

January 23, 2004

QS50 (04-008)

TO: Distribution

FROM: QS50/David J. Spacek

SUBJECT: Minutes of the MSFC Safety, Health, and Environmental Committee (SHE)  
*Working Meeting – January 14, 2004*

The Safety, Health, and Environmental (SHE) Committee met at 2:00 p.m. on Wednesday, January 14, 2004, in Building 4202, Conference Room 326A. The attendance list is maintained on file in the Industrial Safety Department (4202/307). The agenda for the meeting is attached as Enclosure 1.

**Opening Remarks (Nance Jo Ogozalek/ED33 Chairperson)**

Nance Jo welcomed everyone to the meeting. The minutes of the working meeting held on November 12, 2003, were not approved due to an insufficient number of voting members present. Note: Members in attendance watched the live broadcast of President Bush's speech on space exploration plans.

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

Dennis reported on several recent cold weather mishaps. He described a case where his mother-in-law lost her footing on an icy patch on the sidewalk while taking out the garbage after dark, and a second case where a MSFC employee entering Building 4200 nearly slipped on ice. Dennis showed a chart which listed safety tips for walking on ice. The chart presentation is attached as Enclosure 2.

**SHE Committee Status Reports (Nance Jo Ogozalek/ED33)**

Nance Jo addressed the SHE Committee status. The chart presentation is attached as Enclosure 3.

**Subcommittee Reports**

Elections Ad Hoc

No representative present.

Safety Concerns Reporting System (SCRS) Ad Hoc

No report.

Building Managers

No representative present.

Contractor Safety Forum (CSF) (Phil Robbins/CSC)

Phil reported that the CSF did not meet during the holiday period and that he plans to contact new contractors encouraging them to join the CSF. The CSF is not currently working any issues common to contractors.

Cryogenics

No representative present.

Hazardous Chemicals and Materials (Laurel Karr/SD46)

Laurel reported that the process of purchasing chemicals, as a function of the new contractor operated supply center, is being reviewed. Judy Milburn/QS50 informed Laurel that the Communication Team is available to make announcements regarding news on how to effectively utilize the supply center. Laurel's chart presentation is attached as Enclosure 4.

Safety Assessment (Dennis Davis/QS50)

Dennis reported that the subcommittee has a special meeting scheduled for January 16, 2004, on MWI 8715.15, "MSFC Safety Assessment Program.," and plans to elect new committee officers at the next regular meeting.

Laboratory Operations (Nance Jo Ogozalek/ED33)

No report.

Lifting Devices and Equipment

No representative present.

Lockout/Tagout (Judy Milburn/QS50)

Judy reported that the subcommittee met with the Facilities Engineering Department (FED) to discuss FED questions on the draft revised MWI 8715.2, "Lockout/Tagout Program." Responses to FED have been formulated, and from a separate review, comments from Pete Allen/AD60 have been integrated. However, QS50 plans another internal review before sending the consolidated response to FED.

Machine Shops (Todd Macleod/SD22)

Todd reported that the machine shop subcommittee had not met since the last report to the SHE Committee.

Pressure Systems (Jack Caudle/AD24)

Jack presented the report for the Pressure Systems subcommittee. He addressed an attempt to certify the use of an observation port during pressure testing in Test Cell 110 of Building 4583, but could not since the port was not made of tempered glass. The system was certified as a Class 1 system. The chart presentation is attached as Enclosure 5.

Radiation

No representative present.

Wellness and Ergonomics (Beth Skidmore/FD35)

Beth, who was representing Julie Sanchez/FD35/Chairperson, reported on the Wellness and Ergonomics subcommittee's activities. She indicated that new officers will be elected at the February meeting. The chart presentation is attached as Enclosure 6.

**Hazardous Operations Directorates**Center Operations (Cathy Miller/AD62)

Cathy reported on Center Operations. Dennis Davis/QS50 requested that the Center Operations report include all elements of Center Operations; e.g. Facilities/AD20 – Reference Safety Search on the SHE web page. The chart presentation is attached as Enclosure 7.

Engineering Directorate (Wendell Colberg/ED30)

Wendell reported on the Engineering Directorate. The chart presentation is attached as Enclosure 8.

Flight Projects Directorate

No representative present.

Science Directorate (Tom Dollman/SD01)

Tom reported on the Science Directorate. The chart presentation is attached as Enclosure 9.

Space Transportation Directorate (Ray Bailey/TD53)

Ray reported on the Space Transportation Directorate. The chart presentation is attached as Enclosure 10.

Improving Safety, Health, and Environmental Program in all Directorates and Offices (ISHEPHOD) (Tom Dollman)

Tom reported on the ISHEPHOD Ad Hoc Committee. The chart presentation is attached as Enclosure 11.

Open Actions (Dennis Davis/QS50)

Due to lack of time Dennis did not address the open actions; however, the charts are attached as Enclosure 12.

New Business

Nance Jo requested each subcommittee chairperson to submit budget requests to her within two months. Examples include SHE booth handouts, awards, and consultant fees.

The next SHE Committee Meeting is scheduled for January 28, 2004, at 2:00 p.m. in Building 4200, Conference Room P110.

*Original Signed by*

David J. Spacek  
Manager  
Industrial Safety Department

12 Enclosures

Distribution:

SHE Committee Members  
SHE Web Page

Enclosure 1

**SHE WORKING GROUP MEETING AGENDA**

**Wednesday, January 14, 2004**

2 pm, Building 4202, Room 326A

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

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

**Management Mentor Comments (Axel Roth/DE01)**

**Subcommittee Reports**

(Include status for SHE Action # 02-020: Program Improvement Targets and Budget requests)

((Send charts electronically to Richard Smith, or Lisa Zandler/HEI))

- ⊗ **Elections Ad Hoc**
- ⊗ **SCRS Ad Hoc**
- ⊗ **Building Managers**
- ⊗ **Contractor Safety Forum**
- ⊗ **Cryogenics**
- ⊗ **Hazardous Chemicals & Materials**
- ⊗ **Safety Assessment**
- ⊗ **Laboratory Operations**
- ⊗ **Lifting Devices & Equipment**
- ⊗ **Lockout-Tagout**
- ⊗ **Machine Shops**
- ⊗ **Pressure Operations**
- ⊗ **Radiation**
- ⊗ **Wellness & Ergonomics**

**Directorates with Hazardous Operations**

((Send charts electronically to Richard Smith, or Lisa Zandler/HEI))

- ⊗ **Center Operations**
- ⊗ **Engineering**
- ⊗ **Flight Projects**
- ⊗ **Science**
- ⊗ **Space Transportation**
- ⊗ **Ad Hoc Committee for Program Improvement Targets**

**New Business (Open Floor)**

**New Actions (Recorder)**

**Next Meetings Schedule -**

January 28, 2004 - full Committee - 2 pm, Building 4200, P110



## Enclosure 2

# SHE Working Group Meeting Agenda

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## Tips for Walking on Ice

- If possible avoid walking on ice
- If you must:
  - Wear shoes with traction (avoid leather or plastic soles)
  - Go slow!
  - Shuffle or take small steps
  - Bend slightly forward
  - Walk flat footed
  - Use special caution getting in and out of the car (hold onto car)
  - Be ready to fall, try not to use your arms to break fall
- If in a high traffic area (work or home) take action to eliminate or guard the hazard





## Enclosure 3

# SHE Working Group Meeting Agenda

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## SHE COMMITTEE STATUS REPORT

### \* Procedural

- Approval of November 12, 2003 Minutes
  - ✓ *not approved due to insufficient members present*
- Proposed revised Charter submitted for Center Director approval

### \* Updates and Old Business

- Elections Ad Hoc Subcommittee accepting nominations, contact Cynthia Behel, ASRI, 4-2794
- Future Meeting Schedule:
  - ✓ January 28, 2004 – full Committee, 2 pm, Bldg 4200, P110
  - ✓ February 2, 2004 – MTM, Bldg 4200, P110
  - ✓ February 11, 2004 – Working Group, Bldg 4202, 326A
- VPP Follow-up presentation to Dave King rescheduled for *January 30th*
- SHE Program Overview presentation to Dave King rescheduled for February 3rd



# **SHE Working Group Meeting Agenda**

## **SHE COMMITTEE STATUS REPORT**

### **\* SHE Program Improvement Targets - Corrective Actions**

- **SHE-1.3A: MPG 8715.1 – Center wide Review Completed – *Significant comments received* Second Draft Ready for Review: March 2004**
- **SHE-1.8B:**
  - ✓ **2002 Final Report – Reviewed by SHE Committee -  
- Waiting for resolution of 2 versions of Report – February 2004**
  - ✓ **2003 Annual Program Plan – In Progress by SHE Planning Team  
- Electronic Meeting Session scheduled for January 16<sup>th</sup>**
  - ✓ **2003 Final Report – pending finalization of Plan**
  - ✓ **2004 Annual Program Plan – pending finalization of 2003 Report**
- **SHE-1.8C: PEP Survey Results – Will be incorporated with PITCA in 2004 Annual Plan ECD: ?**
- **SHE-2.8A: Close call trending, HQ developing IRIS database, ECD: 04-30-04 for Phase III completion**
- **SHE-4.1B: Closed**  
**Root Cause training – Supervisors may access accident investigations training videos from SHE library.**  
**MORT class currently not scheduled in FY04**



# SHE Working Group Meeting Agenda

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## SHE COMMITTEE STATUS REPORT

### \* SHE Program Improvement Targets – Corrective Actions (continued)

- **SHE-2.5D: Monitor progress on corrective actions within each MSFC organization. Provide corrective action assignees with technical and other resources needed to complete actions. Take management action overdue items. (Star 3.4-03)**
  - ✓ **SHE Committee recommends Directorates be responsible for taking actions on overdue items.**
    - => not accepted at previous meetings since proposed in June 2003
    - => **Assigned to Directorates with Hazardous Operations Ad Hoc Subcommittee**
    - >>>> **No resolution**



## Enclosure 4

# **SHE Working Group Meeting Agenda**

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## **Hazardous Chemicals & Materials**

### ➤ **Status of Current Initiatives:**

- ❖ **Investigate IFMP Orders for Chemicals Being Routed Through OMEHS/EG&G**
  - ✓ **Status: Fix was supposed to be in place shortly at end of April, 2003. It is still not implemented.**
- ❖ **Send out notice to all Hazardous Chemicals/Materials users to reinforce applicable rules for notifying OMEHS/EG&G of new purchases, and when initiating new processes.**
  - ✓ **Status: Notice not to be sent out until IFMP is fixed.**
- ❖ **Develop small maps to be posted outside every room to indicate where hazardous chemicals/materials are located. Incorporate these into chemical inventory training.**
  - ✓ **Status: Allen Elliot sent us some maps he had access to for our comments. The plan is to set these up for BLDG 4481 first and then proceed with other buildings should the maps prove useful.**



# SHE Working Group Meeting Agenda

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## Hazardous Chemicals & Materials

- ❖ Investigate protocols for ordering chemicals through new Substore Facility.
  - ✓ Are the proper approvals received prior to procurement? – **Yes the procurements go through AD10**
  - ✓ There is some indication that contractors are not being allowed to utilize facility. This would appear to defeat the purpose of centralizing chemical procurements. - **Evidently at this point only credit card orders are accepted – and only civil servants have credit cards. There needs to be a way to use blanket purchase orders that contractors can utilize**
- ❖ Recruit new members.
- **New Initiative:**
- ❖ **Find a way for chemical users to be notified when usable chemicals are turned in for disposal – for possible reutilization.**



## Enclosure 5

# SHE Working Group Meeting Agenda

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## Pressure System

- ❑ Status of Current Initiative(s) -Completed Cert Package for the WNIST Project in test cell 110 at Building 4583. System certified as class one due to glass port.
  - SHE Actions Status – None
- ❑ Subcommittee Issues – Steve Androlake replaced by Sarah Masterson as Stress member of subcommittee.



## Enclosure 6

# SHE Working Group Meeting Agenda

## Wellness & Ergonomics Subcommittee Report

14 January, 2004

### Status of Current Initiatives

- Pedestrian/Bike Friendly Center
  - Rails to Trails initiative: Safe bike path to allow bikers to ride to work.
- Snack Machine Makeover
  - Initiative to ensure healthy choices in vending machines.

### SHE Actions Status

- No actions



**Next Meeting 23 January, 2004  
9:30 am Building 4610/1054**





## Enclosure 8

# **SHE Working Group Meeting Agenda**

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## **Engineering Directorate Report**

### **SCRS**

- ✓ 3 Open; None late

### **SHEtrak – 109 area findings**

- ✓ 5 assigned to BM's; 2 awaiting abatement plans
- ✓ 104 assigned to FED; 53 awaiting abatement plans

### **Mishaps/Close Calls**

- ✓ 2 open mishaps; recommended closures submitted

### **Self Evaluation Open Corrective Actions – SHE Program Improvement Targets (no change since last report)**

- ✓ Completed or Closed 21 of 26.



## Enclosure 9

# SHE Working Group Meeting Agenda

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## Science

- ❑ **Open SCRS Metrics (Total=3+0\*):**
  - **Light fixtures; Egress path**
  - **Walking into vehicle hitch**
- ❑ **Open SHEtrak corrective actions (Total=9+4\*):**
  - **(9+4) Late:)**
    - **(8) 4747 ; (1) 4614**
    - **(3) NSSTC**
  - **(?+12) closed in past 60 days**
- ❑ **Open mishap/close-call corrective actions**
- ❑ **PITAs: No additional closures since Dec SHE Meeting**

\* *Note: Includes SD-on-site + off-site (i.e., NSSTC) buildings*



## Enclosure 10

# SHE Working Group Meeting Agenda

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## Space Transportation Safety Open Items

- Safety Violations – SHEtrak 15
  - 6 assigned to Building Managers for closure
  - 9 assigned to Facilities for closure
  
- MISHAPS – IRIS 4
  - Employee suffered back pain. It was determined her keyboard was too high which aggravated a pre-existing injury and was not significant enough to count as a lost time injury.
  - 4203 exchange employee slipped, fell, and broke her arm.
  - 4656 employee was moving accumulator (approximately 150 lb) when he lost his footing causing accumulator to fall on his leg causing fracture which required a soft cast, No lost time occurred.
  - 4203 employee complained of pain and swelling in both wrists. Doctors appointment was for the following day.



# **SHE Working Group Meeting Agenda**

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## **Space Transportation Safety Open Items**

- **ENVIRONMENTAL HEALTH** **26**  
17 involve ergonomic chairs and keyboards

### **SSWP Safety Finding – TD Mgmt**

**Inspections** **7**

**Findings –**

**4203 6<sup>th</sup> floor** **43**

**4203 5<sup>th</sup> floor** **80**

**4560** **12**

**4561** **5**

**4561A** **1**



# **SHE Working Group Meeting Agenda**

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## **Space Transportation Safety Open Items**

- **SCRS** **7 open**

**# 3258 Bldg. 4203. Exit signs located up near ceiling. Lessons learned from Sept 11 attack on pentagon that rising smoke obscured these signs.**

**This is probably a center wide case.**

**#3250 Bldg. 4549. On/off switch position of some machines is not obvious to operator. When left in the on position two hazards are created. First, when the “Jog” button is pressed the machine turns on instead of only rotating slightly. Second, some machines will start up immediately after a power interruption.**



# **SHE Working Group Meeting Agenda**

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## **Space Transportation Safety Open Items**

**#3254 Bldg. 4566. Room 133. Major rips and stringing of the carpet is a tripping hazard.**

**#3035. Bldg. 4732. Because the lights on the building are not are not enough to adequately light the parking lot thus creating a major safety hazard.**

**#3263. Bldg. 4776. This building is surrounded by construction. The external lighting has been removed. There is a 3 ft. wide ditch which has been backfilled to within 3” of the top directly in front of the main entrance. Recently two telephone poles have been laid in front of the entrance. During daylight hours personnel must cross both ditch and the poles. This is a simple obstacle course that can be completed by any healthy adult. At night without any lighting, this obstacle course turns into a serious lost time accident waiting to happen.**



# SHE Working Group Meeting Agenda

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## Space Transportation Safety Meeting & Visits

• SSWP Meetings	<u>Nov</u>	<u>Dec</u>
	93.8%	84.4%
• Visits	93.8%	84.4%



## Enclosure 11

# **SHE Working Group Meeting Agenda**

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## **Ad Hoc Committee for Program Improvement Targets**

- Improving Safety, Health, and Environmental Programs in Hazardous Operations Directorates (ISHEPHODS)**
  - ✓ **AD, ED, FD, SD, & TD collaborating**
  - ✓ **Other organizations are invited to participate**
- No meetings since previous SHE Committee Meeting**
- Next Meeting scheduled 01/18/04**



# Enclosure 12

## SHE Working Group Meeting Agenda

### SHE Committee Open Actions

ACTION NO.	ISSUE/CONCERN	POINT OF CONTACT	ACTIONEE	FINAL PRODUCT	DATE OPEN	ECD	STATUS
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 03-020	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 Working Group Meeting Agenda

## SHE Committee Open Actions

ACTION NO.	ISSUE/CONCERN	POINT OF CONTACT	ACTIONEE	FINAL PRODUCT	DATE OPEN	ECD	STATUS
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	



# SHE Working Group Meeting Agenda

## SHE Committee Open Actions

ACTION NO.	ISSUE/CONCERN	POINT OF CONTACT	ACTIONEE	FINAL PRODUCT	DATE OPEN	ECD	STATUS
SHE 04-001	The SHE Committee approved changing the Charter including election requirements for chair persons and adding all organization representatives as voting members.	NanceJo Ogozalek/ ED33	NanceJo Ogozalek/ ED33	Present proposed changes to the Center Director for approval.	01-07-04	02-18-04	