

January 15, 2004

QS50 (04-006)

TO: Distribution

FROM: QS50/David J. Spacek

SUBJECT: Minutes of the MSFC Safety, Health, and Environmental Committee Meeting – January 7, 2004

The Safety, Health, and Environmental (SHE) Committee met at 2:00 p.m. on Wednesday, January 7, 2004, in Building 4200, Conference Room P110. The attendance list is maintained on file in the Industrial Safety Department (4202/307). The agenda for the meeting is attached as Enclosure 1.

**Open Meeting (Nance Jo Ogozalek/ED33/Chairperson)**

Nance Jo welcomed everyone to the meeting. She announced that a budget for the SHE Committee was approved for FY04; however, she is awaiting formal documentation.

Note: Due to a potable water main break earlier in the day, which resulted in a water outage throughout the buildings in the MSFC area, many civil service employees were given the option to use excused leave for the remainder of the day.

**Safety Moment (Dennis Davis/QS50)**

Dennis reported that, in an attempt to educate employees of the danger of spreading disease, SHE is planning a hand-washing campaign. He also reported on community mishaps he had read about over the holidays to include: 1) teens lost control of an ATV resulting in death, and 2) a teen killed by a friend who pulled the trigger of an “unloaded” hunting gun.

**Special Report(s)**

**Hot Gas Facility Transformer Fire (Kevin Primm/AD24)**

Kevin reported that in the early morning of November 25, 2003, an electrical transformer located near the Hot Gas Facility, Building 4554, caught fire and was destroyed. The fire, which resulted in nearly \$250,000 in property damage, is under investigation with numerous possible causes. He noted that there were no injuries, and that emergency response was excellent.

SHE Committee Charter Revisions (Nance Jo Ogozalek/ED33/Chairperson)

Following discussions, the proposed SHE Committee Charter was approved including election requirements for the chairpersons and adding all organization representatives as voting members.

Note: The proposed Charter is attached to the minutes of the SHE Working meeting of December 17, 2003.

**ACTION SHE-04-001: Present proposed SHE Committee Charter changes to the Center Director for approval. (Nance Jo Ogozalek/ED33: Due 02-18-04)**

**Directorates and Offices Reports on Program Improvement Target Correct Actions**

- Office of the Director  
No representative present
- Second Generation RLV Program Office  
No representative present
- Space Shuttle Propulsion Office  
No representative present
- Office of Chief Counsel  
No representative present
- Procurement Office  
No representative present
- Equal Opportunity Office  
No representative present
- Safety and Mission Assurance Directorate (David Spacek/QS50)  
David reported there were no changes/updates since the last report.

**SHE Organization Reports**

Industrial Safety Report (Dennis Davis/QS50)

Dennis discussed the Industrial Safety Metrics. Dennis introduced a new chart which includes metric information on Safety Meetings, SHEtrak, Performance Evaluation Profile (PEP) scores, Recordable Mishaps, and Inventory of Hazardous Operations (IHOPS) supervisor annual self assessment. In response to a question to the status on the draft MPG 8715.1B, Dennis reported that additional comments were received and these were being worked. The Industrial Safety Metric charts are attached as Enclosure 2.

**Non-Voting Subcommittee/Team Reports**

Environmental Excellence Team

No representative present

Training

No representative present

Communications (Norma Horton/QS50)

Norma reported that the Communication Team prepared a media bulletin on nominations for SHE Committee Chair and Deputy Chair elections, and that this topic is part of the January mandatory training topic on Supervisor Safety Web Page (SSWP).

Marshall Safety and Health Action Team (MSAT)

No representative present

**Topics for Marshall Team Meeting (MTM)**

- Hot Gas Facility Transformer Fire
- Industrial Safety Report
- Self Assessment Checklists for supervisors to be performed in January

**Open Actions (Dennis Davis/QS50)**

Dennis reviewed all the open action items. The chart presentation is attached as Enclosure 3.

**New Business - Open Floor (Nance Jo Ogozalek/ED33)**

The next SHE Committee Meeting will be a working meeting scheduled for Wednesday, January 14, 2004, at 2:00 p.m. in Building 4202, Conference Room 326A.

*Original Signed by*

David J. Spacek  
Manager  
Industrial Safety Department

3 Enclosures

cc:  
SHE Committee Members  
SHE Web Page

## **Enclosure 1**

### **SHE COMMITTEE AGENDA** Building 4200, Conference Room P-110 2:00 pm, Wednesday, January 7, 2004

**Open Meeting (Nance Jo Ogozalek/Chairperson)**

**SHE Moment (Dennis Davis/QS50)**

**Special Report(s)**

- Hot Gas Facility Transformer Fire (Kevin Primm/AD24)
- SHE Committee Charter Revisions (Nance Jo Ogozalek/Chairperson)

**Directorates and Offices Reports on Program Improvement Target Correct Actions**

- ✓ Office of the Director (Sandy Such/DE01)
- ✓ Second Generation RLV Program Office (Patsy Parmer/UP40)
- ✓ Space Shuttle Propulsion Office (Darlene Garner/MP71)
- ✓ Office of Chief Counsel (Phyllis Olinger/LS01)
- ✓ Procurement Office (Joseph Hobson/PS20)
- ✓ Equal Opportunity Office (Elia Ordonez/OS01)
- ✓ Safety and Mission Assurance Office (David Spacek/QS50)

**SHE Organization Reports**

- Industrial Safety Report (Dennis Davis/QS50)

**Non-Voting Sub-Committee/Team Reports (as time allows):**

- Environmental Excellence Team (Sharon Scroggins/AD10)
- Training (Pat Schultz/CD20)
- Communications (Norma Horton/QS50)
- MSAT (Glenn Owens/LB&B)

**Topics for Marshall Team Meeting (MTM) - January 12th**

**Open Actions (Dennis Davis/QS50)**

**New Business - Open Floor (Nance Jo Ogozalek)**

**Review New Open Actions (Recorder)**

**NEXT MEETING – Voting Members Working Meeting, January 14, 2004, 2:00 pm**  
**Building 4202/Conference Room 326A**

# MSFC Safety Data for FY04

(Current as of December 31, 2003)

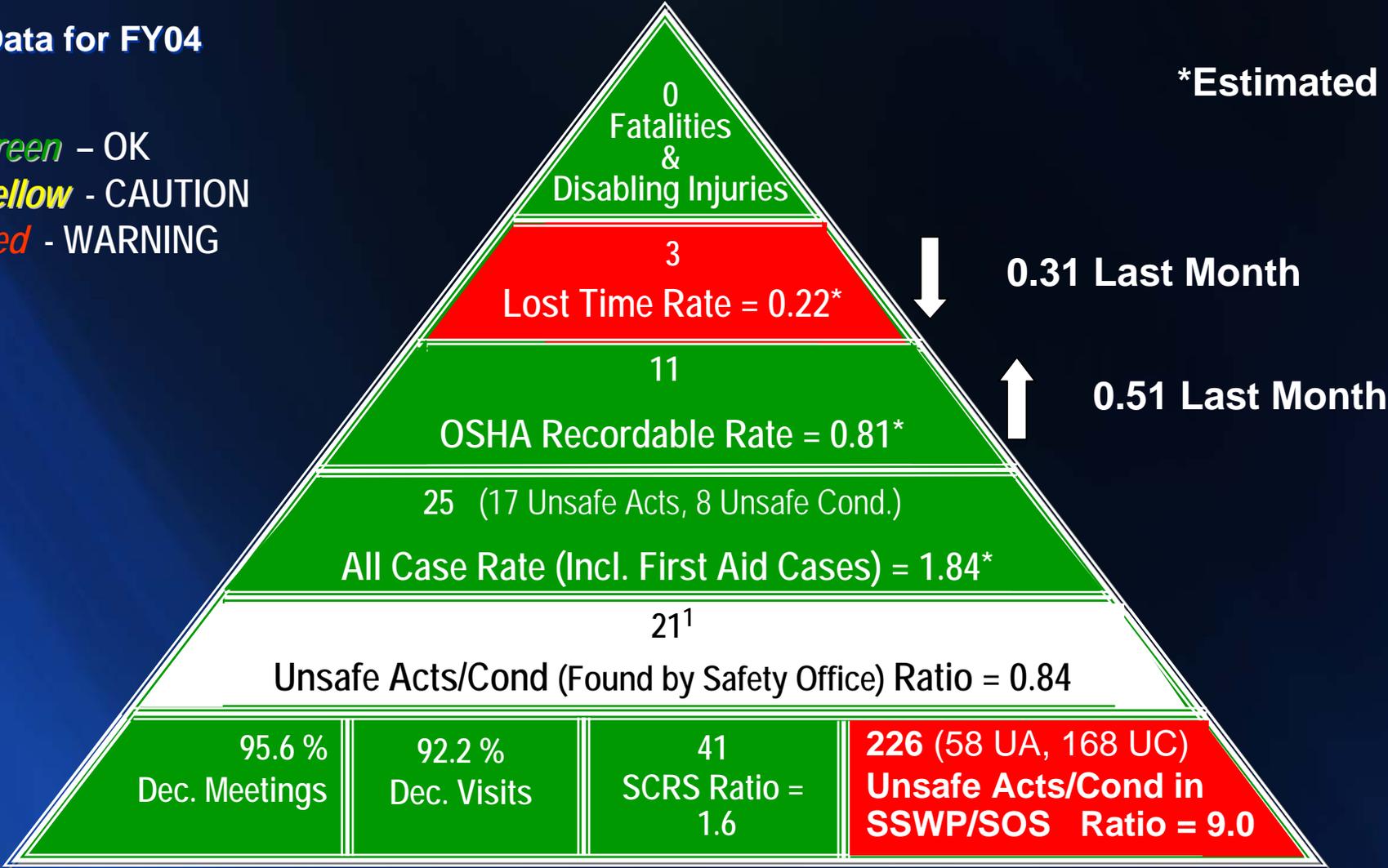
- **Personnel Safety Pyramid**
- **Mishap Corrective Action Status**
- **Safety Findings Corrective Action Status**
- **What Employees are Reporting**
- **FY04 Lost Time Mishaps**

# MSFC Team Metric - Personnel Safety

Data for FY04

*Green* - OK  
*Yellow* - CAUTION  
*Red* - WARNING

\*Estimated



<sup>1</sup>Formal inspections not started until 2nd quarter

# Safety Finding (SHEtrak) Status by Area Manager (12-31-03)

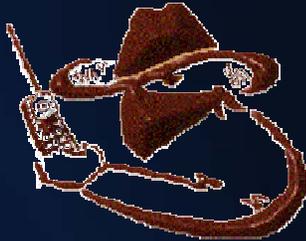
ASSIGNEE	FY04	OPEN	LATE
AD01	0	1	1
AD20	0	0	0
AD24	18	140	4
QS01	0	1	0
ED01	0	3	1
TD01	0	6	6
UP01	6	13	7
CD01	0	0	0
SD01	0	9	9
Army	1	0	0
NSSTC	0	4	4
UAH	2	20	18
<b>Total</b>	<b>27</b>	<b>197</b>	<b>50</b>

Over 10%  
late goes red.

# MSFC Industrial Safety

Responsible Organization	Open Mishap Cases		Corrective Actions			
	Total	New	Total	New	Late last month	Late this month
AD01	17	4	19+	4	4+	12+
CD01	3	2	2+	2	0	0
ED01	2	0	3	0	0	1
FD01	2	0	5	0	5	5
LS01						
MP01						
OS01						
PS01						
QS01	1	0	1	0	1	1
RS01						
SD01	3	0	2+	+	2	2
TD01	1	0	1	0	0	0
VS01	1	0	1	0	1	1
UP01	1	0	1	0	0	?
<b>Totals:</b>	<b>31</b>	<b>6</b>	<b>35+</b>	<b>6+</b>	<b>13+</b>	<b>22+</b>

## What Employee Reported in Past Month



### SCRS

- Trip/Slip/Fall Hazards – 3
- Roadway Concern – 3
- SHE Web Page Suggestion – 1
- SHEtrak Suggestion - 1
- Holiday Decoration Concern – 1
- Poor Exterior Lighting - 1
- Strike Against Hazard – 1
- Evacuation Plan Suggestion - 1
- SMS Database Suggestion – 1
- Unsafe Tires on Gov. Vehicle - 1



### SOS

- Reckless Driving – 1
- Inadequate Attention Driving – 1
- Using Cell Phone Gov Vehicle – 1
- Forklift on Rideout Road - 1

# FY04 Lost-Time Mishaps (12-31-03)

**New Lost-Time Cases Since Last Meeting:**

**None**

**11/10/03 Employee lacerated hand when checking work with milling machine running – Lost 4 days**

**10/14/03 Employee stumbled, struck head on guardrail, required 47 stitches - Lost 2 days + 3 restricted days**

**10/08/03 Employee strained back removing/moving sound equipment from van – Lost 9 days + 4 restricted days**

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

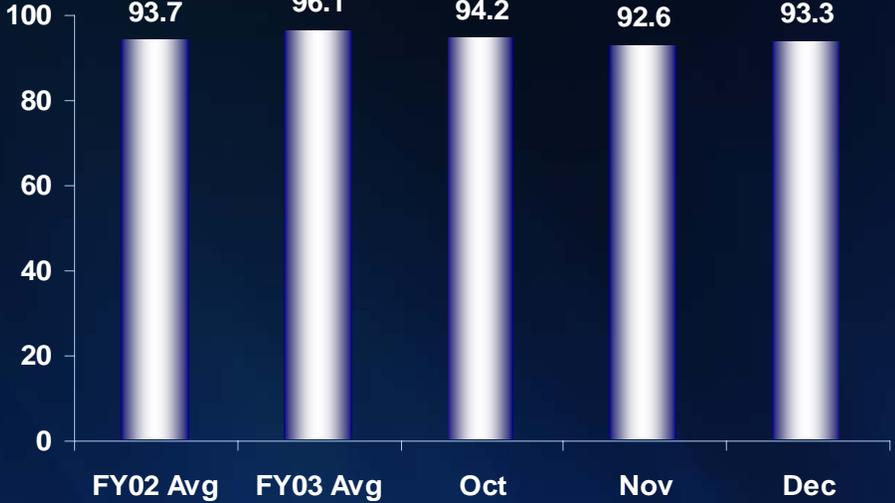
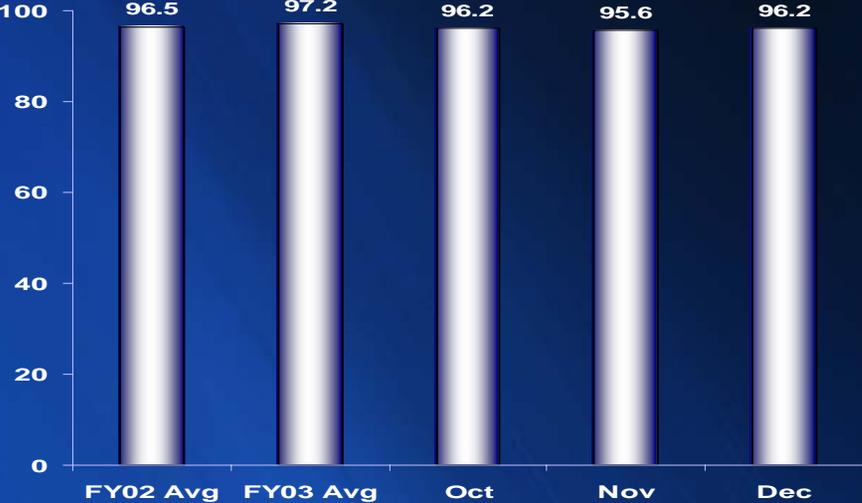
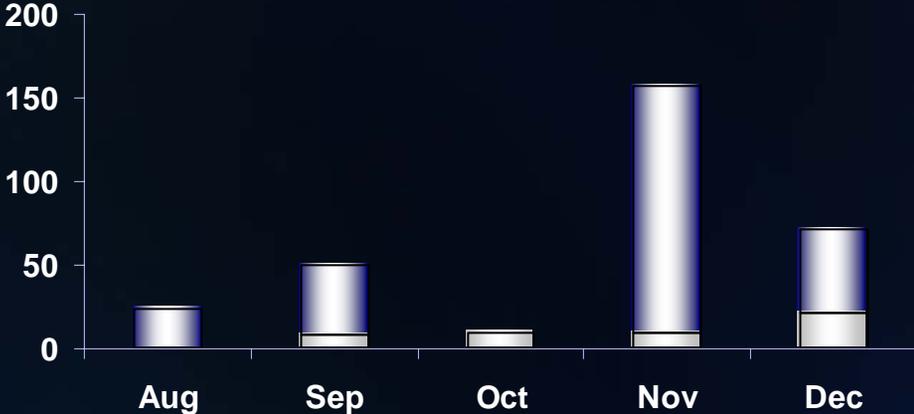
# BACKUP DATA

# MSFC Team Metric Key

Metric	Green	Yellow	Red
Fatalities/Disabling Injuries (Type A & B Mishaps)	0	N/A	> 0
Lost-Time Rate	0 - 0.20	N/A	> 0.20
OSHA Recordable Rate	< 0.8	0.8 - 1.0	> 1.0
All Case Rate ( Incl. First Aids)	< 2.0	2.01 - 3.00	> 3.00
Safety Office Findings Ratio*	> 4.0	3.0 – 4.0	< 3.0
% of Req'd Safety Meetings	> 90%	80 - 90%	< 80%
% of Req'd Safety Visits	> 90%	80 - 90%	< 80%
SCRS Ratio	> 1.5	1.0 – 1.5	< 1.0
Supervisor Findings Ratio*	> 15.0	10.0 – 15.0	< 10.0

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

# Team Metrics - Leading Indicators (12-31-03)



# November Safety Meetings and Visits (12-31-03)

## Honor Roll - 100% both Meetings & Visits

**DA (25)**

**MP (25)**

**AD (8)**

**OS (25)**

**CD (9)**

**PS (2)**

**ED (7)**

**QS (25)**

**LS (6)**

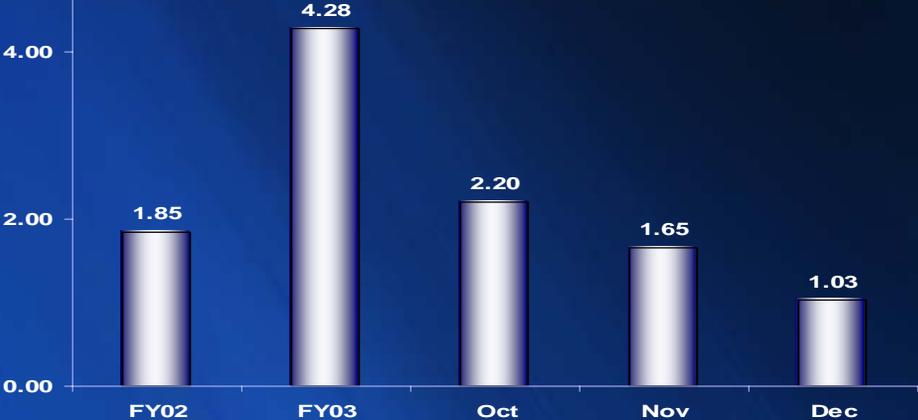
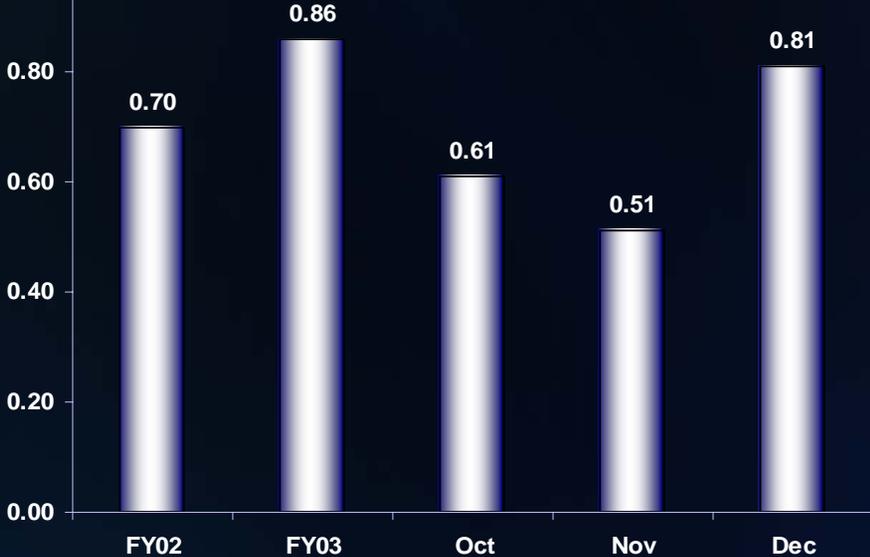
**SD (25)**

**VS (6)**

(Consecutive Months on Honor Roll)

# Team Metrics - Trailing Indicators (12-31-03)

Lower is Better



# SCRS Metrics (12-31-03)

## SCRS Open Over 60 Days



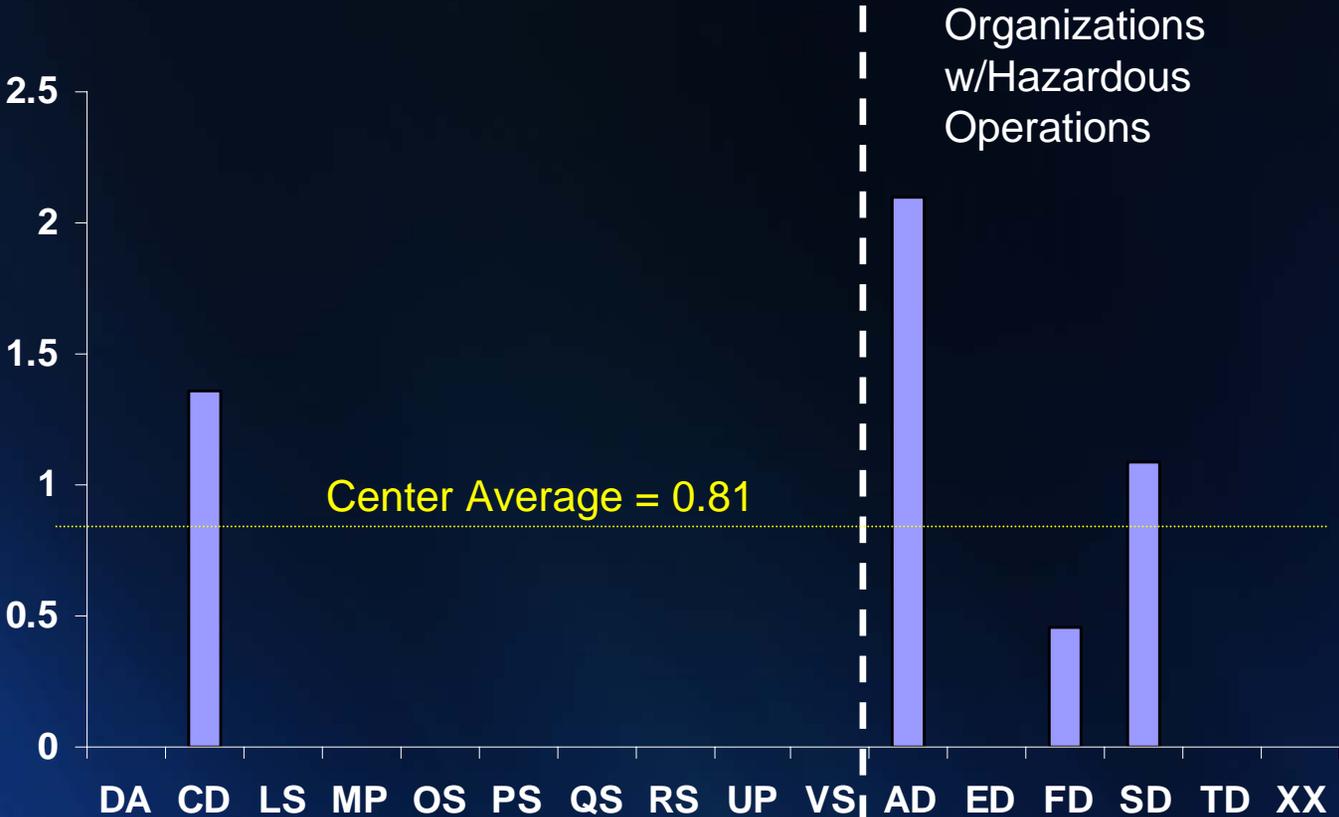
## Late SCRS by Organization

2



# FY04 OSHA Recordable Rates by Organization (Includes Contractors) (12-31-03)

ORG	Hours*
DA	6,093
CD	147,314
LS	5,897
MP	116,280
OS	2,247
PS	61,342
QS	90,560
RS	59,591
UP	55,451
VS	16,509
AD	760,254
ED	554,634
FD	431,606
SD	184,188
TD	228,878
XX	43,124



\*Hours for Current Month Estimated

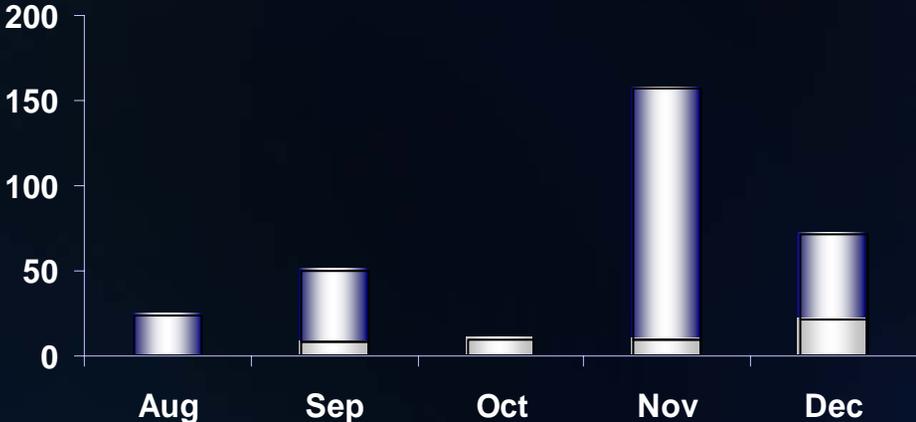
# Off-Site Mishaps - Corrective Action Closure

(12/31/03)

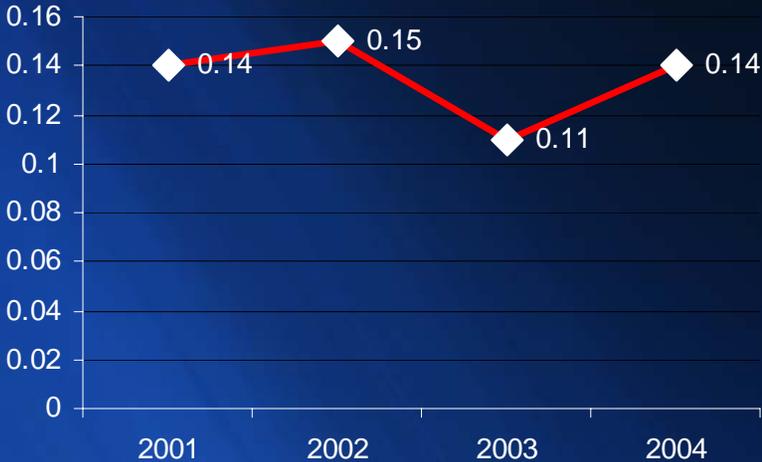
Responsible Organization	Open Mishap Cases		Corrective Actions		
	Total	New	Total	New	Late
MAF	3	0	3+	0	4
Pratt-Whitney	1	0	1+	0	+
Rocketdyne-Canoga	10	1	+	+	+
Thiokol	3	0	4	0	2
USA/KSC	2	0	2	0	1
<b>Totals:</b>	<b>19</b>	<b>1</b>	<b>10+</b>	<b>+</b>	<b>7+</b>

+ Indicates Mishap Case requires Corrective Action(s)

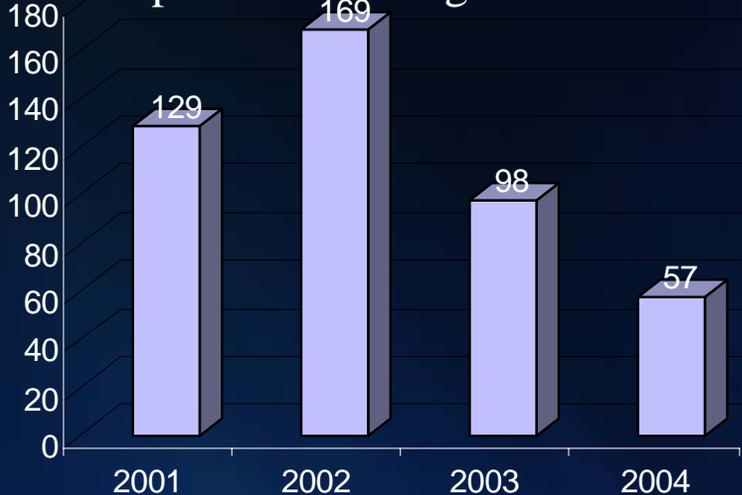
# Team Metrics - Leading Indicators (12-31-03)



Supervisor Findings – Positive/negative Ratio



Supervisor Findings Per Month



# Workers Compensation Trends (12-31-03)

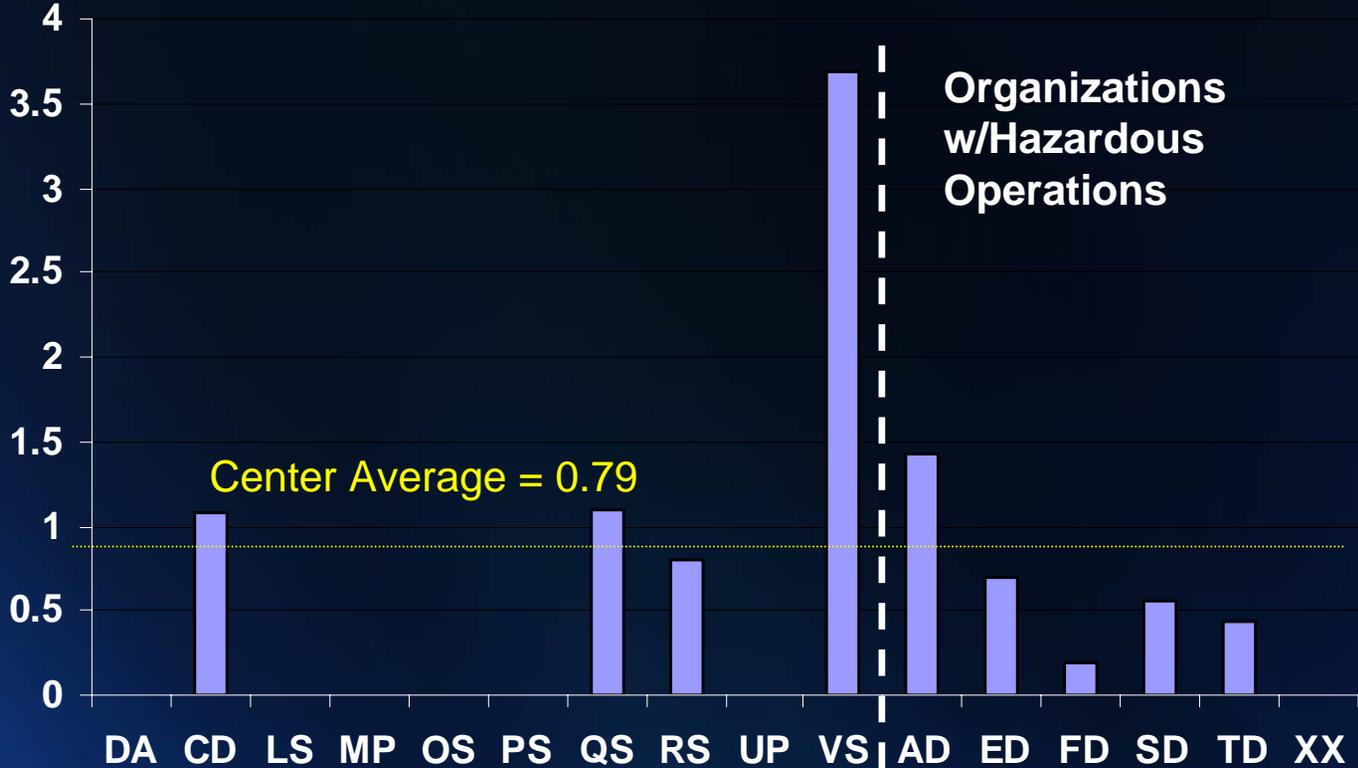
MSFC Workers' Comp



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

# FY03 OSHA Recordable Rates by Organization (Includes Contractors)

ORG	Hours*
DA	24,458
CD	558,729
LS	22,707
MP	454,266
OS	9,268
PS	254,601
QS	362,422
RS	251,116
UP	260,653
VS	54,183
AD	3,667,956
ED	2,283,783
FD	2,157,278
SD	727,692
TD	907,043
XX	104,969



\*Hours for Current Month Estimated

**Enclosure 3**

**SHE Committee Open Actions January 7, 2004**

<b>ACTION NO.</b>	<b>ISSUE/CONCERN</b>	<b>POINT OF CONTACT</b>	<b>ACTIONEE</b>	<b>FINAL PRODUCT</b>	<b>DATE OPEN</b>	<b>ECD</b>	<b>STATUS</b>
SHE-02-020	Phil Robbins presented the SHE Program Improvements Action Plan	Nance Jo Ogozalek/ ED33	Actionees as Identified in Plan	Review the SHE Program Improvement Plan and provide an ECD for each assigned action.	11-13-02	06-18-03	Extended.
SHE-02-023	Gaines Watts presented proposed restriction-guidelines for test area visitors. Some committee members felt this should be part of a Centerwide policy.	Nance Jo Ogozalek/ ED33	Dave Spacek/QS50	Investigate the need for, and develop as required Center-wide guidelines for visitor access to hazardous areas.	11-26-02	01-31-04	Added requirement in MPG 8715.1 for managers of hazardous operations to establish safety guidelines for visitors. Currently in DCB for review.
SHE 03-012	Steve Cushman reported that many of our safety videos at 4207 are out of date.	Nance Jo Ogozalek/ ED33	Judy Milburn/QS50	Review the safety videos currently stored in 4207 and move those that are still current to the basement of 4200 so that all videos will be stored in the same place.	05-14-03	12-31-03	In work. Videos have been moved to Training Center in Basement of 4200. Original will remain in 4207 for making copies. Training Center to complete cataloging by end of Dec.
SHE 03-020	Tammy Barcala raised a concern about the adequacy of evacuation chairs for physically disabled persons	Nance Jo Ogozalek/ ED33	Dennis Davis/QS50 & Tammy Barcala/TD40	Re-address the availability of evacuation chairs for physically impaired employees, Center wide. Also address training requirements.	07-16-03	01-30-04	Fire Rescue spots being identified on every floor above or below level of exit discharge. Evac-chairs provided to all known physically impaired employees.
SHE 03-021	Edwin Jones reported that the Medical Center did not have pass/fail criteria for the personnel certification physicals.	Nance Jo Ogozalek/ ED33	Joyce Eagan/AD60	Investigate and publish physical/medical requirements/guidelines for each related certification identified in MWI 3410.1.	08-27-03	02-15-04	Joyce is planning meeting with Doctors, QS50 and herself to discuss need for guidelines.
SHE 03-022	Dennis Davis reported that a second close call had occurred at 4755 with items being dropped from overhead crane work.	Pete Allen/AD60	Kyle Daniel/QS50	As part of the dropped bolt close-call investigation at 4755, look at the pre-construction safety assessment process to assure it is adequate to prevent future similar incidents on other jobs.	09-10-03	01-28-04	
SHE 03-023	Pete Allen discussed risk management and the importance of assuring that managers are aware of accepted risk.	Pete Allen/AD60	Dennis Davis /QS50	For facilities, equipment, materials, and operations at MSFC controlled properties, develop a process to inform the Center Director and other responsible managers of accepted residual risks and associated controls.	09-10-03	02-15-04	