

National Aeronautics and
Space Administration

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



DEC 10 2001

Reply to Attn of:

QS30 (01-68)

TO: Distribution

FROM: QS30/Dennis S. Davis

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

The Safety, Health, and Environmental (SHE) Central Committee met at 8:30 a.m., on Monday, December 3, 2001, in Building 4200, Conference Room P110. The attendance list is attached as Enclosure 1. The agenda for the meeting is attached as Enclosure 2.

OPENING REMARKS (ART STEPHENSON/DAO1)

Art opened the meeting expressing appreciation to all for attending. He commented that an excellent article, written by Dan Goldin, had been printed in the Marshall Star. He read some excerpts from that article. The main point of the article was the elimination of all forms of prejudice. Anger should not be targeted to another person simply because that person is of a different origin. It is imperative that a safe and healthy environment is provided to all employees.

Art expressed sorrow for the loss of a MSFC family member. He reported that a Q-Tec employee died of an apparent heart attack in a hotel room while on travel.

SPECIAL REPORTS

Back Injury and Twisted Knee Lost Time Mishaps (Gene King/CSC)

Gene reported that a CSC employee was working in the picnic area when he slipped on pine needles, twisting his knee. His doctor recommended a MRI, which revealed that he had torn ligaments. As a result, the employee had surgery and is expected to be off work for several more weeks. No safety hazards, other than the nature of the environment, were identified.

Gene also reported on an incident that occurred in Intergraph Building 21. An employee bent over to pick up a piece of cable when he experienced pain in his back. The incident resulted in five days of lost time. The employee has returned to work on restricted duty.

Mission Success Starts with Safety

Trip and Fall Lost Time Mishap (Vinson Moore/Boeing)

Vinson reported on an incident that occurred in Building 4708. An employee was walking down the hallway when her boot heel caught in a crack between the floor tiles, causing her to trip and fall. A few hours later she experienced pain and swelling in her knee. She went to a local hospital where she was treated for a sprained knee. This incident resulted in one day of lost time. An investigation revealed that the corner of the tile flooring was broken. The Facilities Department has replaced the broken flooring. During their safety meeting, it was stressed to supervisors to look carefully at everything during their safety inspection visits. It was suggested that supervisors seek employee involvement in identifying safety hazards.

Voluntary Protection Program (VPP) Update (Keith Cornett/VPP Project Manager)

Keith reported several updates on our VPP activities. MSFC has joined the Voluntary Protection Program Participants Association. STAR Consultants were at MSFC November 27-29, 2001, conducting a preliminary assessment. They conducted interviews with civil service and contract personnel. They will return the week of December 10, 2001, to conduct a more in-depth evaluation. Following this evaluation, a report identifying MSFC's strengths and weaknesses will be provided. He noted that it is essential that all hazard operation self-evaluation checklists be completed if VPP certification is to be achieved.

Environmental Functional Review Summary (Allen Elliott/AD10)

Allen reported that a team from Headquarters was at MSFC November 26-30, 2001, conducting an Environmental Functional Review. MSFC received a very positive report on programs that were evaluated; none were identified as being at risk. They were particularly impressed with the emergency teams and the process of asbestos awareness. The charts presented are attached as Enclosure 3.

Art Stephenson reported on a conversation he had with Roy Estess, Center Director at JSC. Roy said two of his key program managers said they enjoy working with MSFC the most of any other Center. They said that when MSFC says they will do something they do it. Art commented that MSFC should be proud of its reputation and the manner in which customers are supported. He expressed appreciation to the entire MSFC team.

Energy and Water Management (Cedreck Davis/AD22)

Cedreck reported that MSFC received a very positive report. He thanked everyone for the program's success. Significant positive findings included an up-to-date directive, and mechanical and electrical standards equal to, or better than, any other organization. Cedreck noted that an energy team is already in place. He asked that each organization provide a member. He said this committee would become a SHE subcommittee and provide periodic reports to the SHE. He noted that a \$500,000 budget for FY02 has been approved. He said they asked us to do one thing - increase awareness of energy conservation.

He requested that managers set the standard by shutting off lights, computers, and other equipment at night.

INDUSTRIAL SAFETY REPORTS (Dave Spacek/QS30)

Dave discussed the Safety Metrics Charts. He noted that lost time injury and OSHA recordable rates had increased since last month. The percentages continue to be low for reporting safety meetings and visits. It was noted that it is the responsibility of the Direct Reports to ensure that safety visits are made and recorded. Dave reminded everyone to perform and record safety meetings and visits earlier this month due to the holidays.

Dave also reported that surveys were conducted on seatbelt and handrail usage. The purpose of these surveys was to get a feel for the safety attitude of employees. One significant finding was low use of seatbelts in service vehicles. The charts presented are attached as Enclosure 4.

**ACTION C-0115: Conduct a follow-up survey of seatbelt and handrail usage.
(Dave Spacek/QS30; Due 6/02)**

TEAM REPORTS

Dr. Bill Dye reported that December is Age Awareness Month. He encouraged everyone to maintain good health. Art commented that symptoms of heart attacks be posted on the Web for employee awareness.

Wes Darbro asked if being in good physical condition reduced accidents. Dennis Davis answered that it does.

Dennis Smith noted that when traveling as a team, look out for other team members. He reported that in the heart attack incident discussed by Art, the problem was not identified until the team arrived back in Huntsville and met the employee's wife waiting for him to arrive.

Donnie George reported that the Contractor Safety Forum met last week. The mission and objective goals statement was reviewed and updated. He noted that discussion relating to a good safety culture continues.

Amanda Goodson focused attention to the SHE Highlights newsletter. December's safety focus topic is "Drunk & Drugged Driving Awareness." More information is provided on the SHE Web Page. Also, the Industrial Safety Department has a limited supply of holiday safety booklets for distribution to employees.

Sheila Cloud expressed appreciation to all who participated in the Environmental Functional Review.

Chris Singer noted that they are seeing much improvement on the safety walk-throughs.

Tom Dollman reported that a new handrail has been installed at Building 4201.

OPEN ACTIONS (Dave Spacek/QS30)

Dave discussed the status of open actions. The chart presented is attached as Enclosure 5.

The next meeting of the Safety, Health, and Environmental Central Committee is scheduled for January 7, 2002, at 8:30 a.m., in Building 4200, Conference Room P110.



Dennis S. Davis
Industrial Safety Department

5 Enclosures

Distribution:
SHE Committee Members

**SAFETY, HEALTH, AND ENVIRONMENTAL CENTRAL COMMITTEE
MONDAY, DECEMBER 3, 2001
BUILDING 4200, CONFERENCE ROOM P110, 8:30 A. M.**

MEETING AGENDA

- 1) **OPENING REMARKS (A. STEPHENSON/DA01)**
- 2) **SPECIAL REPORTS**

Back Injury and Twisted Knee Lost Time Mishaps (Gene King/CSC)

Trip and Fall Lost Time Mishap (Vinson Moore/Boeing)

VPP Update (Keith Cornett/TD20/VPP Project Manager)

Environmental Functional Review Summary (Allen Elliot/AD10)

Energy and Water Management Review Summary (Cedreck Davis/AD20)

- 3) **INDUSTRIAL SAFETY REPORT (DAVE SPACEK/QS30)**
- 4) **TEAM MEMBERS REPORTS**

J. Kennedy/DD01	D. George/CSF	D. Bates/RS01
A. Roth/DE01	A. Goodson/QS01	C. Scales/OS01
W. Dye/KE/SE	J. Hamaker/VS01	D. Kross/TD01
A. Sams/AFGE	S. Cloud/AD01	A. McCool/MP01
W. Darbro/MESA	T. Washington/CD01	A. Whitaker/SD01
P. Robbins/MSAT	B. Kilpatrick/ED01	W. Hicks/LS01
D. Smith/UP01	J. Davis/FD01	S. Beale/PS01

- 5) **REVIEW OPEN ACTIONS (DAVE SPACEK/QS30)**
- 6) **CALENDAR OF ACTIVITIES: NEXT MEETINGS**

**AREA COMMITTEE
January 2, 2002**

**CENTRAL COMMITTEE
January 7, 2002**

Environmental Functional Review Summary

AD10/Allen Elliott

December 3, 2001

Purpose

- Meet Regulatory Requirements Regarding Environmental Management System and Regulatory Compliance
- Provide Visibility into the MSFC's Environmental Program
- Promote Communication Exchange Between HQ (JE) and MSFC

Environmental Functional Review

Management Interviews

- DE01/Axel Roth
- AD01/Sheila Cloud
- AD01/Jim Carter
- AD02/David Thaxton
- AD10/Staff
- AD20/Tim Corn
- AD21/Keith Kirksey
- AD23/Ed Cornelius
- AD41/Carolyn Landry
- CD70/Jerry Berg
- ED36/Jimmy Perkins
- ED37/David McGaha
- LS01/Lou Durnya
- MP71/Steve Glover
- PS10/Jerry Williams
- PS10/Ray Woods
- PS30/Elaine Hamner
- QS10/Don Miller
- QS10/Dennis Davis
- TD71/Tim Sanders
- EG&G/Skip Hayes
- LB&B/Steve Wilson
- RSA FD/Bobby McFarland

Program Health Indicators

Healthy Program

- Air Emissions
- Natural Resources
- Pesticides
- Petroleum Products
- Solid Waste
- Storage Tanks
- Toxic Substances
- Water Quality
- Other (Corrective Action, P2, NEPA, Noise, CERCLA)

Needs Improvement

- Hazardous Materials
- Hazardous Waste
- Cultural Resources (historical & archeological)
- Wastewater

At Risk

- NONE

Key Findings

Positive

- Affirmative Procurement
- Storm Water Management
- Radon Sampling
- Asbestos Awareness
- Emergency Preparedness
- Environmental Assessment of Construction Projects
- Experience Level of EED Staff

Needs Improvement

- Chemical Purchase Controls
- Hazardous Material Storage Practices
- Hazardous Communication Program
- Supervisory Training Management
- Effectiveness of Contractor Oversight

MSFC Safety Data for Nov. '01

(Current as of December 2, 2001)

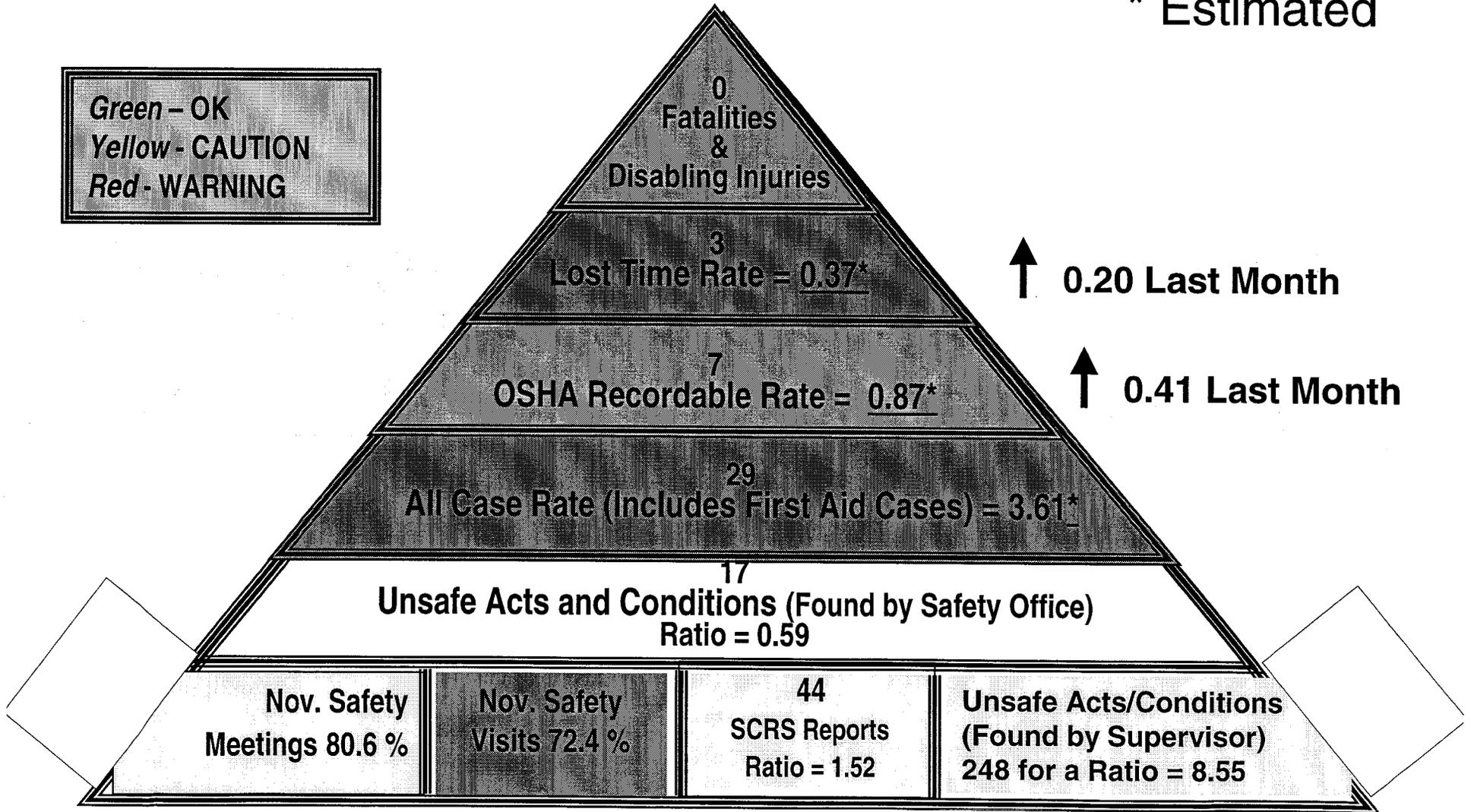
-
- **Mishap Statistics**
 - **Trailing Indicators**
 - **Leading Indicators**
 - **Lost-times Since Last Meeting**
 - **Seatbelt & Handrail Surveys**
-

MSFC Team Metric - Personnel Safety

Data for FY02 (10/1/01 to 12/2/01)

* Estimated

Green - OK
 Yellow - CAUTION
 Red - WARNING



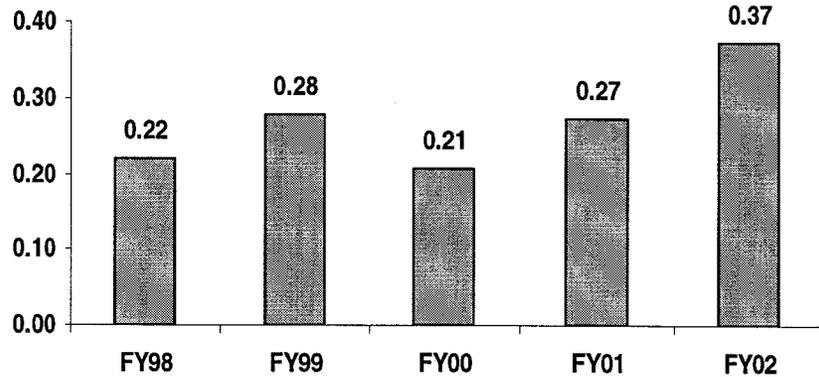
MSFC Team Metric Key

Metric	Green	Yellow	Red
Type A & B	0 Cases	N/A	> 0
Type C (Lost-Time)	0 to .10	.101 to .20	> .20
OSHA Recordables	< 1.0	1.01 to 1.50	> 1.50
All (Recordables + First Aids)	< 2.0	2.01 to 3.00	> 3.00
Safety Office Finding (HAZTRAK + Safety Audits)	>4	3-4	<3
Safety Meetings	> 90%	80 to 90%	<80%
Safety Visits	> 90%	80 to 90%	<80%
SCRS	>3.0	1.5-3.0	<1.5
Supervisor Findings	>10	5-10	<5

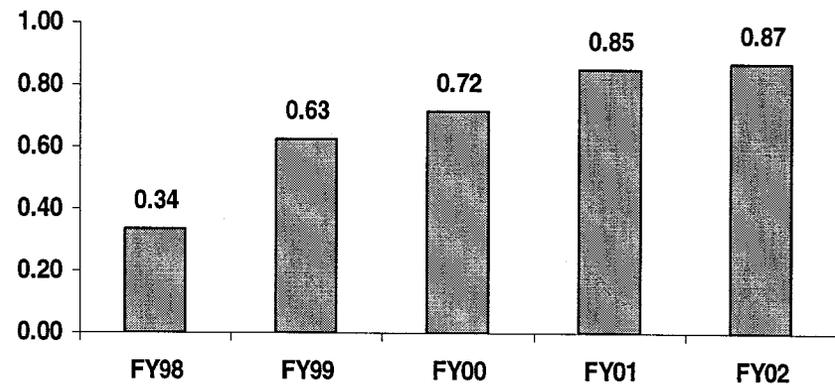
Team Metrics - Trailing Indicators (12/2/01)

Lower is Better!

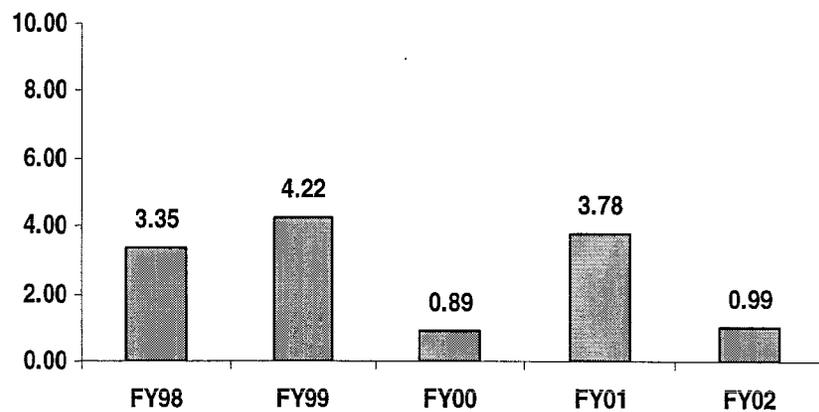
Lost-Time Rates



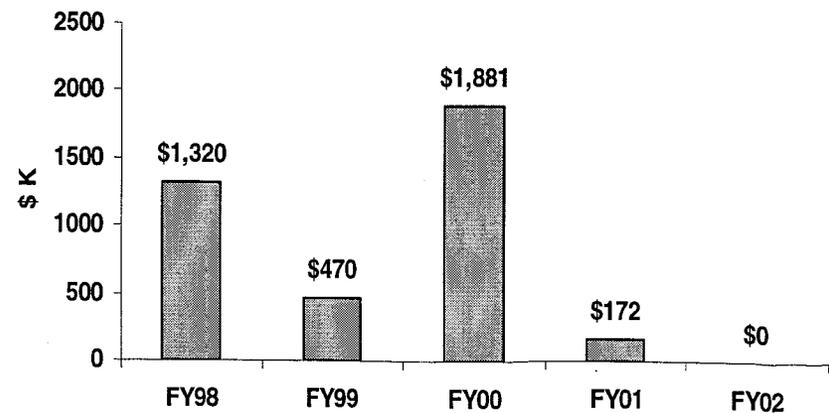
Recordable Rate



Severity Rate

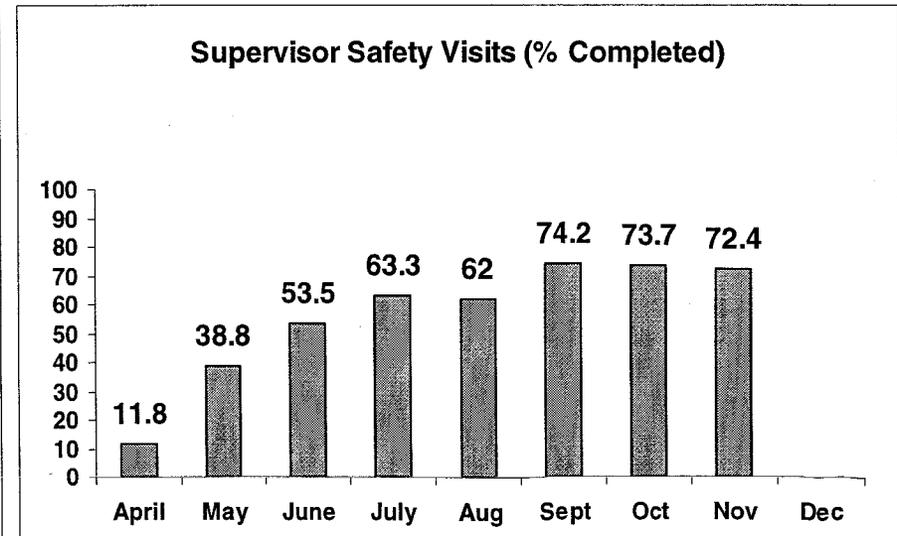
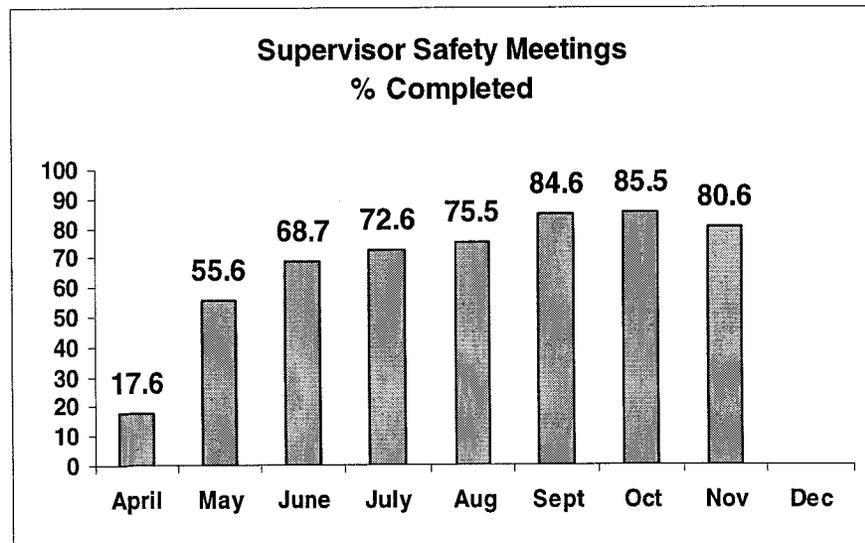
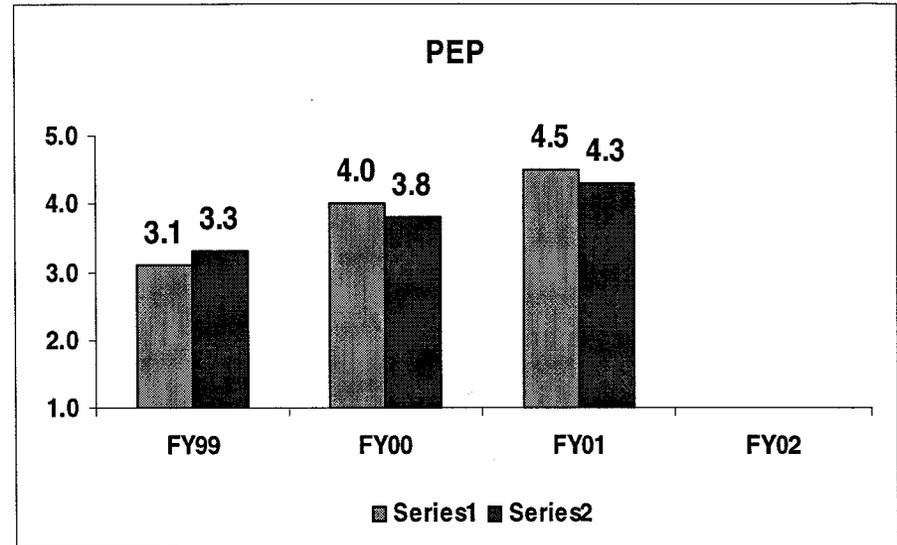
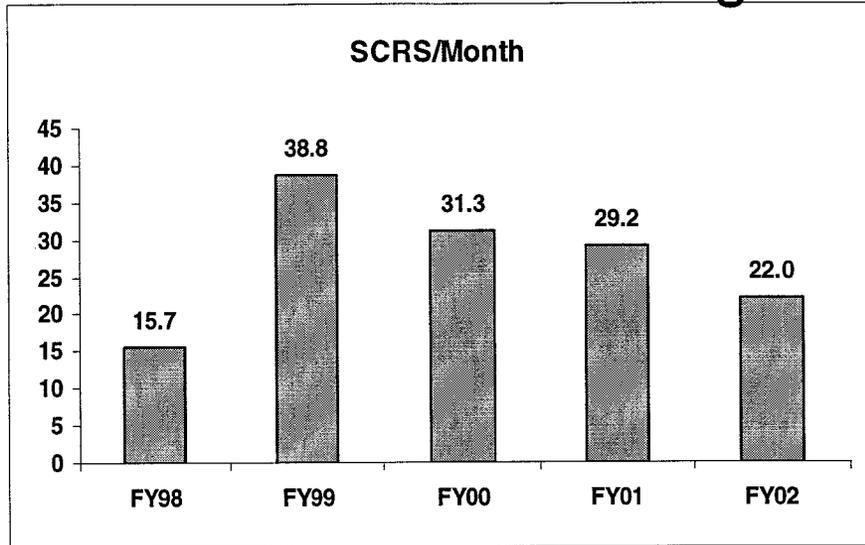


Equipment & Property Damage



Team Metrics - Leading Indicators (12/2/01)

Higher is Better!



November Safety Meetings and Visits

HONOR ROLL (100% both Meetings & Visits)

- DA01
- LS01
- MP01
- VS01

HONORABLE MENTION (>90% both Meetings & Visits)

- AD01
- QS01
- SD01

FY02 Lost-Time Mishaps

10/3/01 Employee was riding a John Deere Gator and injured back. Lost 2 days.

New Lost-time Cases Since the Last SHE Meeting

11/04/01 Employee bent over to pick up a 3-foot piece of cable and felt pain in back. Lost 5 days, 10 restricted days.

11/20/01 Employee caught shoe in crack between floor tiles, slipped and fell, landing on right leg. Lost 1 day.

■ Slips/Trips/Falls (1) ■ Back Injury (2) ■ Other (0)

MSFC Safety Policy

“MSFC will strive to prevent human injury and occupational illnesses and ensure safety of all operations and products”

MSFC Principles of Safety:

1. Unsafe conditions are correctable.
2. All mishaps can be prevented.
3. Management is responsible and accountable for prevention of on-the-job mishaps.
4. All mishaps must be reported, investigated, and the causes rectified.
5. Management is responsible for training employees to work safely.
6. Each employee is responsible for safety.
7. Off-duty safety is an important part of MSFC's safety success.
8. A comprehensive safety and risk management program increases the probability of mission success.

Seatbelt Survey

Usage Rate

<u>Year</u>	<u>Private</u>	<u>Service</u>	<u>Overall</u>
1992			82%
1998			77%
1999	92%	33%	88%
2001	73%	31%	64%

National Usage Rate – 71%*

* Per U.S. Dept. of Transportation

Handrail Survey

Usage Rate

4200/4203	88%
4471 (Outside)	6%
4487	69%
4610	70%
4708	69%
Test Area	29%
Overall Rate	66%

Recommended Action

- Assure Employees Know Safety Rules (Listed in MPG 8715.1)
- Spot Check These Activities During Monthly Visits
- Set Positive Example

BACKUP DATA

(12/2/01)

AREA	2001	Open Findings		Abatement Plans	
		In Work	Late	In Work	Expired
AD01	55	0	0	0	0
AD10	3	1	0	0	0
AD20	83	0	0	2	0
AD30	72	2	0	1	0
AD40	89	5	0	12	0
AD50	2	0	0	0	0
CD	33	0	0	0	0
ED	445	5	11	7	1
FD	226	7	41	0	0
MP	13	0	0	0	0
SD	152	0	26	0	0
TD	130	1	2	0	0
RS	40	0	9	0	0
NSSTC	50	0	49	0	0
Total	1393	21	138	22	1

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

NOTE: > 15 Late goes Red

Mishaps - Corrective Action Closure (12/2/01)

Responsible Organization	Open Mishap Cases		Corrective Actions		
	Total	New	Total	New	Late
AD01	6	2	7	2	0
CD01					
ED01	7	0	14	0	1
FD01					
LS01					
MP01					
OS01					
PS01					
QS01	3	0	3	0	3
RS01					
SD01	2	0	9	0	8
TD01	2	1	2	1	0
VS01					
UP01					
Totals:	20	3	35+	3	12+

+ Indicates Mishap Case requires Corrective Action(s)

Off-Site Mishaps - Corrective Action Closure

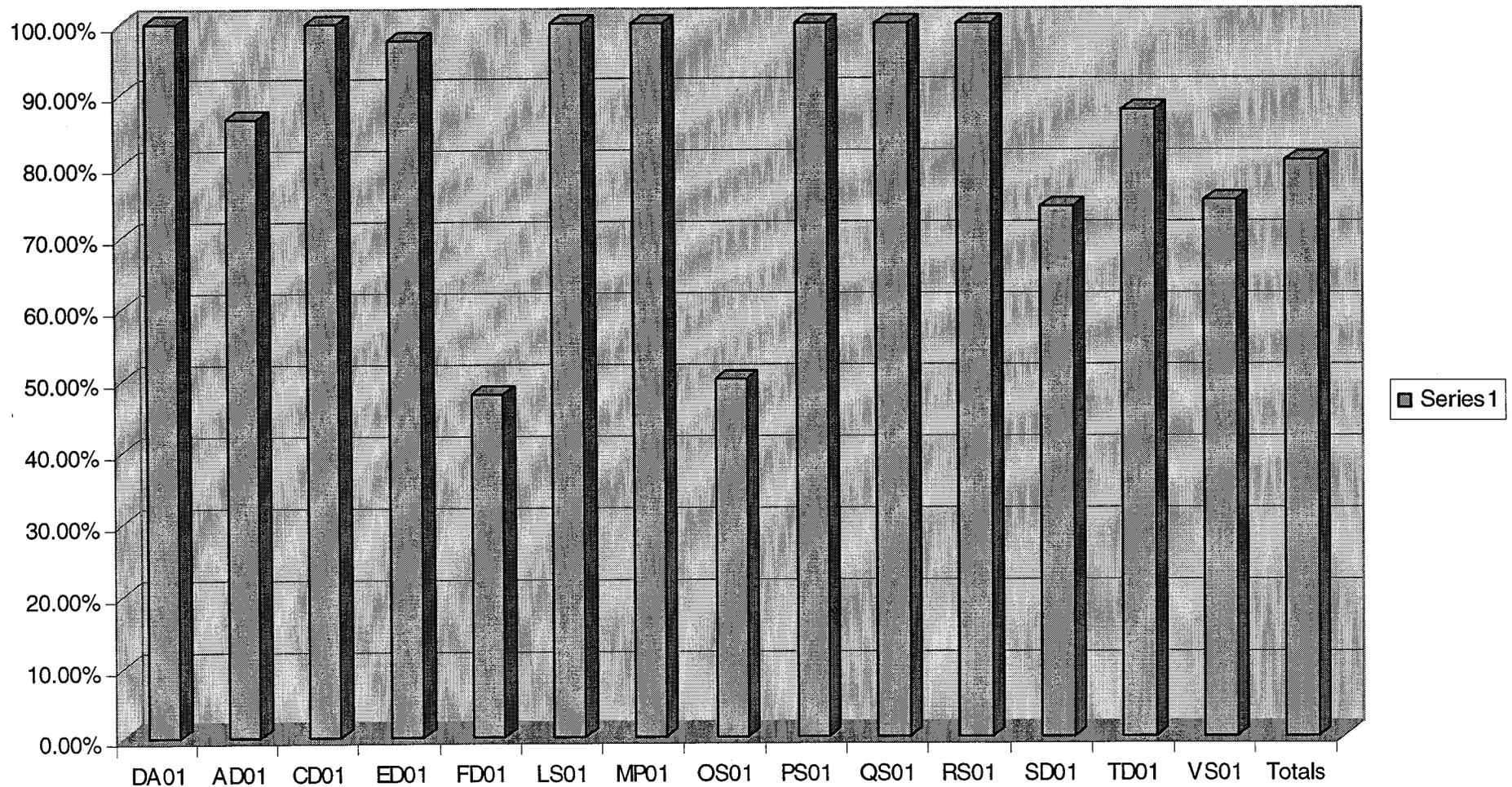
(12/2/01)

Responsible Organization	Open Mishap Cases		Corrective Actions		
	Total	New	Total	New	Late
MAF	1	0	*1	0	0
Pratt-Whitney	1	0	2	0	2
Rocketdyne-Canoga	8	0	5+	0	0
Thiokol	3	0	13+	0	1
USA/KSC	1	1	1	1	0
Totals:	14	1	22+	1	3

+ Indicates Mishap Case requires Corrective Action(s)

* Awaiting Number of Lost Days (Continuing)

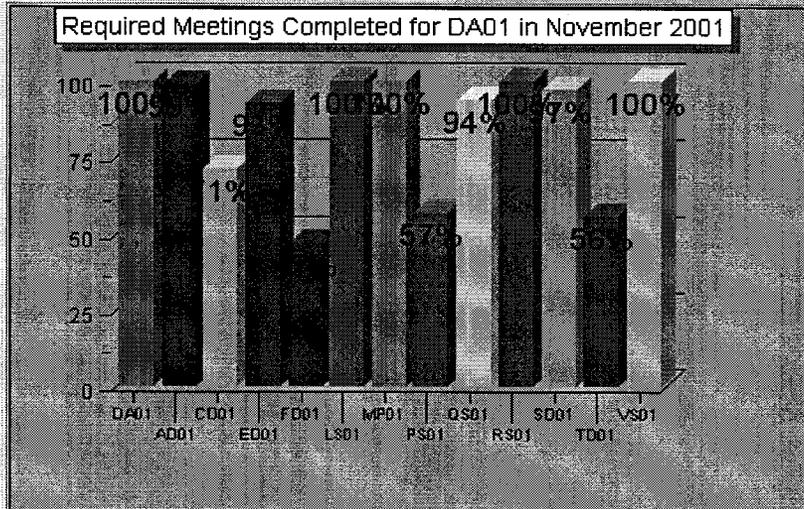
SHE Program Checklist Status



Supervisors Safety Web Page

STEPHENSON, DA01

Percentage of Required Meetings Completed for DA01 in November 2001



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	98.8%	80	79
CD01	71.4%	14	10
ED01	92.8%	83	77
FD01	46.6%	73	34
LS01	100.0%	1	1
MP01	100.0%	7	7
PS01	57.1%	7	4
QS01	94.1%	17	16
RS01	100.0%	7	7
SD01	96.8%	31	30
TD01	56.3%	32	18
VS01	100.0%	2	2
Total:	80.6%	355	286

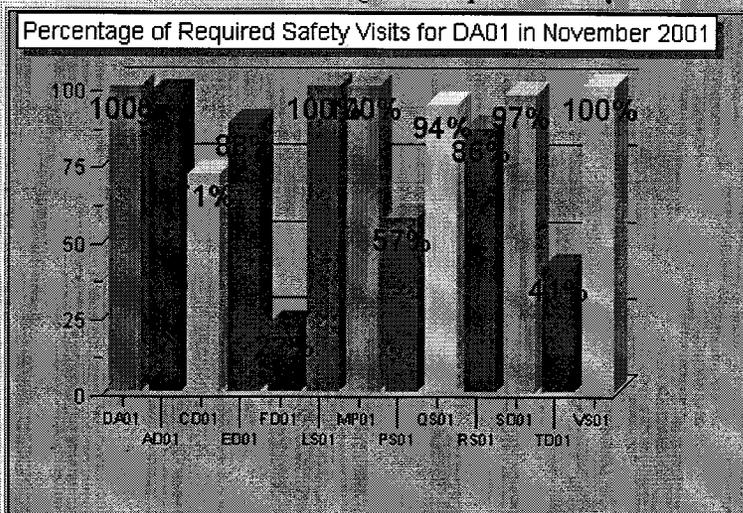
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- [Date Select](#)
- [Org Select](#)

Tip: Press the Alt key+(first letter of a button) for shortcut. Ex. ALT+S (IE only)

Supervisors Safety Web Page

STEPHENSON, DA01

Percentage of Required Safety Visits for DA01 in November 2001



Click on a highlighted bar or an orgcode to drill down

Org	Percent	Req'd Visits	Req'd Visits Held
DA01	100.0%	1	1
AD01	97.5%	80	78
CD01	71.4%	14	10
ED01	88.0%	83	73
FD01	21.9%	73	16
LS01	100.0%	1	1
MP01	100.0%	7	7
PS01	57.1%	7	4
QS01	94.1%	17	16
RS01	85.7%	7	6
SD01	96.8%	31	30
TD01	40.6%	32	13
VS01	100.0%	2	2
Total	72.4%	355	257

Main Menu

Date Select

Org Select

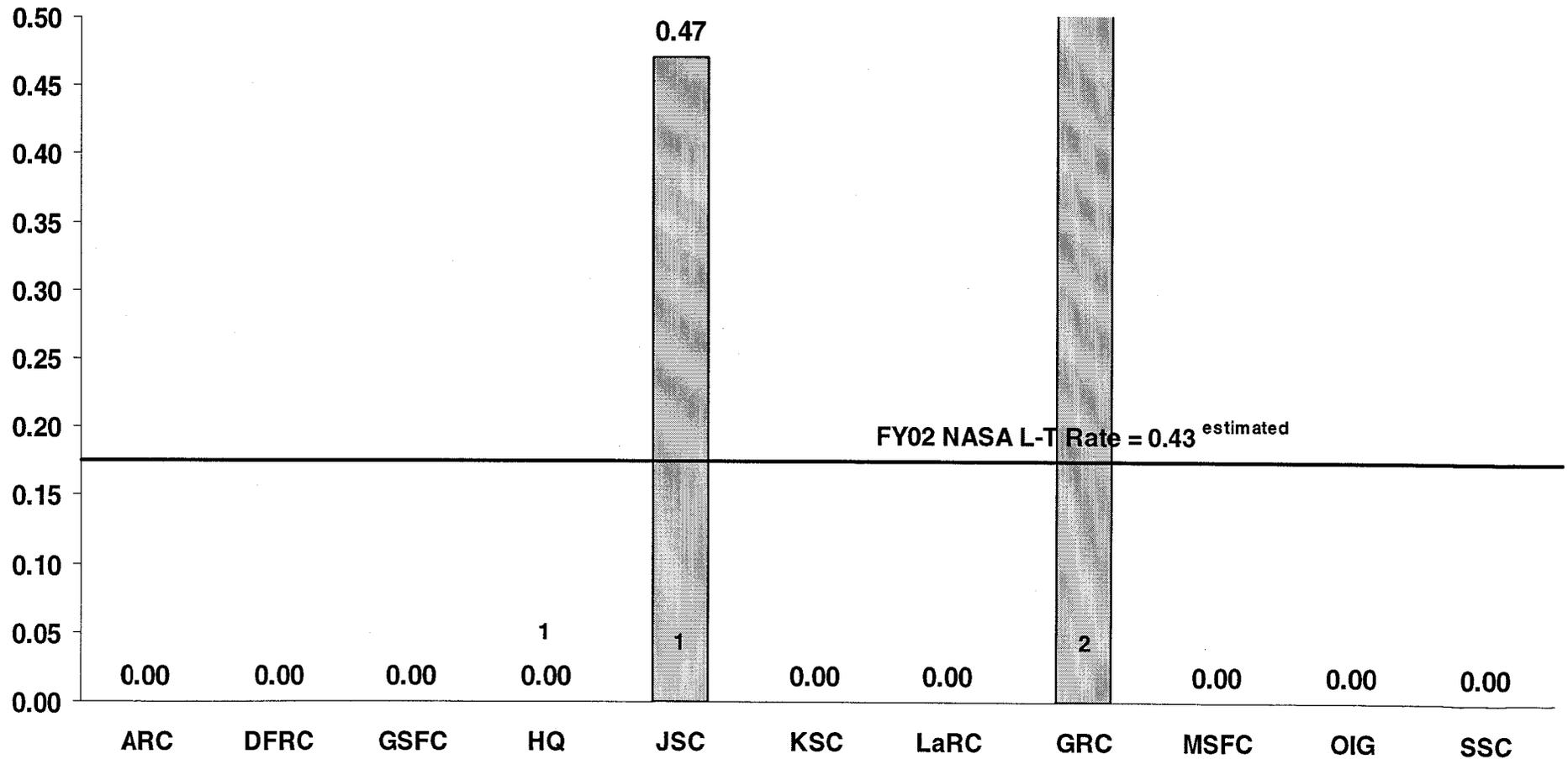
Tip: Press the Alt key + (first letter of a button) for shortcut. Ex: ALT+S (IE only)

FY2002 NASA Reportable Lost-Time Mishaps

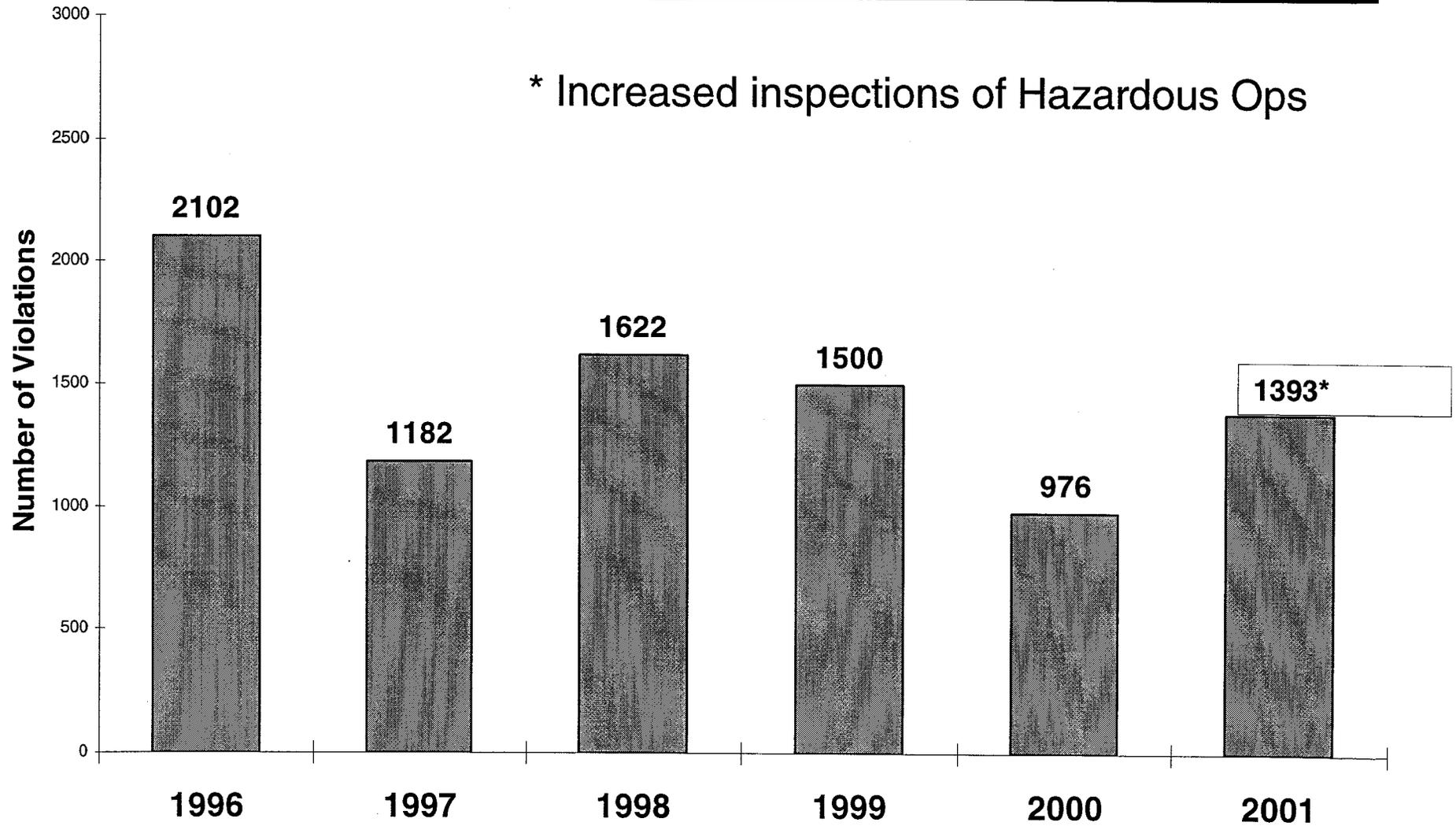
(Civil Service FY02)

NOTE: Data is not current for all NASA Centers

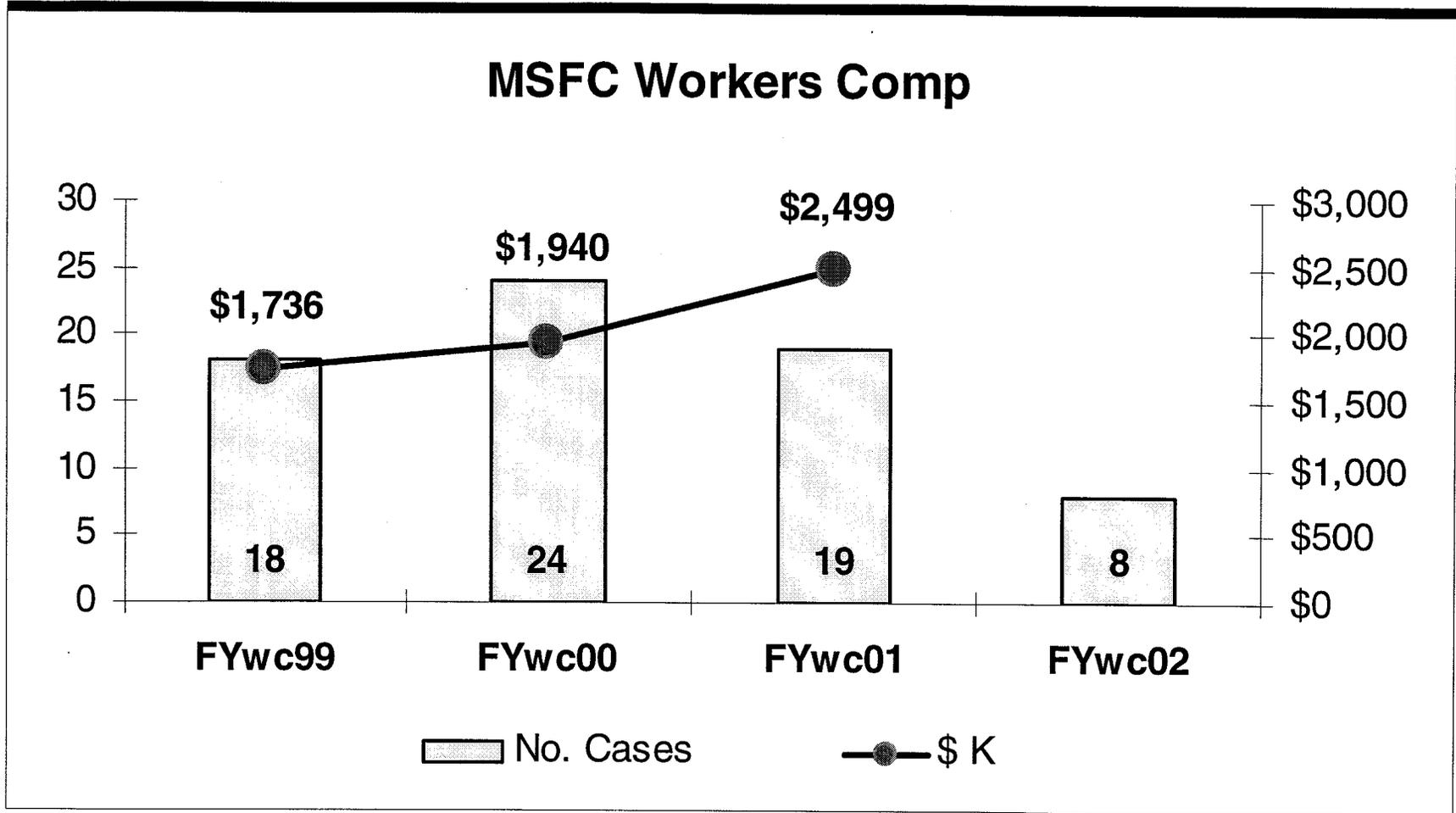
1.29



Safety Inspection Trends



Workers Compensation Trends 10-31-01



**Workers Comp Data is for MSFC Civil Service only.
 (Contractors keep their own data.)**

SH&E "CENTRAL" COMMITTEE
OPEN ACTIONS & ACTIONS CLOSED SINCE LAST MEETING
December 3, 2001

ACTION NO.	ISSUE/CONCERN	POINT OF CONTACT	ACTIONEE	FINAL PRODUCT	DATE OPEN	ECD	STATUS
C-0089	A close call incident involving the release of mercury cadmium telluride at Building 4481 was review.	A. Goodson/ QS01	F. Szofran/ SD47	Provide a final safety review to a senior manager board, to include S&MA Director, prior to restarting this operation.	11/06/00	Prior to restart	Shield design complete, SD seeking funding.