cases	0	N/A
Lost-Time Cases	0 to .10	.101 to .20
OSHA Recordable Cases	< 1.0	1.01 to 1.50
All Cases (Includes First Aids)	< 2.0	2.01 to 3.00
Safety Office Finding Ratio*	>4	3-4
% Of Required Safety Meetings	> 90%	80 to 90%
% Of Required Safety Visits	> 90%	80 to 90%
Employee Concern Ratio*	>10	5-10
Supervisor Findings Ratio*	>10	5-10

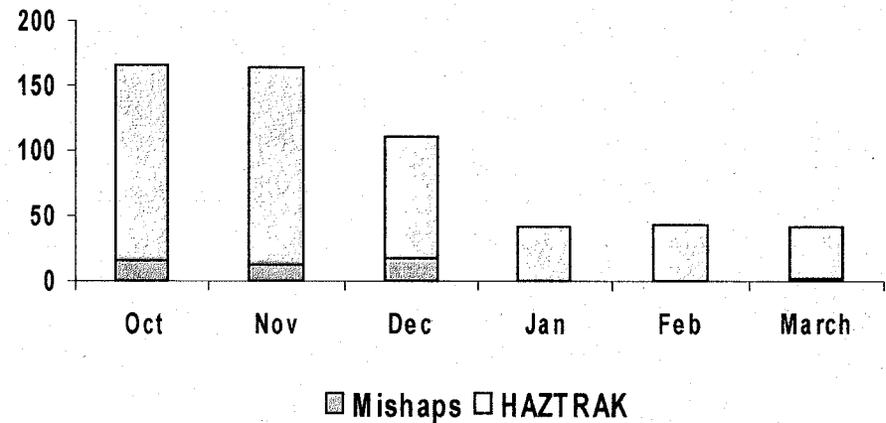
* Ratio of number of findings or concerns to the number of all cases.

Team Metrics - Leading Indicators

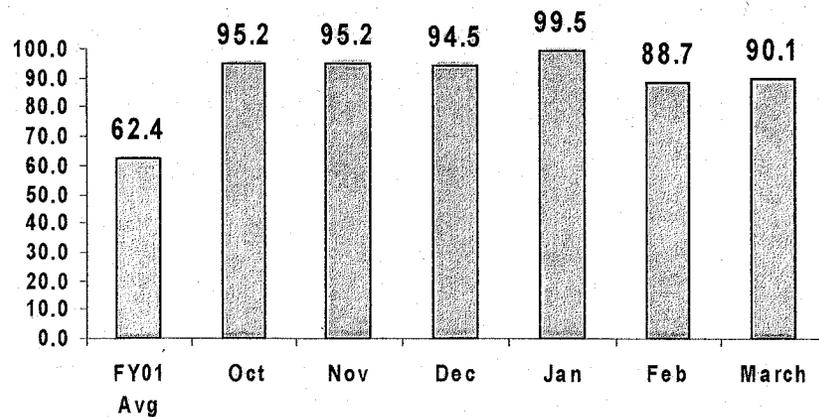
Employee Identified Concerns/Month



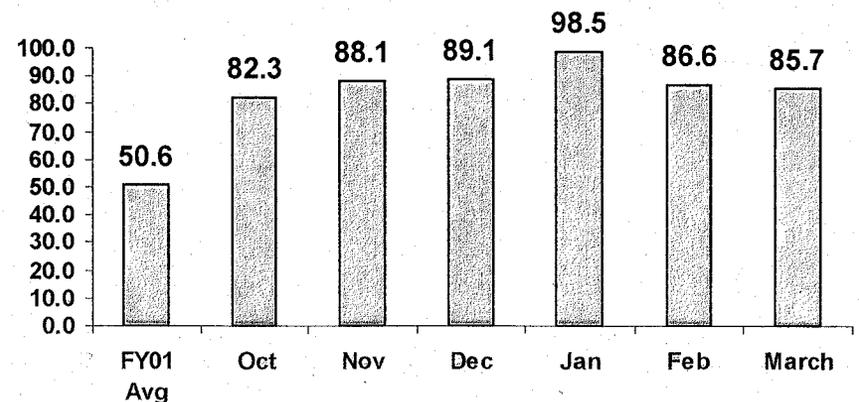
Late Corrective Actions



Supervisor Safety Meetings
% Completed



Supervisor Safety Visits (% Completed)

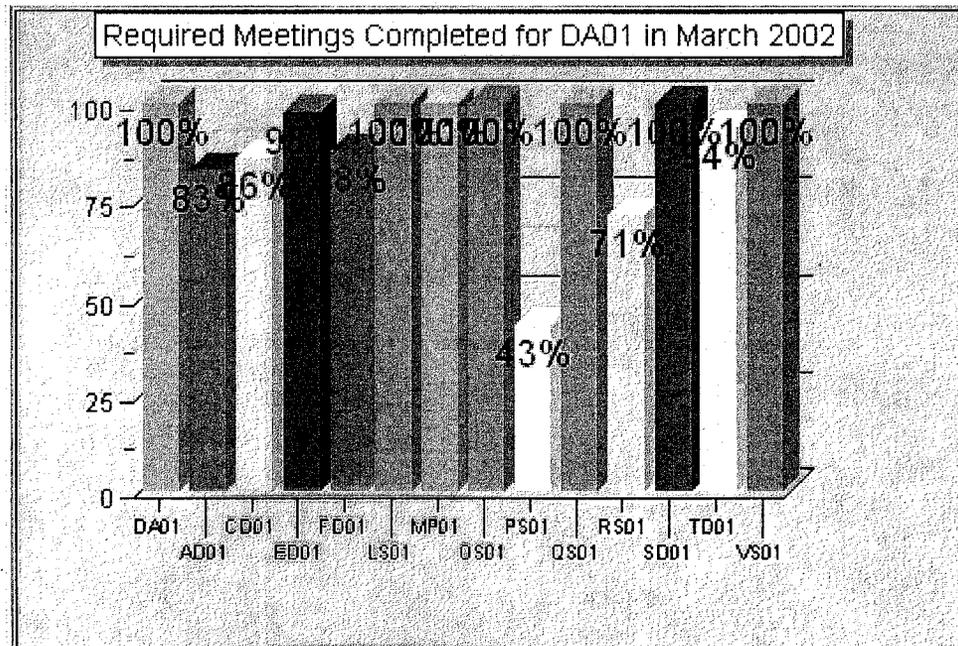




Supervisors Safety *Web Page*

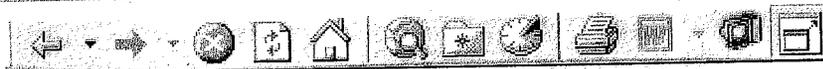
STEPHENSON, DA01

Percentage of Required Meetings Completed for DA01 in March 2002



Click on a highlighted bar or an orgcode to drill down

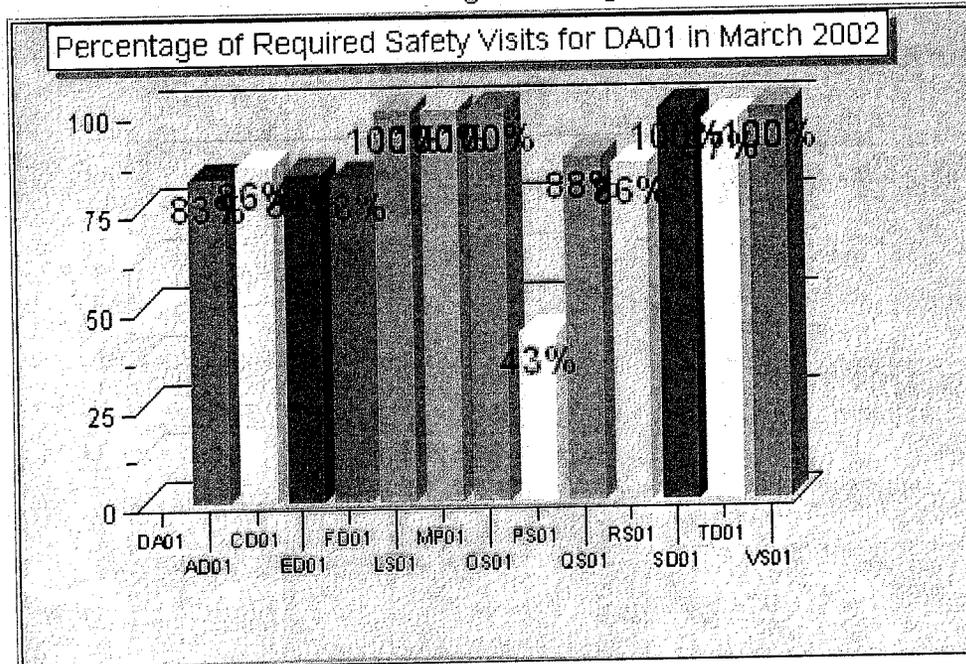
Org	Percent	Req'd Meetings	Req'd Meetings Held
DA01	100.0%	1	1
AD01	82.5%	80	66
CD01	85.7%	14	12
ED01	97.6%	83	81
FD01	88.0%	100	88
LS01	100.0%	1	1
MP01	100.0%	10	10
OS01	100.0%	1	1
PS01	42.9%	7	3
QS01	100.0%	16	16
RS01	71.4%	7	5
SD01	100.0%	31	31
TD01	93.8%	32	30
VS01	100.0%	2	2
Total	90.1%	385	347



Supervisors Safety *View Page*

STEPHENSON, DA01

Percentage of Required Safety Visits for DA01 in March 2002



Click on a highlighted bar or an orgcode to drill down

Org	Percent	Req'd Visits	Req'd Visits Held
DA01	0.0%	1	0
AD01	82.5%	80	66
CD01	85.7%	14	12
ED01	84.3%	83	70
FD01	83.0%	100	83
LS01	100.0%	1	1
MP01	100.0%	10	10
OS01	100.0%	1	1
PS01	42.9%	7	3
QS01	87.5%	16	14
RS01	85.7%	7	6
SD01	100.0%	31	31
TD01	96.9%	32	31
VS01	100.0%	2	2
Total	85.7%	385	330

AREA	2002	Open Findings		Abatement Plans	
		In Work	Late	In Work	Expired
AD01	2	1	0	1	0
AD10	5	5	0	0	0
AD20	48	10	1	1	0
AD30	16	6	0	0	0
AD40	25	1	0	8	0
AD50	0	0	0	0	0
CD	2	1	0	0	0
ED	296	223	6	3	3
FD	127	69	8	0	0
MP	0	0	0	0	0
SD	117	41	2	0	10
TD	28	24	0	0	0
RS	0	0	11	0	0
NSSTC	9	1	0	0	0
Total	675	382	28	13	13

Terminology

Findings

In Work - Findings that are ≤ 45 days old and have not been Closed.

Late - Findings > 45 days old and no Abatement Plan or closure message associated with them

Abatement Plans

In Work - Abatement Plan is in place and ECD in the future

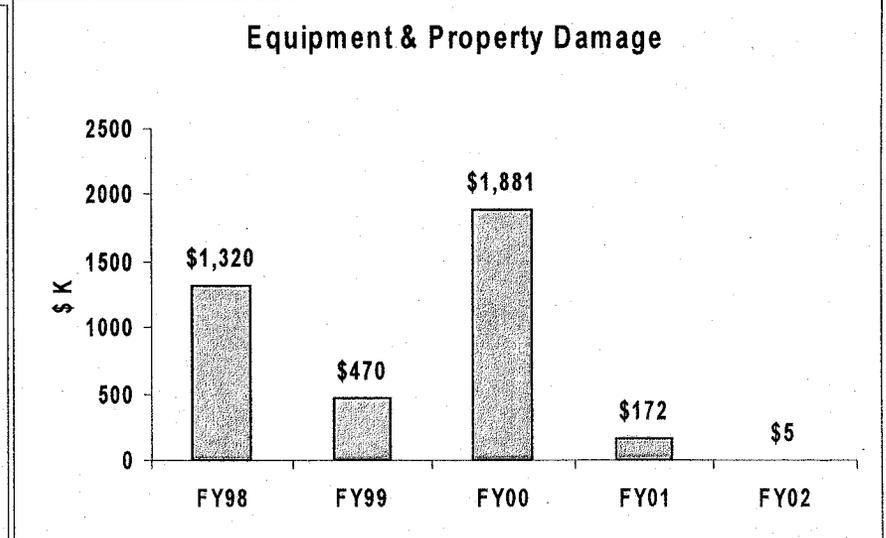
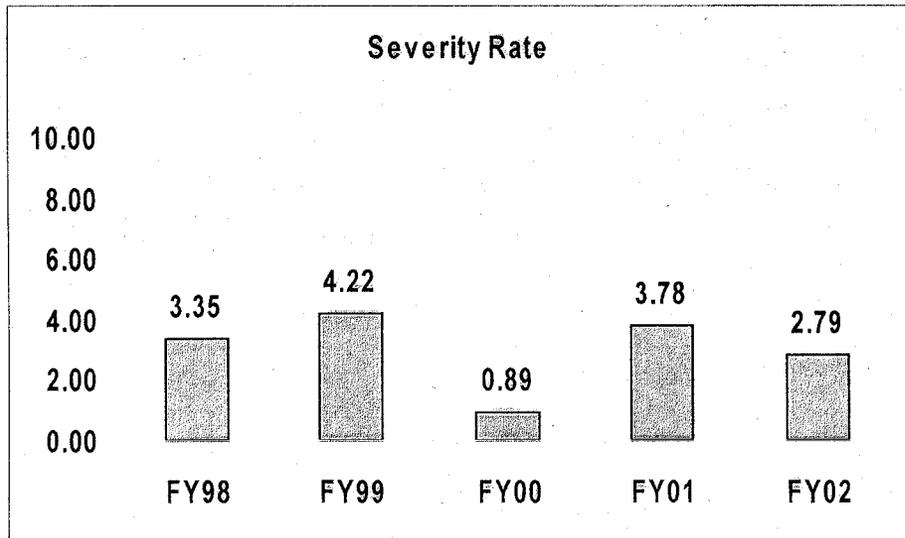
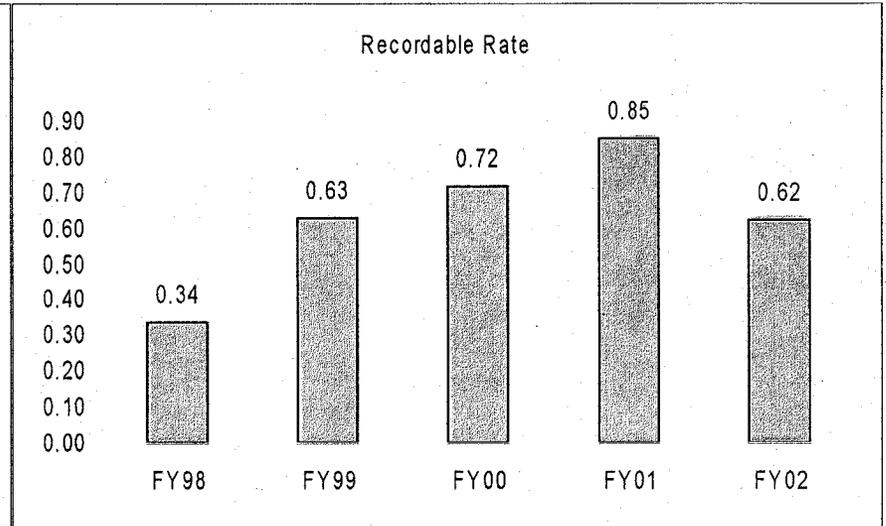
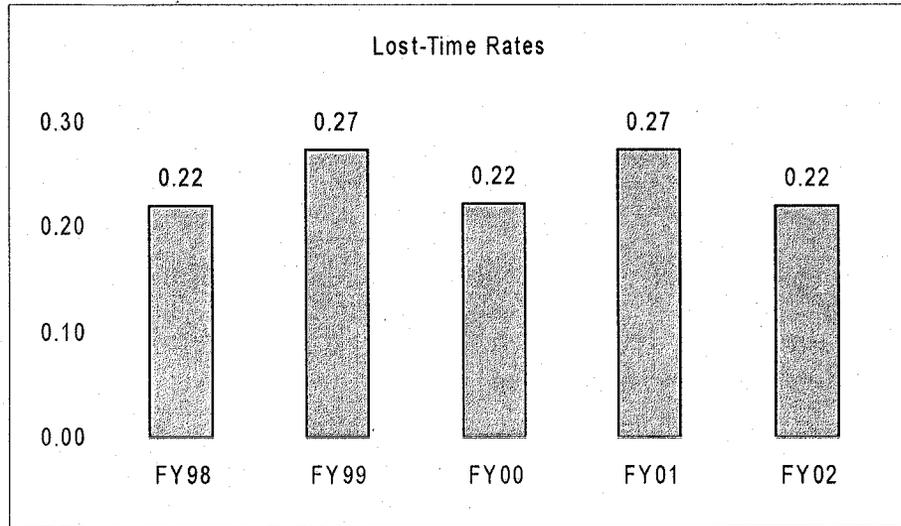
Expired - Abatement Plan ECD has passed

CY2001 = 1397

NOTE: > 15 Late goes Red

Team Metrics - Trailing Indicators

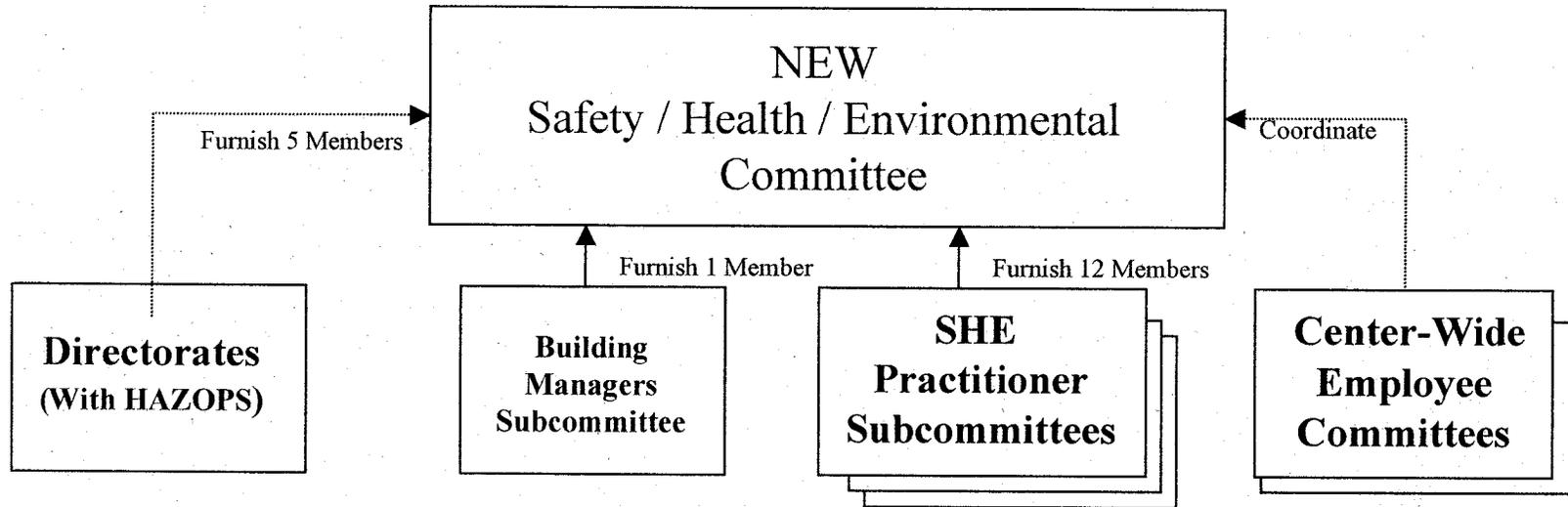
Lower is Better!



SH&E Committees

Responsible Organization	Open Mishap Cases		Corrective Actions		
	Total	New	Total	New	Late
AD01	3	1	4	1	0
CD01					
ED01	5	0	7	0	1
FD01					
LS01					
MP01					
OS01					
PS01	1	0	1	0	0
QS01					
RS01					
SD01	2	0	11	0	0
TD01	1	0	+	0	0
VS01					
UP01					
Totals:	12	1	23+	1	1

Proposed NEW SHE COMMITTEE STRUCTURE



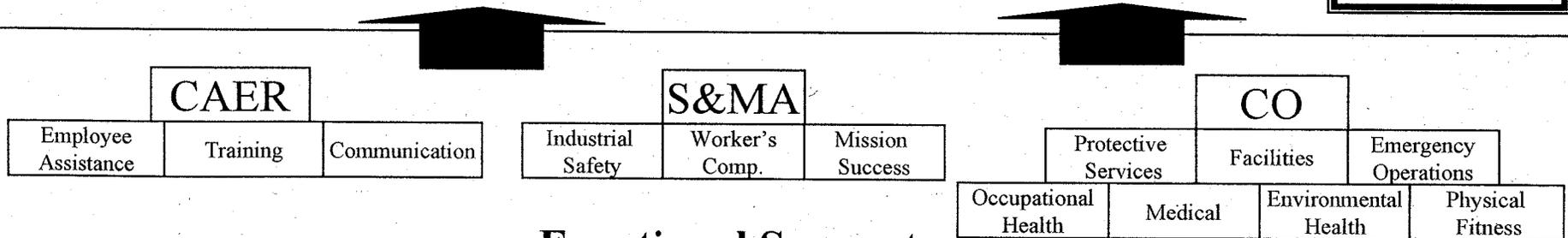
- Engineering Directorate
- Science Directorate
- Space Transportation Directorate
- Flight Projects Directorate
- Center Operations Directorate

- Office Environment
- Ergonomic
- JHA
- LOTO
- Lifting Operations
- Pressure Ops*
- Radiation*
- IT
- Hazardous Chemicals/Materials
- Machine Shop
- Cryogenics
- Laboratory Ops

- MSAT*
- Communications*
- CSF*
- PEP (Ad Hoc)
- Training (Ad Hoc)
- Confined Spaces
- Non-Ionizing Radiation*
- Emergency Preparedness*

Employee/Management
SHE Committees
at least 50%Employees

*Existing Subcommittee



Functional Support

SH&E "AREA" COMMITTEE
OPEN ACTIONS & ACTIONS CLOSED SINCE LAST MEETING
March 27, 2002

ACTION NO.	ISSUE/CONCERN	POINT OF CONTACT	ACTIONEE	FINAL PRODUCT	DATE OPEN	ECD	STATUS
A-0058	Two incidents involving visitors to MSFC were reported. Safety training for MSFC visitors is needed.	Jim Ellis QS01	Dennis Davis QS50	Safety video for showing to all MSFC visitors.	02-09-00	04/01/02	Filming complete. Present to Film Review Board today. Minor changes needed.
A-0135	Edwin Jones recommended not painting crosswalks or installing a traffic light for personnel walking from 4727 to 4207.	Axel Roth/DE01	Edwin Jones/AD20 and Dennis Davis/QS50	Meet with the employees in Building 4727 to discuss traffic concerns when walking across Rideout Road.	2/27/02	4/3/02	Meeting scheduled for April 3rd in 4202/326A.
A-0136	The Committee discussed the hazards of mid-block crosswalks and that pedestrians should assume that vehicles have the right-of-way.	Axel Roth/DE01	Edwin Jones/AD20	Identify locations of existing mid-block crosswalks and install signs to warn vehicles of pedestrian traffic and to warn/notify pedestrians that vehicles have right-of-way.	2/27/02	6/01/02	In work.
A-0137	Edwin Jones reported that during a weekend an employee transported a heart attach victim to the hospital via private automobile because he didn't realize the Fire Department provided Emergency Medical response during off hours.	Axel Roth/DE01	Dennis Davis/QS50 and Pete Allen/AD20	Publicize to Center employees the emergency response capabilities at MSFC.	2/27/02	4/27/02	Planned SHE focus subject for April, to include articles in SHE Web Page, Marshall Star & SHE Highlights; a center-wide safety bulletin; and a required training module in SSWP. Also, HEMSI personnel are available for to give presentations.