

February 9, 2004

QS50 (04-012)

TO: Distribution

FROM: QS50/David J. Spacek

SUBJECT: Minutes of the MSFC Safety, Health, and Environmental Committee Meeting – January 28, 2004

The Safety, Health, and Environmental (SHE) Committee met at 2:00 p.m. on Wednesday, January 28, 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.

Safety Moment (Dennis Davis/QS50)

Dennis showed a video clip of an employee falling into an unguarded floor opening. In the 13 second video, the employee, who was standing nearby, but seemingly preoccupied and looking in another direction, was not aware that two other employees had, seconds before opened a floor hatch to a lower level. Not being aware of this event, the employee turned around in a single motion, took a short step and fell uncontrollably into the hole. Dennis referred to a similar mishap that occurred several years ago at Building 4207. On May 5, 1995, a Marshall employee, who had been reviewing items on a bulletin board, fell into an unguarded open manhole, falling 12 feet to a concrete floor resulting in compound fractures and 150 lost days from work.

Special Report(s)

Elections Ad Hoc Subcommittee (Cynthia Behel/ASRI)

Cynthia reported on the status of nominations received. To date, no one has been nominated to serve as the SHE Committee Chairperson, and four contractor employees have been nominated for the Deputy Chairperson position. The chart presentation is attached as Enclosure 2.

Occupational Medical and Environmental Health Services (OMEHS) Annual Report (David Thaxton/AD60)

David reported on OMEHS activities for CY03, with some FY03 information. The chart presentation is attached as Enclosure 3. Nance Jo Ogozalek/ED33 added that the Laboratory Operations subcommittee was critiquing online software and offered assistance on container labeling issues. Kyle Daniel/QS50 noted that, in accordance with a Government directive, private communication services companies were authorized to install telephone relays on MSFC roofs.

In response to a question from Dennis Davis/QS50, David indicated that OMEHS would consider conducting a campaign on personal fitness and healthy habits. Keith Cornett/UP10 suggested an article be prepared for the Marshall Star.

Program Improvement Target Corrective Actions ((Nance Jo Ogozalek/ED33)

Nance Jo reported that the responsibility for the SHE Program Improvement Target Corrective Action SHE-2.5D has been reassigned to each directorate and office. Nance Jo then requested each directorate/office to provide an estimated completion date. The chart presentation is attached as Enclosure 4.

Directorates and Offices Reports on Program Improvement Target Correct Actions

- Office of the Director
No representative present.
- Orbital Space Plane Program Office
No representative present.
- X-37 Program Office/XP01
No report - Patsy Parmer, currently with UP40, is being reassigned to XP01 and will serve as the XP01 representative.
- Second Generation RLV Program Office
No representative present.
- Space Shuttle Propulsion Office
Darlene Garner/MP71 reported that MP had closed all actions.
- Office of Chief Counsel
No representative present.
- Procurement Office
No representative present.
- Equal Opportunity Office
No representative present.
- Safety and Mission Assurance
No report (Dennis Davis/QS50).

SHE Organization Reports

Industrial Safety Report (Dennis Davis/QS50)

Dennis reported on the Industrial Safety Metrics. Numerous attendees congratulated the SHE committee members regarding the personnel safety (pyramid chart) metrics – there are more “green” areas than seen in recent memory. In response to a question on the status of the draft MPG 8715.1B, Dennis reported that it is out for a second Centerwide review and that he anticipates approval soon. The Industrial Safety Metric charts are attached as Enclosure 5.

Non-Voting Subcommittee/Team Reports

Environmental Excellence Team (Allen Elliott/AD10)

Allen briefly reported on the Environmental Excellence activities.

Training (Pat Schultz/CD20)

Pat reported on the Training Committee's activities to include the progress on the SHE 101 training course for new employees; Supervisors Training Guide, a shared drive being developed for accessibility by primary SHE points-of-contacts. Tina Smith/CD20 provided the highlights on NASA On-Line Registration System (NORS) and indicated that she would provide small group level training sessions. She noted that a new point-of-contact for SOLAR will attend the next Training Committee meeting.

Communications (Norma Horton/QS50)

Norma reported that the Communication Team continues to promote SHE awareness Centerwide.

Marshall Safety and Health Action Team (MSAT)

No representative present.

Topics for Marshall Team Meeting (MTM)

- OMEHS Annual Report
- Industrial Safety Report
- SHE Chair and Deputy Chair Election Status

Open Actions (Dennis Davis/QS50)

Dennis reviewed all the open action items. The chart presentation is attached as Enclosure 6.

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

The SHE Committee approved the minutes for the November 12, 2003, December 10, 2003, and January 7, 2004, and Working Meeting minutes for December 17, 2003 and January 14, 2004.

Regarding the limited SHE budget, Nance Jo requested written requests for fund expenditures, with justification and a time-line, be submitted to her by mid-March. SHE conferences and training will be approved on a case-by-case basis.

David Thaxton/AD60 announced that planning is in progress for a Health and Fitness Day on April 14, 2004.

Dennis Davis/QS50 briefed attendees on a recent vehicle accident at the intersection of Rideout and Martin roads. Even though the intersection had a MSFC Security vehicle with flashing lights to warn oncoming traffic, a private vehicle did not stop and collided with a truck, which was part of a contractor multi-vehicle convoy. The mishap remains under investigation by Industrial Safety.

The next SHE Committee Meeting will be a working meeting scheduled for Wednesday, February 11, 2004, at 2:00 p.m. in Building 4202, Conference Room 326A.

Original Signed by

David J. Spacek
Manager
Industrial Safety Department

6 Enclosures

cc:
SHE Committee Members
SHE Web Page

Enclosure 1

SHE COMMITTEE AGENDA

Building 4200, Conference Room P-110

2:00 pm, Wednesday, January 28, 2004

Open Meeting (Nance Jo Ogozalek/Chairperson)

SHE Moment (Dennis Davis/QS50)

Special Report(s)

- Elections Ad Hoc Subcommittee Report (Cynthia Behel/ASRI)
- OMEHS Annual Report (David Thaxton/AD60)
- PITA Corrective Actions Reassignment of Responsibility (N. Ogozalek)

Directorates and Offices Reports on Program Improvement Target Corrective Actions

- ✓ Office of the Director (Sandy Such/DE01)
- ✓ Orbital Space Plane 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 (Dennis Davis/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) - February 2nd

Open Actions (Dennis Davis/QS50)

New Business - Open Floor (Nance Jo Ogozalek)

Review New Open Actions (Recorder)

**NEXT MEETING – Members Working Group Meeting, February 11, 2004, 2:00 pm
Building 4202/Conference Room 326A**

Safety, Health, and Environmental (SHE) Committee

Chairperson and Deputy Chairperson
Nominations

January 28, 2004

Chairperson

- No Nominations (January 28,2004)

Deputy Chairperson

- Dan Spratt-CSC
- Dawn Reid-Accenture
- Johnny Maroney-Sverdrup
- David Glover-EG&G Logistics Services Inc

OMEHS Report



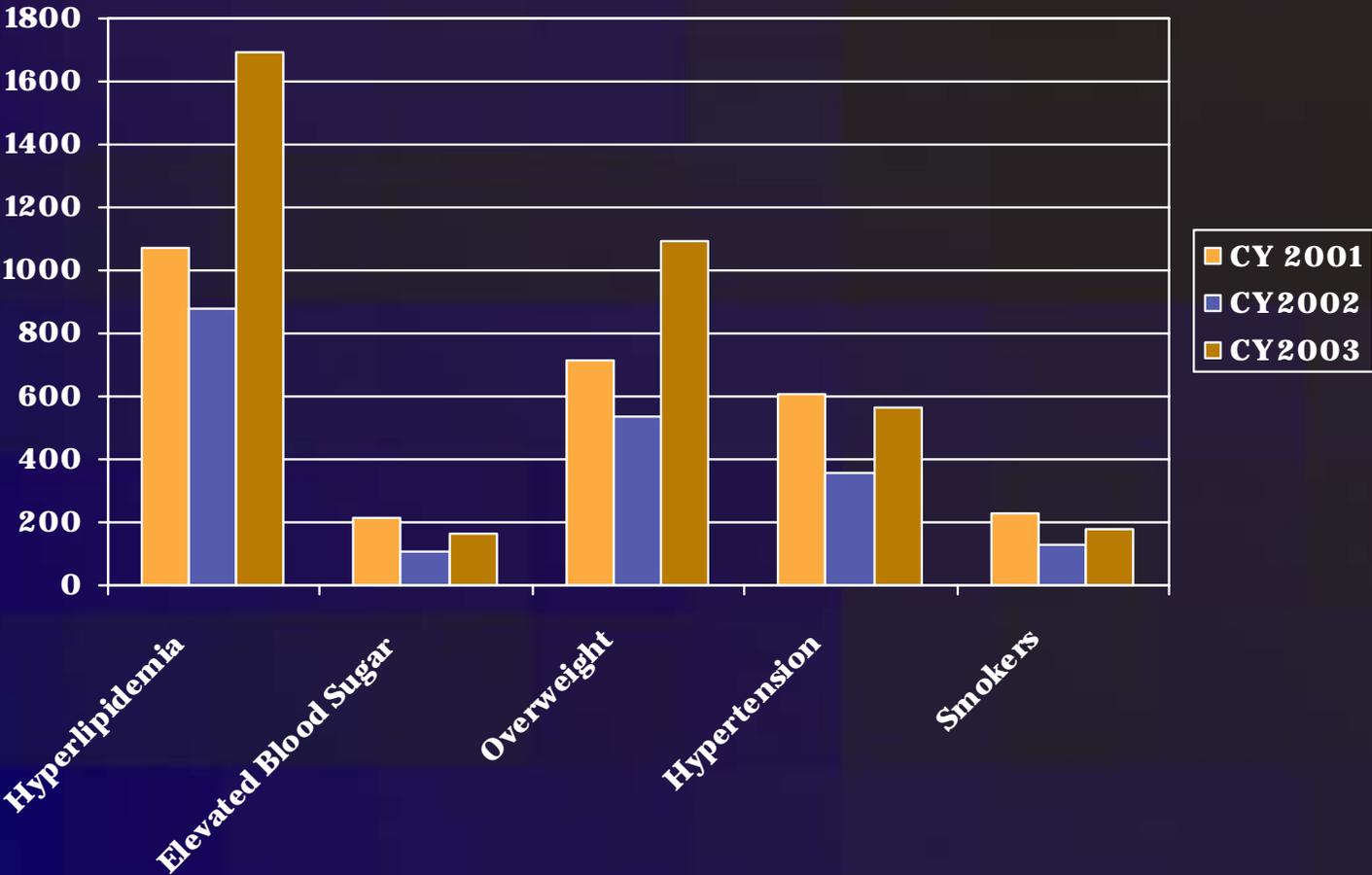
**S.H.E. Committee Meeting
January 28, 2004**

Occupational Health Report CY03

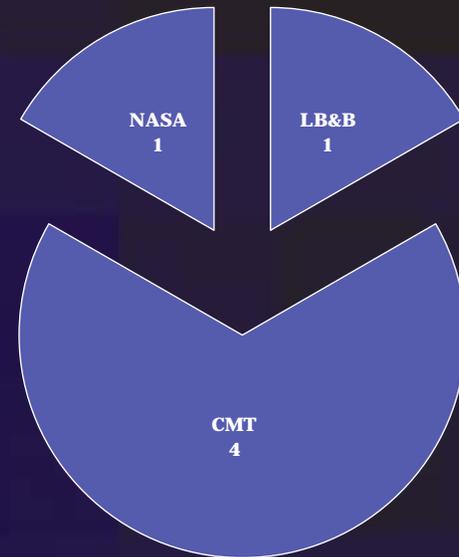
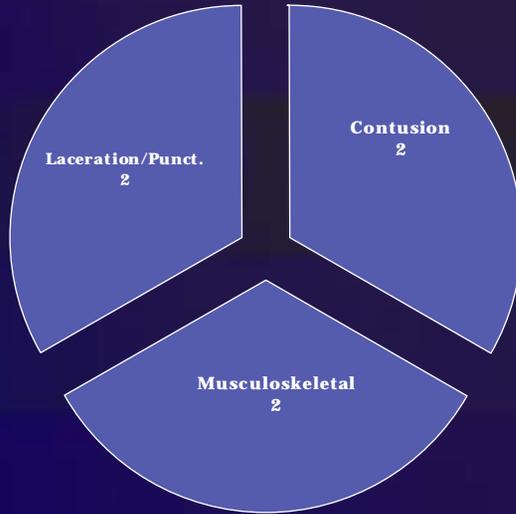


Exams	3116
Hyperlipidemia	1693
Elevated Fasting Blood Sugars	167
Overweight	1092
Hypertension	561
Smokers	180

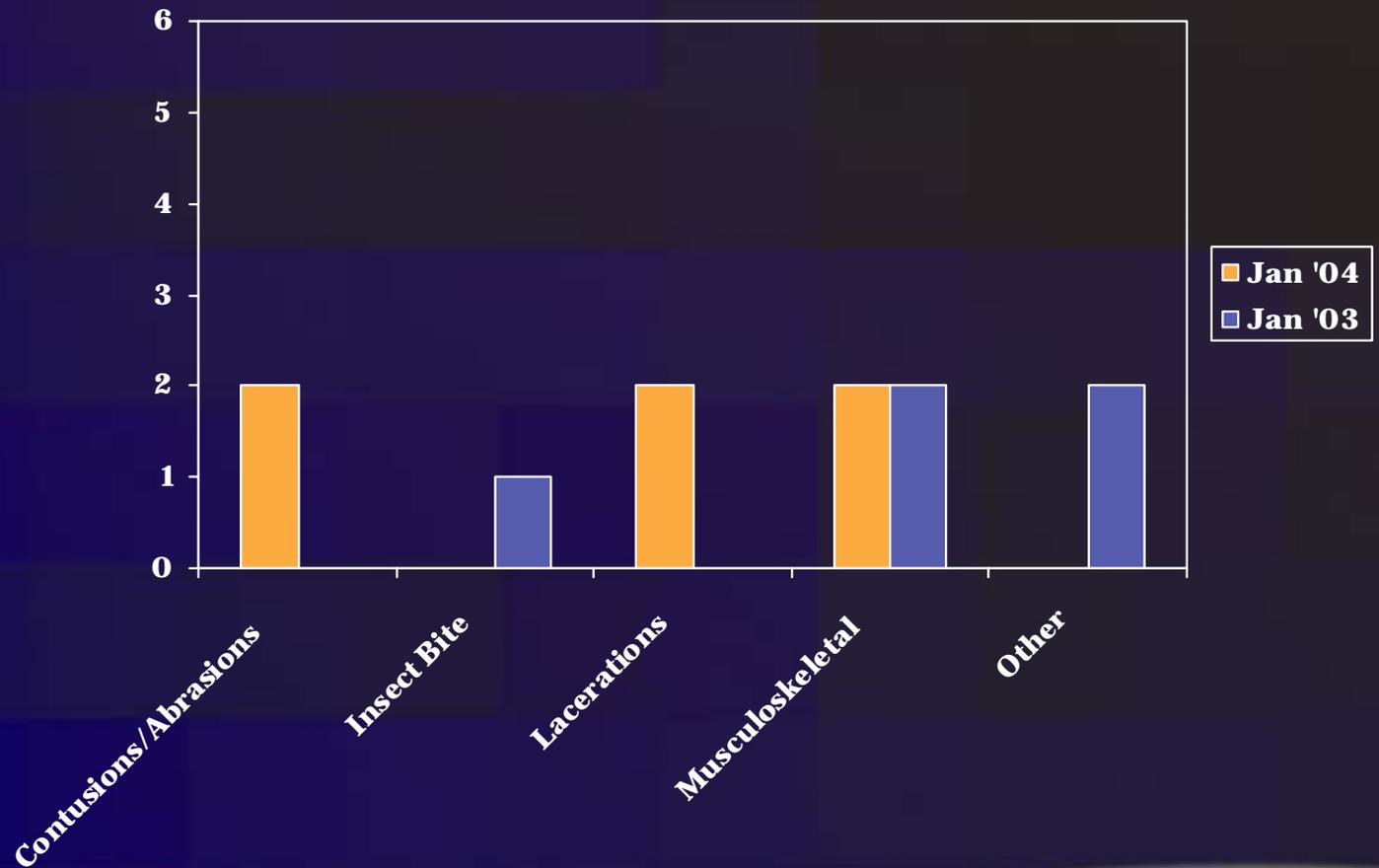
Occupational Health Report



Injuries/Illnesses January '04

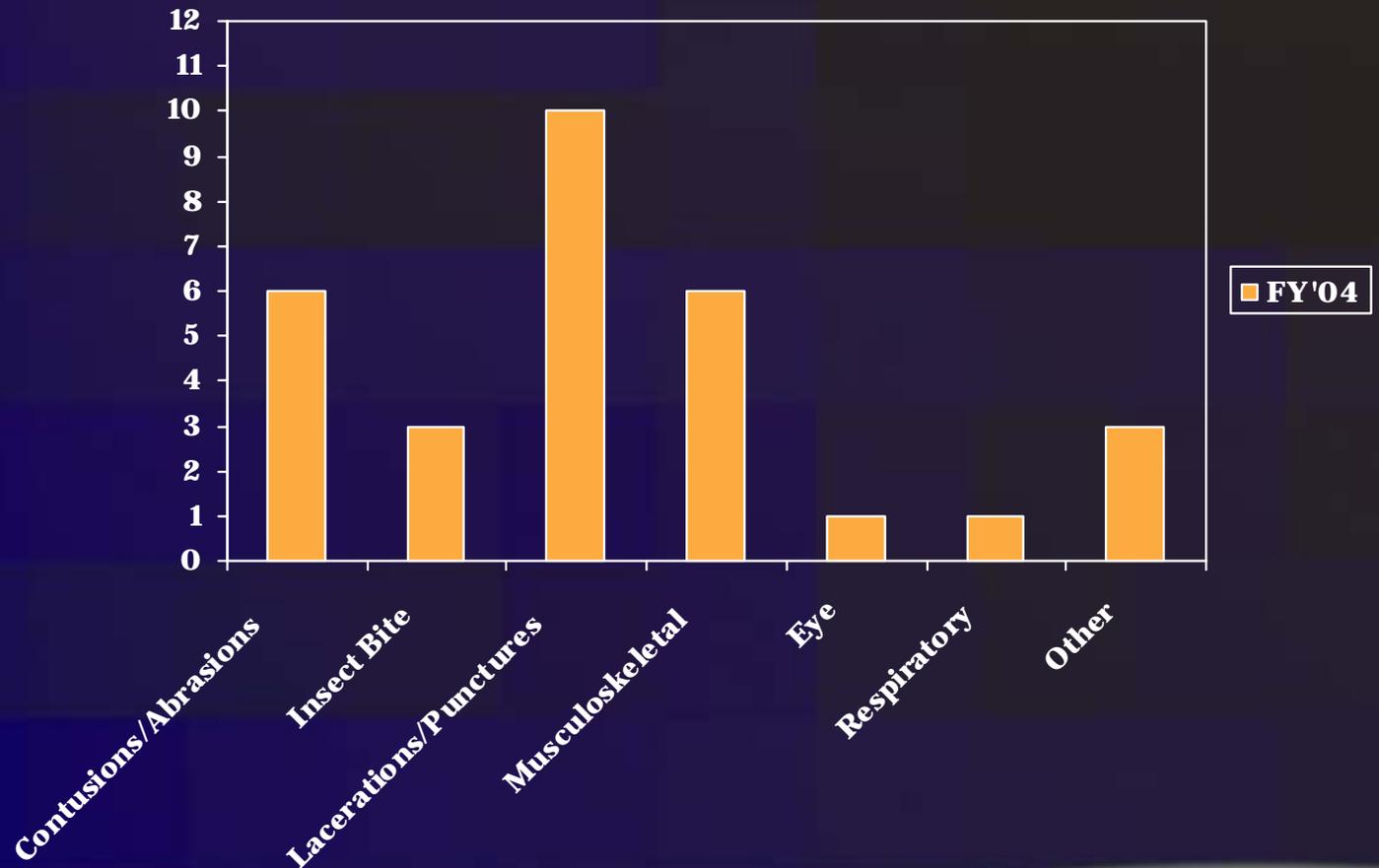


Annual Comparisons Injuries/Illnesses Category



FY04

Injuries/Illnesses Category



Injuries/Illnesses by Organization & Contractor FY04



AD	1
CD	1
FD	2
SD	1
RS	1
TD	2

ASRI	1	LB&B	1
Boeing	1	ODIN	1
CMT	8	Qualis	1
Coastal	1	SAI Tech	1
CSC	1	Southern Food	1
CSOC/MRC	1		
EG&G-- COSS	2		
EG&G-- Logistics	1		

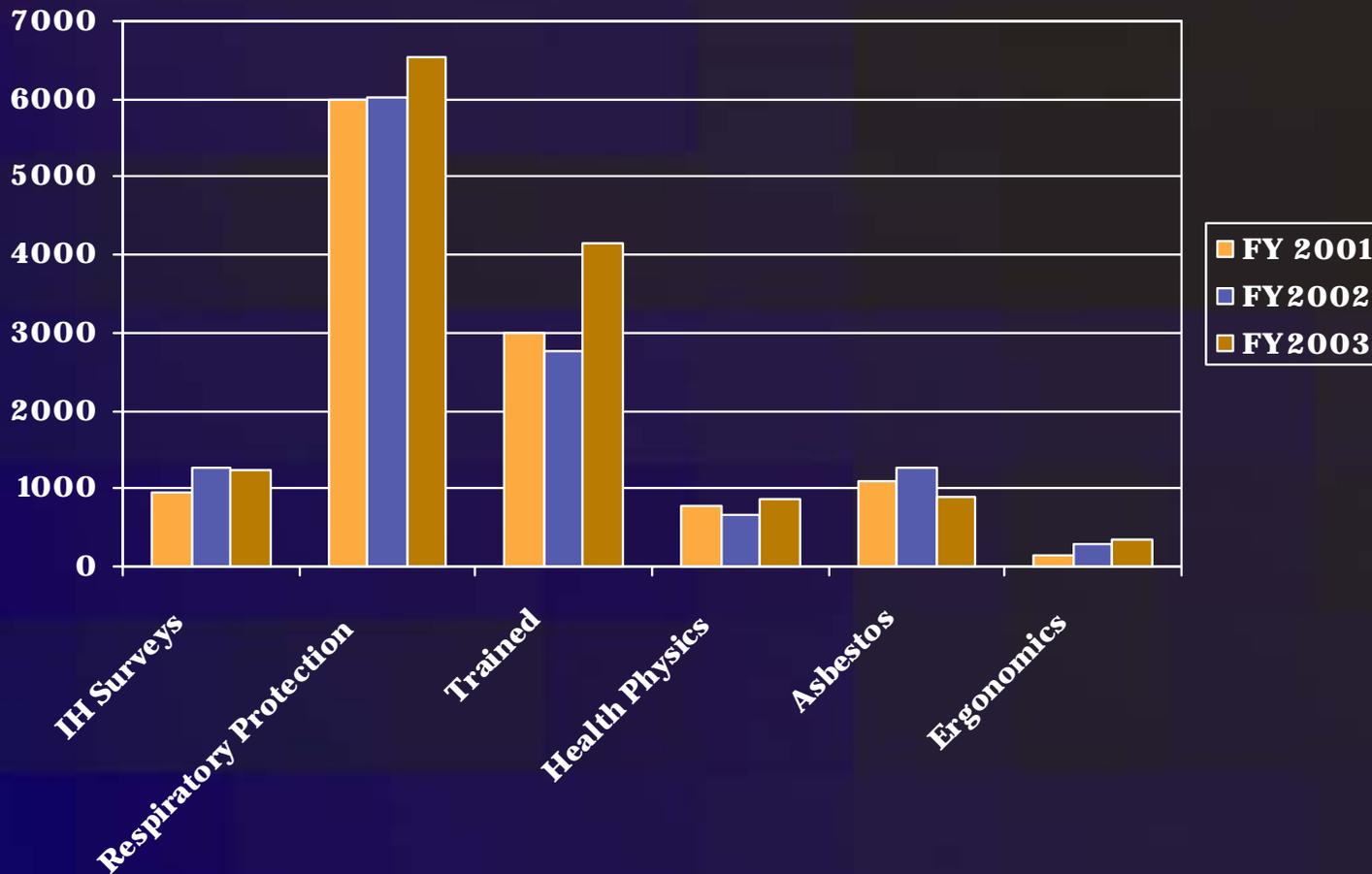
Environmental Health Report FY03



Walk-thru Surveys	253
IH Surveys	1250
Respiratory Protection Activities	6528
Trained (NASA/Contractors)	4159
Health Physics Activities	867
Asbestos Activities	897
Ergonomic Surveys	332

*** Top Discrepancy--Container Labeling*

Environmental Health Report





Enclosure 4

SHE Committee Agenda

* SHE Program Improvement Targets – Corrective Actions

- **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)**

Responsibility reassigned to Directorates and Offices

MSFC Safety Data for FY04

(Current as of January 28, 2004)

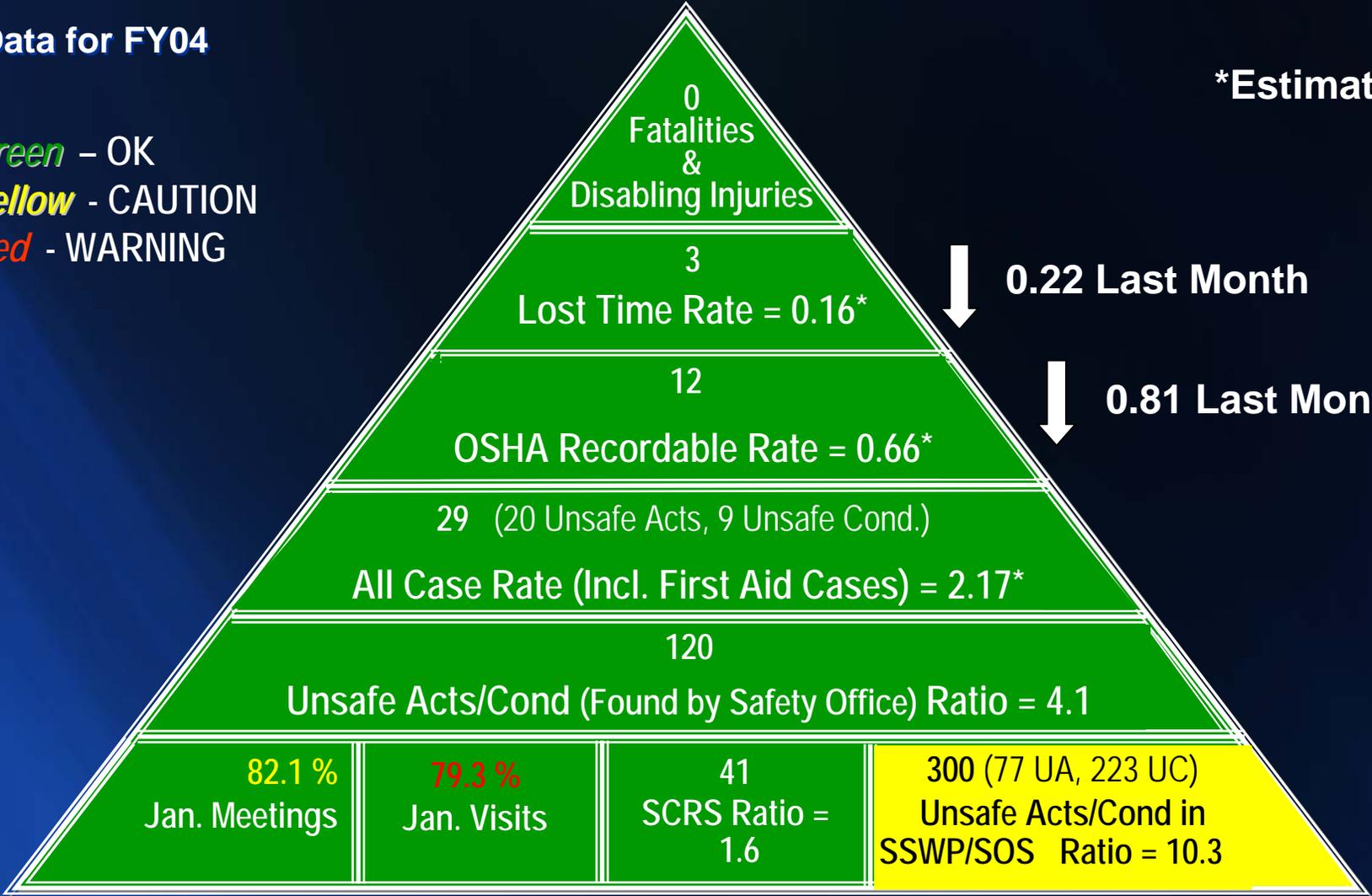
- **Personnel Safety Pyramid**
- **Mishap Corrective Action Status**
- **Safety Findings Corrective Action Status**
- **What Employees are Reporting**
- **FY04 Lost Time Mishaps**

MSFC Team Metric - Personnel Safety

Data for FY04

Green - OK
Yellow - CAUTION
Red - WARNING

*Estimated



¹Formal inspections not started until 2nd quarter

Safety Finding (SHEtrak) Status by Area Manager (01-28-04)

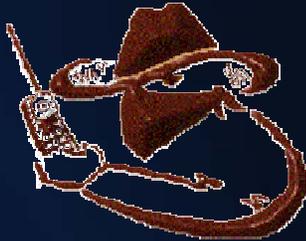
ASSIGNEE	FY04	OPEN	Late Last Month	LATE
AD01	1	0	1	0
AD20	1	0	0	0
AD24	72	191	4	5
AD40	9	8	0	0
QS01	0	1	0	0
ED01	4	3	1	0
TD01	0	5	6	5
UP01	6	13	7	7
CD01	0	0	0	0
SD01	24	32	9	9
Army	1	2	0	2
NSSTC	0	0	4	4
UAH	2	20	18	20
Total	120	275	50	52

Over 10%
late goes red.

Mishap Corrective Action Status (01-28-04)

Responsible Organization	Open Mishap Cases		Corrective Actions			
	Total	New	Total	New	Late last month	Late this month
AD01	12	0	10+	0	12+	3
CD01	3	0	2+	0	0	0
ED01	1	0	2	0	1	1
FD01	2	0	5	0	5	5
LS01						
MP01						
OS01						
PS01						
QS01	1	0	1	0	1	1
RS01						
SD01	3	0	2+	0	2	2
TD01	1	0	1	0	0	0
VS01	1	0	1	0	1	1
UP01	1	0	1	0	0	?
Totals:	25	0	25+	0	22+	13+

What Employee Reported in Past Month



SCRS

- Roadway Concern – 4
- Trip/Slip/Fall Hazards – 1
- SCR Pamphlet Suggestion – 1
- Aircraft Warning Light Out - 1
- Sealed Drain ID – 1
- Motor Overheat Potential - 1
- Appliance Permit Suggestion - 1
- EWS at Intergraph – 1



SOS

- Speeding – 5
- Not Using Turn-signal - 4
- Reckless Driving – 3
- Running Stop Light or Sign - 1
- Inadequate Attention Driving – 1
- Using Cell Phone Gov Vehicle – 1
- Failure to Yield Right-of-way – 1
- Not Holding Handrail - 1
- Walking on Road Speed Limit >25 - 1

FY04 Lost-Time Mishaps (01-28-04)

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

Enclosure 6

SHE Committee Open Actions January 28, 2004

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. About 40% complete. 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	09-10-03	02-15-04	

				associated controls.			
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	Submitted to Office of Chief Information Office. Waiting for status of approval cycle.