

March 16, 2004

QS50 (04-024)

TO: Distribution

FROM: QS50/David J. Spacek

SUBJECT: Minutes of the MSFC Safety, Health, and Environmental Committee Meeting – February 25, 2004

The Safety, Health, and Environmental (SHE) Committee met at 2:00 p.m. on Wednesday, February 25, 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 (Tom Dollman/SD01/Deputy Chairperson)

Tom welcomed everyone to the meeting. The minutes of the SHE Committee meeting held on January 28, 2004, were approved. Tom reminded subcommittee representatives that budget requests are due by noon March 10, 2004, which is immediately preceding the SHE Working Group meeting.

Safety Moment (Dennis Davis/QS50)

Dennis emphasized the need to wear seat belts and reminded attendees that riding in the back of a truck or trailer is prohibited at MSFC. Dennis stated that an unsafe act was recently reported where an employee at MSFC was standing up holding a load in the back of a trailer being towed by a pickup.

Special Report(s)

Lost Time Mishap – Wet Floor Slip (Jessie Starks/CSOC)

Jessie reported on a mishap which occurred at Langley Research Center. A CSOC Gateway technician slipped on a wet floor. The slip resulted in a minor back injury and one day of lost time. As Jessie made his report, it became clear to the SHE Committee attendees that the mishap was not a MSFC reportable mishap since the CSOC employee was badged at Langley. The chart presentation is attached as Enclosure 2.

Lost Time Mishap – Knee Injury (Gary Miller/Boeing)

Gary reported on a mishap which occurred in Building 4619. A Boeing employee injured his knee while installing test fixture bolts. The mishap resulted in two days of lost time. After hearing the presentation, it was realized that the operation was in a leased section of Building 4619, performed by Boeing employees, and not in support of MSFC. After discussion, Dave Spacek/QS50 stated he would review if this mishap needed to be reported in the MSFC mishap information. Gary agreed to review his corrective action relative to using a seat to perform the 100-pound bolt torque operation. The chart presentation is attached as Enclosure 3.

Lost Time Mishap – Fall (Joyce Meier/AD42)

Joyce reported on a mishap where an employee tripped over his own feet, falling, and hitting his head on the floor. The employee suffered a concussion and was still off work at the time of this report, which is approximately two weeks of lost time and counting.

Energy Conservation and Recycling Committee (Cedreck Davis/AD22)

Cedreck reported on energy conservation progress in FY03, and that a comprehensive 5-year Energy plan had been developed. The chart presentation is attached as Enclosure 4.

Emergency Notification Identification Badge Attachments (Darlene Garner/MP71)

Darlene reported that, for minimal cost, she prepared Emergency Notification Identification badge attachments for all employees in her group. She prepared a standard format, collected information from employees like who to call in case of an emergency, critical medication, and laminated the badge attachment for the employee. For employees in a medical emergency, especially on travel, this pertinent medical situation is readily available for medical responders and supervisors and other responsible personnel. The chart presentation is attached as Enclosure 5.

ACTION SHE-04-003: Review the idea of providing emergency notification information on the back of the “Why I work safely” badge or on a separate backdrop badge as a possible Centerwide initiative for the Marshall Safety and Health Action Team (MSAT). If adopted, work with the Communication Committee to help promote. (Glenn Owens/MSAT: Report Decision by 04-15-04)

Elections for SHE Chairperson and Deputy Chairperson (Cynthia Williams/ASRI)

Following short instructions, Cynthia distributed ballots to each voting member, collected, and tallied the ballots.

Directorates and Offices Reports on Program Improvement Target Correct Actions

- Safety and Mission Assurance/QS01
Dave Spacek/QS50 reported on the S&MA activity. He also announced that the Document Control Board (DCB) released MPG 8715.1B for posting on Inside Marshall.
- Equal Opportunity Office/OS01
No representative present.
- Procurement Office/PS01
No report.
- Office of Chief Counsel/LS01
No representative present.

- Space Shuttle Propulsion Office/MP71
Darlene Garner/MP71 reported they have no open SCRS or mishaps.
- Orbital Space Plane Program Office/UP01
No representative present.
- Next Generation Launch Technology Program Office/NP
No representative present.
- X-37 Program Office/XP01
Patsy Parmer/XP01 reported no open actions.
- Office of the Director/DE01
Sandy Such/DE01 reported no open actions.
- Customer and Employee Relations Directorate/CD02
No report.
- Office Of Chief Financial Officer/RS60
No report.
- Systems Management Office/VS01
No report

SHE Organization Reports

Industrial Safety Report (Dennis Davis/QS50)

Dennis reported on the Industrial Safety Metrics. Dennis introduced a new Organization chart. The Industrial Safety Metric charts are attached as Enclosure 6.

Non-Voting Subcommittee/Team Reports

Environmental Excellence Team (Sharon Scroggins/AD10)

Sharon reported on the Environmental Excellence activities to include an announcement that there will be a Logo contest for Earth Day, which is scheduled for April 15, 2004. The chart presentation is attached as Enclosure 7.

Training Team (Judy Milburn/QS50)

Judy reported on the Training Committee's activities to include the progress on the Supervisors Training Guide (to be in a database format); SOLAR to be used for local training; PPE training; use of the NASA On-Line Registration System (NORS); the SHE 101 training course for new employees; and the introductions to the SHE Program Overview video and the Marshall Safety Culture Training video will be re-filmed with comments from the current Center Director.

Communications Team (Norma Horton/QS50)

Norma reported that the Communication Team continues to promote SHE awareness Centerwide, and that she is looking forward to SHE Committee's approval of the team's Safety Day budget request so giveaways can be ordered.

Marshall Safety and Health Action Team (MSAT)

No representative present.

Elections AD Hoc Subcommittee (Cynthia Williams/ASRI)

From the voting of earlier during the meeting, Cynthia announced that Nance Jo Ogozalek/ED33 was reelected as Chairperson, and Phil Robbins/CSC had been elected as Deputy Chairperson.

Topics for Marshall Team Meeting (MTM)

- Industrial Safety Report
- Annual Self-Assessment Checklist Status
- Lost time Mishaps (Boeing and AD40)
- SHE Chair and Deputy Chair Election Results

Open Actions (Dennis Davis/QS50)

Dennis reviewed all the open action items. The chart presentation is attached as Enclosure 8.

New Business - Open Floor (Tom Dollman/SD01)

Tom reminded attendees that the NASA Mission Safety Culture Survey and the supervisor MSFC Self Assessment checklist were due by COB February 27, 2004.

The next SHE Committee Meeting will be a working meeting scheduled for Wednesday, March 10, 2004, at 2:00 p.m. in Building 4202, Conference Room 326A.

Original Signed by

David J. Spacek
Manager
Industrial Safety Department

8 Enclosures

cc:
SHE Committee Members
SHE Web Page

ENCLOSURE 1

SHE COMMITTEE MEETING

FEBRUARY 25, 2004

BUILDING 4200, P110, 2 pm

Open Meeting (Tom Dollman/Deputy Chairperson)

- ❖ Meeting Minutes for January 28, 2004 meeting
- ❖ Reminder – Submit Budget Requests

SHE Moment (Dennis Davis/QS50)

Special Reports

- ❖ Lost Time Mishap – Wet Floor Slip & Fall (CSOC)
- ❖ Lost Time Mishap – Knee Injury (Gary Miller/Boeing)
- ❖ Lost Time Mishap – Fall (Joyce Meier/AD42)
- ❖ Energy Conservation and Recycling Committee (Cedreck Davis/AD22)
- ❖ Emergency Notification Identification Badge Attachments (Darlene Garner/MP71)
- ❖ Elections for SHE Chairperson and Deputy Chairperson

Directorates and Offices Monthly SHE Reports (Safety Findings, Mishaps & Close Calls, SCRS, PITAs)

- ❖ Safety and Mission Assurance (Dave Spacek/QS50)
- ❖ Equal Opportunity Office (Elia Ordonez or Madeline Hereford/OS01)
- ❖ Procurement Office (Valerie Holmes/PS01 or Joseph Hobson/PS20)
- ❖ Office of Chief Counsel (Phyllis Olinger/LS01)
- ❖ Space Shuttle Propulsion Office (Darlene Garner/MP71)
- ❖ Orbital Space Plane Program Office (Robert Werka/UP01)
- ❖ Next Generation Launch Technology Program Office (NP)
- ❖ X-37 Program Office (Patsy Parmer/XP01)
- ❖ Office of the Director (Sandy Such/DE01)
- ❖ Customer and Employee Relations Directorate (Beth Young/CD02)
- ❖ Office Of Chief Financial Officer (Janet Skinkunas/RS60)
- ❖ Systems Management Office (Helen Eddleman/VS01)

SHE Organization Report

- ❖ Industrial Safety Report (Dennis Davis/QS50)

Subcommittee and Team Reports

- ❖ Environmental Excellence Team (Sharon Scroggins/AD10)
- ❖ Training Subcommittee (Pat Schultz/CD20)
- ❖ Communications Team (Norma Horton/QS50)
- ❖ MSAT (Glenn Owens/LB&B)
- ❖ Elections Ad Hoc Subcommittee (Cynthia Behel/ASRI)

Topics for Marshall Team Meeting – March 1st

Open Actions (Dennis Davis/QS50)

New Business (Tom Dollman/Deputy Chairperson)

Review New Open Actions (Recorder)

NEXT MEETING – Middle of Month Meeting – March 10th, 2 pm
Building 4202, Room 326A

Enclosure 2

**LANGLEY LOST TIME
INCIDENT**

January 28, 2004

CSOC MSFC Gateway Technician assigned to LaRC slipped in Building 1213 while returning to his work area, NISN Gateway, from the cafeteria.

Outside weather conditions: Snow & Ice

Technician was carrying lunch tray and was attempting to open door to the Gateway area when the fall occurred.

Technician was unaware of any hazard prior to fall.

Melted snow/ice or a spill of a liquid may have been the primary cause of the incident.

Mats are available at all inside/outside entrances but not at the entry to the Gateway.

Technician has worked in this area for 19 years without incident.

Technician initially refused medical treatment but later that day reported that his back was hurting; he was referred to a physician.

Physician provided a pain injection and informed employee to take the following day off to rest.

LaRC Building Manager had a janitorial crew clean and mop the area immediately following the incident.

Employee has not had any recurring problems with back since incident.

CSOC MSFC SHE Office reports all incidents to CSOC Central, Houston, and to the MSFC SHE Office for all employees assigned to CSOC MSFC.

CSOC MSFC has employees assigned to all NASA centers and sites.

**Boeing MSFC – Personnel Injury / Bldg. 4619
Boeing-HSV Satellite Programs**

Mishap Date: 12-3-03

Lost Work Day Case (LWDC): 1-16-04

- **Description of Accident:**

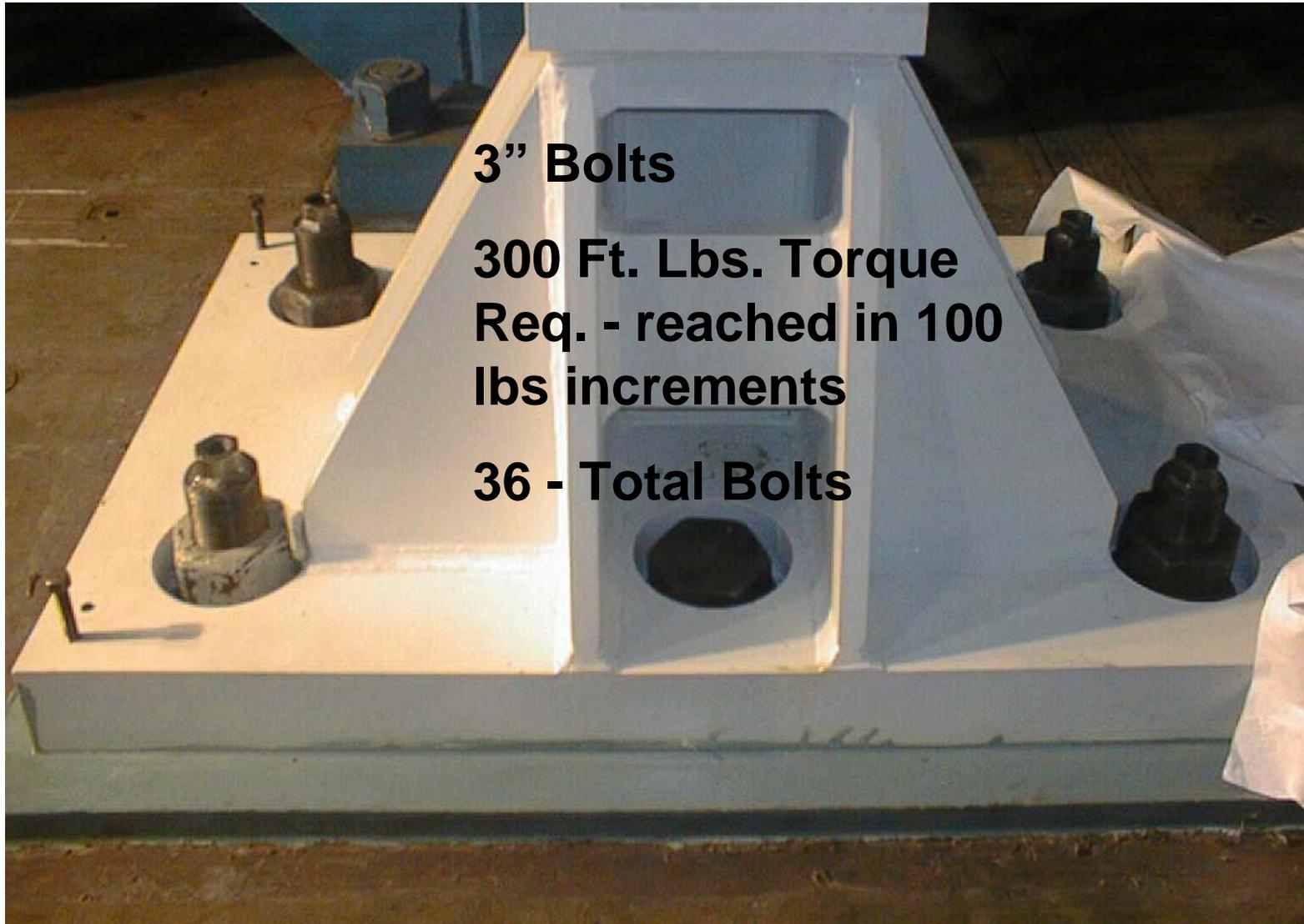
An employee was installing & torquing 3” bolts into a test fixture that required bending, kneeling, squatting, etc. Employee injured their right knee while performing this work and was sent to the Boeing medical doctor. Employee placed on medical restricted work duty with no lost work days at that time 12/03/03.

– 1/16/04 - knee surgery was required resulting in two (2) lost work days.

- **Root Cause Analysis:**

Bending, kneeling, and squatting were major contributing factors. No other contributing factors, unsafe acts, or unsafe conditions were identified.

Tool Fixture With Bolts Installed



3" Bolts

**300 Ft. Lbs. Torque
Req. - reached in 100
lbs increments**

36 - Total Bolts

Boeing MSFC – Personnel Injury / Bldg. 4619 Boeing-HSV Satellite Programs

Mishap Date: 12-3-03

Lost Work Day Case (LWDC): 1-16-04

- **Corrective Action:**

- **Work area inspected & crew meeting held by area supervisor.**
- **JHA reviewed and updated to include the use of a torque wrench socket extension and a seated stool to minimize personnel bending, kneeling, squatting, etc.,**
- **A torque wrench socket extension and a seated stool will be required when installing and/or removing test fixture bolts.**

- **Mishap Cost and/or Mission Impact:**

Two (2) lost work days, employee placed on medical restricted work duty upon return from surgery 1-20-04 until next medical appointment on 3-9-04.

Enclosure 4

**Energy
Conservation
Ending - FY03**

Progress

- Marshall made good progress during FY03
- Met FY10 goal in office buildings
- Exceeded FY03 goals in laboratory facilities
- Met greenhouse gas reduction for FY03
- Developed 5-Year Energy Plan

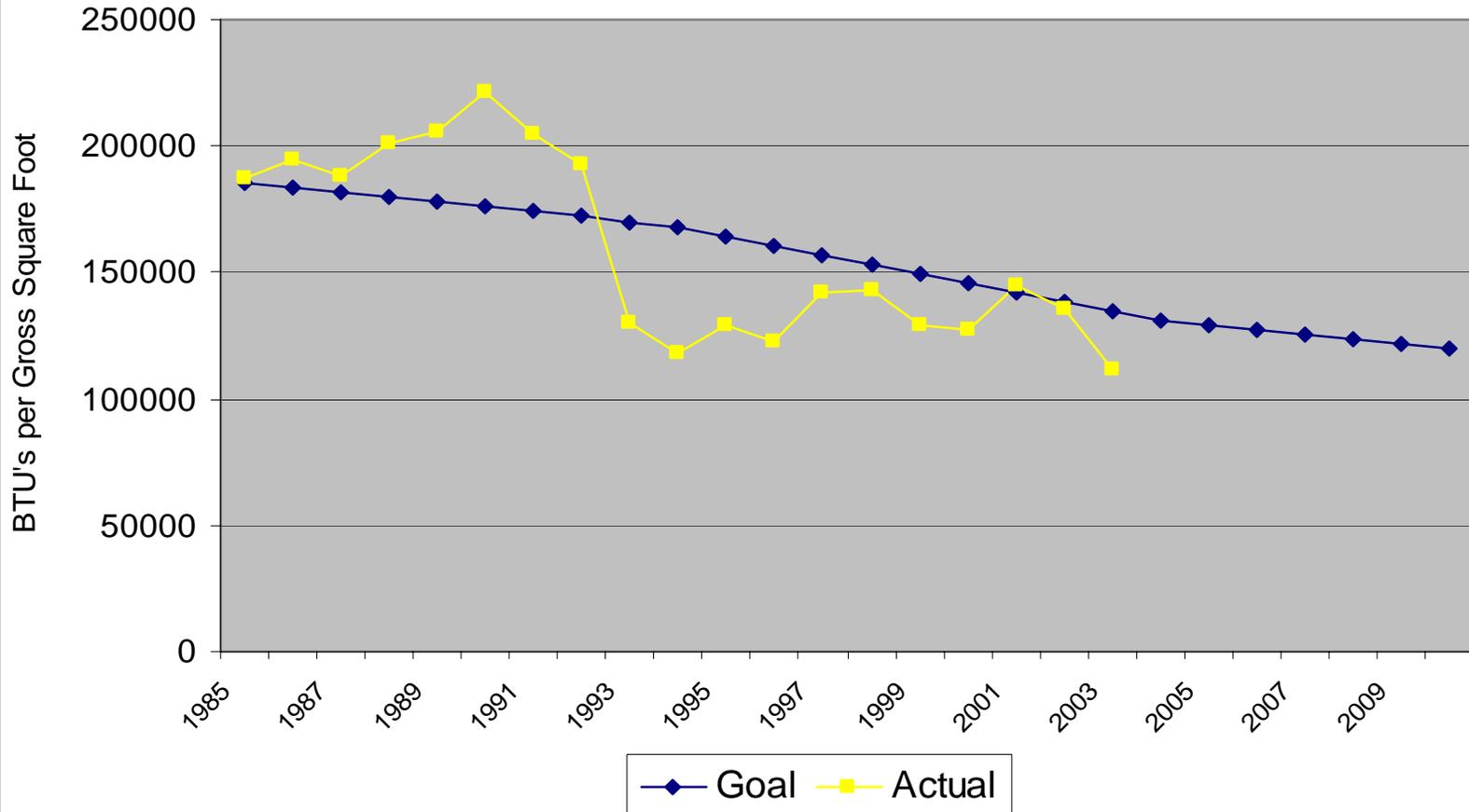
BASELINE/STATUS

YEAR	NMV (KBTU/GSF)	NMV (KBTU/GSF)	EI (KBTU/GSF)	EI (KBTU/GSF)
	GOAL	ACTUAL	GOAL	ACTUAL
1985	182	182	N/A	N/A
1990	173	222	312	312
2000	146	127	270	267
2001	142	147	267	276
2002	138	136	263	278
2003	135	112	254	247
2010	118		234	

Energy Conservation Benefit to MSFC

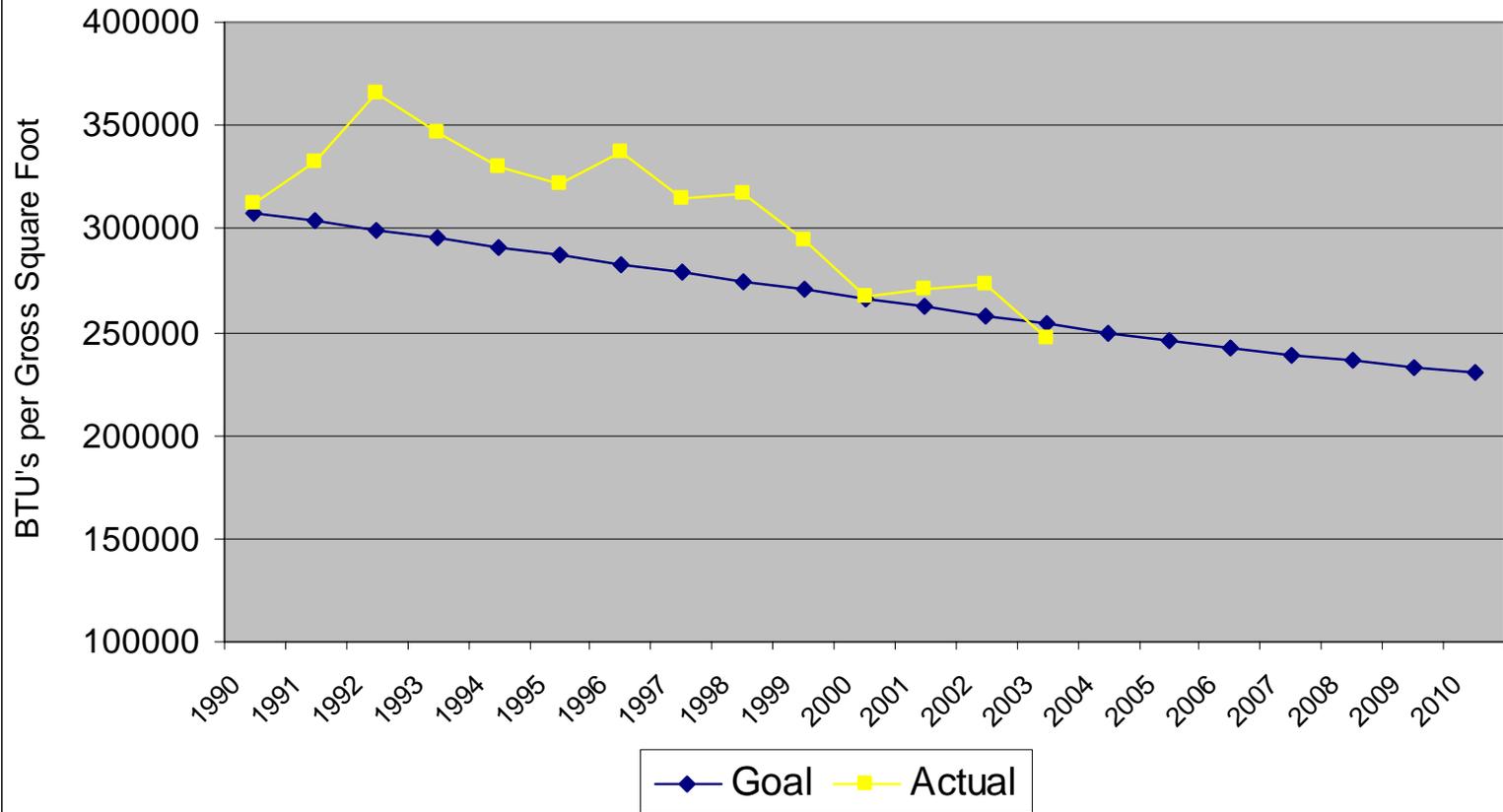
- A 1 BBTU energy reduction results in a \$15,000 savings
- 1 Million KWH usage costs \$50,000
- The average annual energy savings at MSFC is 15-20 BBTU's
- The FY03 energy savings at MSFC was 95 BBTU's – (*a \$ savings of approximately \$1.4M*)

Environmental Management Division Energy Reduction Progress in MSFC Non-Mission Variable Buildings



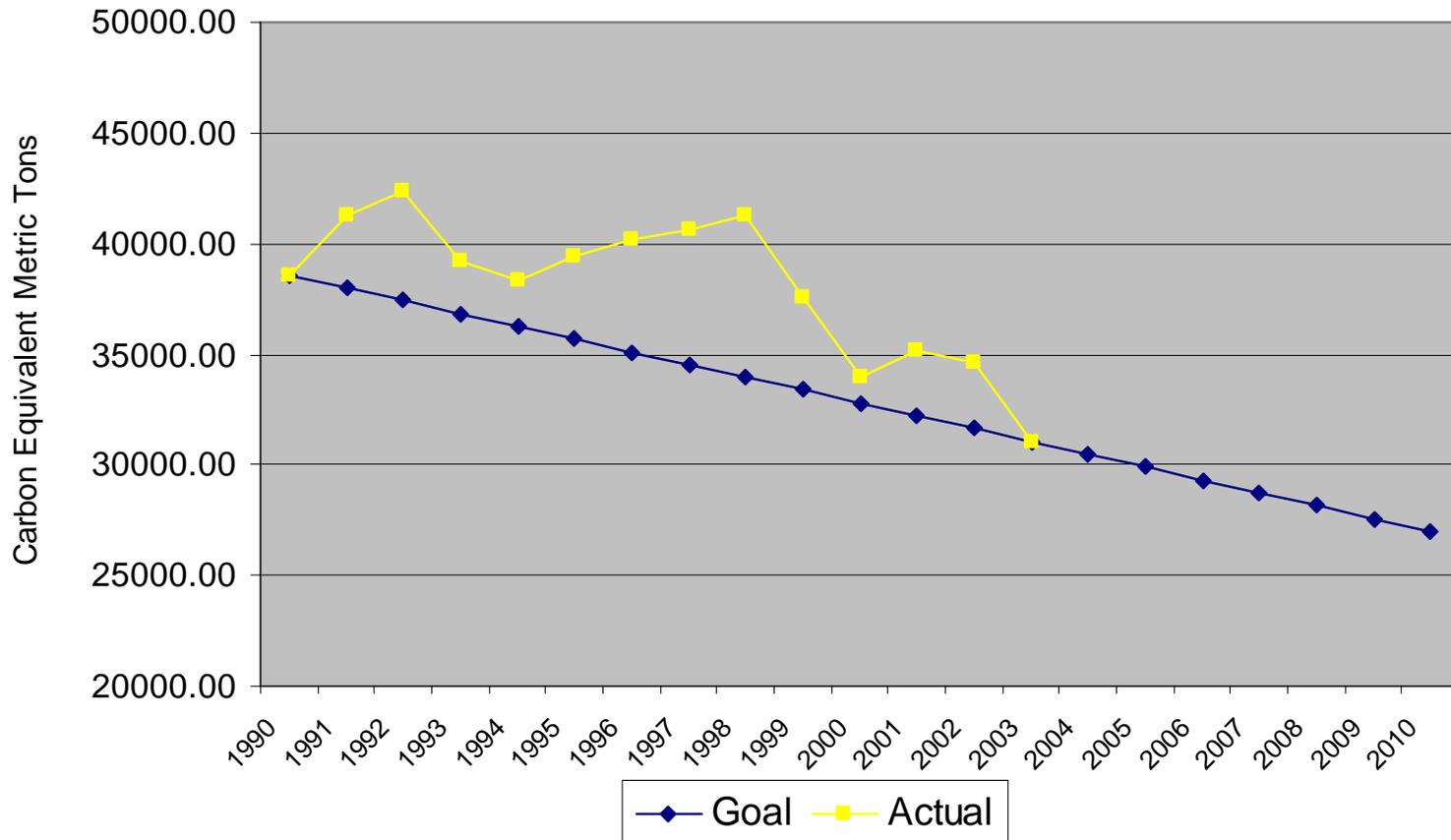
Energy reduction goals mandated by Executive Orders (EO) 12759/12902/13123 and the National Energy Conservation Policy Act (NECPA) are to reduce 10% by the end of 1995 from 1985 baseline, 20% by the end of 2000, and 35% by the end of 2010

Environmental Management Division Energy Reduction Progress in MSFC Energy Intensive Facilities



Energy reduction goals mandated by Executive Orders (EO) 12759/12902/13123 and the National Energy Conservation Policy Act (NECPA) are to reduce 20% by the end of 2005 from 1990 baseline, and 25% by the end of 2010

Environmental Management Division Greenhouse Gases Reduction



Greenhouse reduction goals mandated by Executive Orders (EO) 12759/12902/13123 and the National Energy Conservation Policy Act (NECPA) are to reduce 30% by the end of 2010 from 1990 baseline

“SWITCH-IT-OFF”

- **Definitions**
- **Intent of “Switch-It-Off” campaign**
- **What did the campaign accomplish?**

What Is “Switch-It-Off?”

- **“Switch-It-Off”** is a campaign to reduce energy waste, where each MSFC employee will be asked to be a good steward of our planet by **“Switching-Off”** any electrical appliance/apparatus in their office area at the end of each workday

“Switch-It-Off” Will Work

- There are **6,000 offices** occupied at MSFC
- Employees spend approximately **50 hrs/wk – 2,500 hrs/yr** in the office
- The average **“Non-Use”** office time is **118 hrs/wk – 6,260 hrs/yr**
- It cost approx. **\$0.05/hr** to operate lights, electrical appliances/apparatuses in each office
- Electricity costs approximately **\$125.00/yr/office** if employees **“Switch-Off”** appliances/apparatuses at the end of each workday – it costs approximately **\$435.00/yr/office** if appliances/apparatuses are left on continuously and allowed to **“WASTE” energy**
- **A potential savings of \$1,800,000**

**What did the
“Switch-It-Off”
campaign accomplish?**

Contacts

- Cedreck Davis – 256.544.3221
cedreck.davis@msfc.nasa.gov -
- Juergen Haukohl – 256.544.4581
juergen.haukohl@msfc.nasa.gov -

ENCLOSURE 5

EMERGENCY INFORMATION CARD FOR:	
	<u>Emergency</u> ***** <u>Contact</u> <u>Supervisor</u>
Work phone	<input type="text"/>
Home phone	
Cell phone	
Medical Info.	
Medications:	
Allergic to:	
Doctor:	
Insurance #	
	
	EMERGENCY INFORMATION FOR
	NASA, MSFC

NOTE: CUT AROUND RED BORDER TO ENSURE PROPER SIZE FOR LAMINATING!

MSFC Safety Data for FY04

(Current as of February 25, 2004)

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

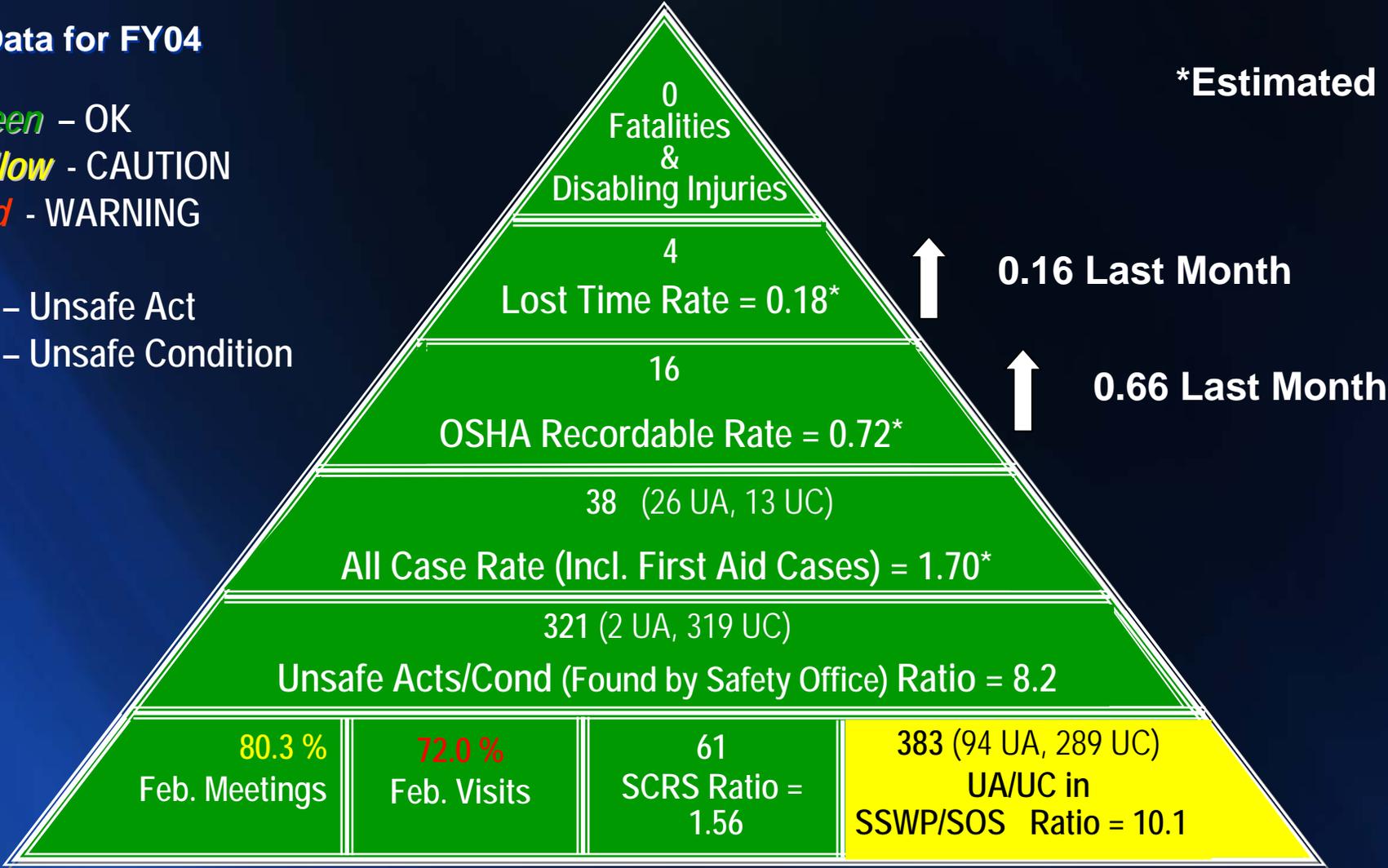
MSFC Team Metric - Personnel Safety

Data for FY04

Green - OK
Yellow - CAUTION
Red - WARNING

UA - Unsafe Act
 UC - Unsafe Condition

*Estimated



SHetrak Status by Area Manager (02-25-04)

ASSIGNEE	FY04	OPEN	Late Last Month	LATE
AD01	0	0	0	0
AD10	0	0	0	0
AD20	5	4	0	0
AD30	1	0	0	0
AD24	205	225	5	0
AD40	9	0	0	0
QS01	0	1	0	0
ED01	46	9	0	0
FD01	22	8	0	0
MP01	0	0	0	0
TD01	5	6	6	2
UP01	0	0	0	0
CD01	0	0	0	0
SD01	34	22	9	9
Army	2	3	2	2
NSSTC	6	13	4	7
UAH	2	3	20	3
Total	337	294	46	23

Over 10%
late goes red.

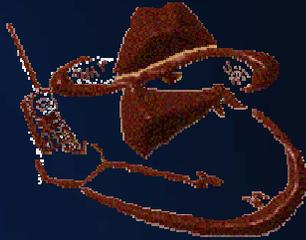
Mishap Corrective Action Status (02-25-04)

Responsible Organization	Open Mishap Cases		Corrective Actions			
	Total	New	Total	New	Late last month	Late this month
AD01	13	4	13+	4+	3	0
CD01	3	0	2+	0	0	2
ED01	2	1	2+	1+	1	2
FD01	2	0	5	0	5	5
LS01						
MP01	*1	0	1	0	0	0
OS01						
PS01						
QS01	1	0	1	0	1	1
RS01						
SD01	3	0	2+	0	2	2
TD01	2	0	1+	0	0	0
VS01	1	0	1	0	1	1
UP01	1	0	1	0	0	?
Totals:	29	5	29+	5+	13+	13+

Organization Metrics (02-25-04)

ORG	SHE Program Metrics														Results		
	SHE Meet	Supv Meet	Supv Visit	Supv Find	Self-Asmt	IHOP	Actions								Mishaps		
							SHE		Mishap Act.		SHEtrak		SCRS		Injury		Loss
	%	%	%	Ratio	%	%	open	late	open	late	open	late	open	late	#	Rate	\$k
DA	50	0	0	0	100	0	?	?	0	0	0	0	0	0	0	0	0
CD	50	100	100		100	0	?	?	2	2	0	0	0	0	1	0.93	0
LS	30	100	100	0	100	0	?	?	0	0	0	0	0	0	0	0	0
OS	40	100	100	0	100	0	?	?	0	0	0	0	0	0	0	0	0
PS	30	100	100	0	63	0	?	?	0	0	0	0	0	0	0	0	0
QS	100	100	100	0	93	0	?	?	1	1	1	0	9	1	0	0	0
RS	30	87.5	75	0	75	0	?	?	0	0	0	0	0	0	0	0	0
MP		100	100	0	70	0	?	?	1	0	0	0	0	0	0	0	0
NP	0	0	0	0	0	0	?	?	0	0	0	0	0	0	0	0	0
UP	0	33.3	11.1	0	33	0	?	?	1	1	0	0	0	0	0	0	0
XP	0	0	0	0	0	0	?	?	0	0	0	0	0	0	0	0	0
AD	100	98.6	98.6		69	0	?	?	13	0	229	0	13	0	13	1.89	200
ED	100	100	100		58	0	?	?	3	3	9	0	1	0	1	0.22	2
FD	70	100	95.2		69	0	?	?	5	5	8	0	0	0	1	0.67	0
SD	60	100	100		38	0	?	?	2	2	1	1	1	0	1	1.09	0
TD	60	87.5	84.4	0	58	0	?	?	1	0	6	2	0	0	0	0	0

What Employee Reported in Past Month



SCRS

- Lockout/Tagout Issues – 2
- Noise Level Issues – 2
- Slip/Trip Hazard – 1
- Elevator Concern – 1
- Entrance Door Security – 1
- SCRS Process - 1



SOS

- Speeding – 2
- Reckless Driving – 2
- Failure to Yield Right-of-way - 1
- Not Wearing Seatbelt – 1
- Lifting Load Too Awkward or Large – 1
- Riding in Open Trailer - 1

FY04 Lost-Time Mishaps (02-25-04)

New Lost-Time Cases Reported Since Last Meeting:

- 02/12/04 – Employee tripped over foot, fell face forward, resulting in a concussion – Lost 12 & counting
- *12/03/03 - Employee kneeling and bending for long period of time, injured knee requiring surgery – Lost 2 days**
-
- 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

*Not Included in MSFC Team Metrics

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.

Organization Metric Key

Metrics	Red	Yellow	Green
% SHE Meetings Attended (last 10)	< 80%	≥ 80% < 90%	≥ 90%
% Req. Safety Meetings Completed*	< 80%	≥ 80% < 90%	≥ 90%
% Req. Safety Visits Completed*	< 80%	≥ 80% < 90%	> 90%
Supv. Findings Ratio to All Cases	< 10	≤ 15	>15
% On Time Self-Assessments	< 90%	≥ 90% < 100%	100%
% On Time IHOPS Updates	< 90%	≥ 90% < 100%	100%
% On Time Actions	< 90%	≥ 90% < 100%	100%

* Last Month

Team Metrics - Leading Indicators (02-25-04)



November Safety Meetings and Visits (02-25-04)

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)

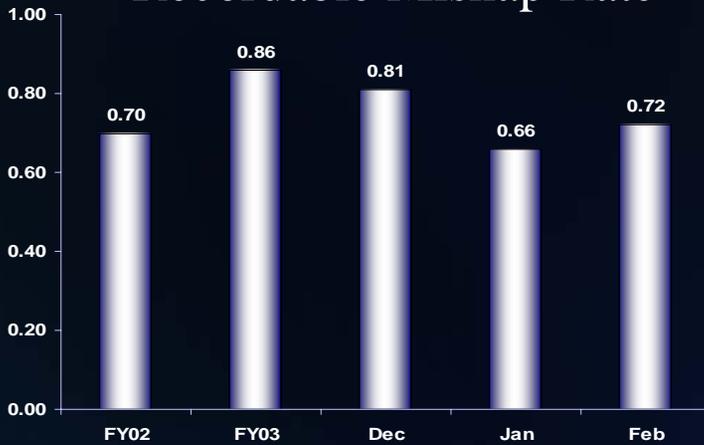
Team Metrics - Trailing Indicators (02-25-04)

Lower is Better

Lost Time Rate



Recordable Mishap Rate



Mishap Severity Rate



Mishap Dollar Loss (k)

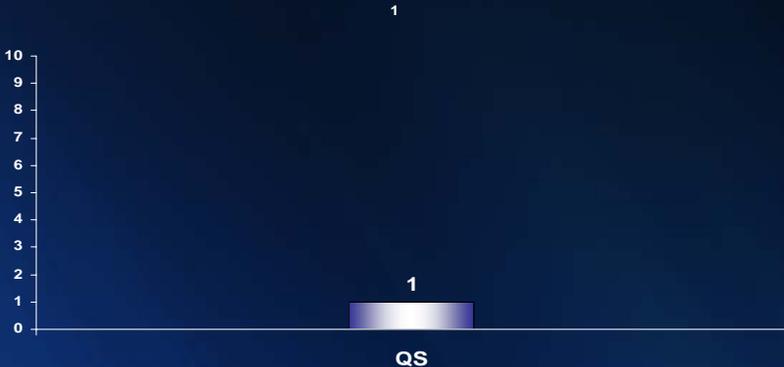


SCRS Metrics (02-25-04)

SCRS Open Over 60 Days

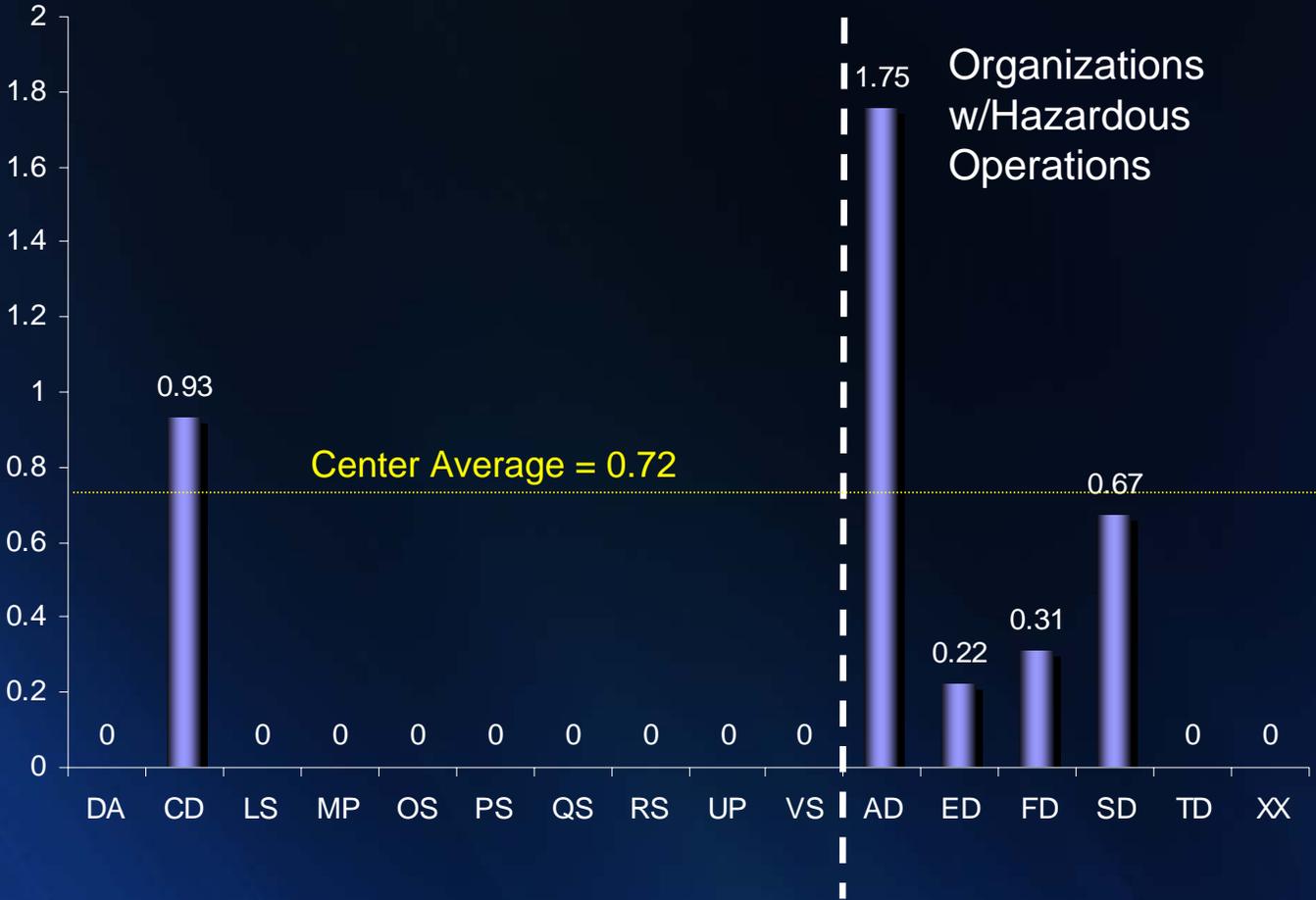


Late SCRS by Organization



FY04 OSHA Recordable Rates by Organization (Includes Contractors) (02-25-04)

ORG	Hours*	No.
DA	9,741	0
CD	215,817	1
LS	9,147	0
MP	187,733	0
OS	3,558	0
PS	99,407	0
QS	149,679	0
RS	89,883	0
UP	81,493	0
VS	25,420	0
AD	1,372,936	12
ED	901,207	1
FD	641,672	1
SD	298,437	1
TD	325,808	0
XX	70,917	0



*Hours for Current Month Estimated

Off-Site Mishaps - Corrective Action Closure

(2/25/04)

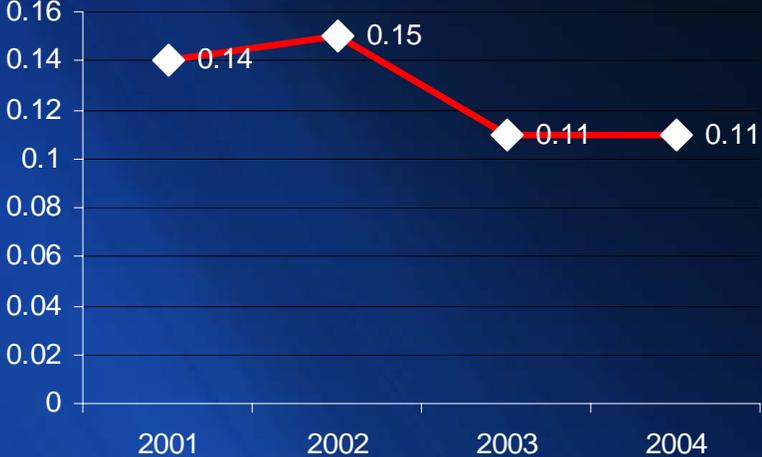
Responsible Organization	Open Mishap Cases		Corrective Actions		
	Total	New	Total	New	Late
MAF	2	0	1+	0	0
Pratt-Whitney	1	0	1+	0	+
Rocketdyne-Canoga	7	0	2+	+	1+
Thiokol	4	1	4+	+	1
USA/KSC	0	0	0	0	0
Totals:	14	1	8+	+	2+

+ Indicates Mishap Case requires Corrective Action(s)

Team Metrics - Leading Indicators (02-25-04)



Supervisor Findings – Positive/negative Ratio



Workers Compensation Trends (03-01-04)

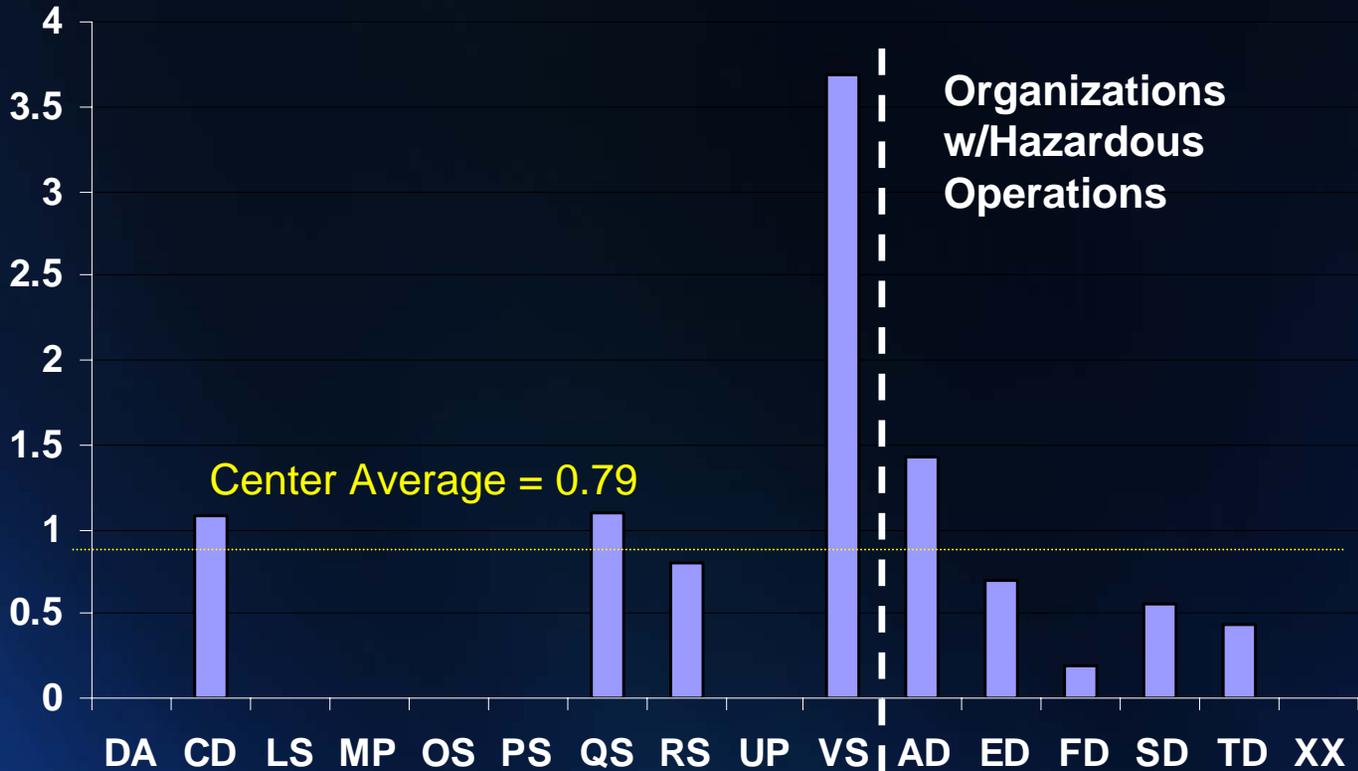
MSFC Workers' Comp



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



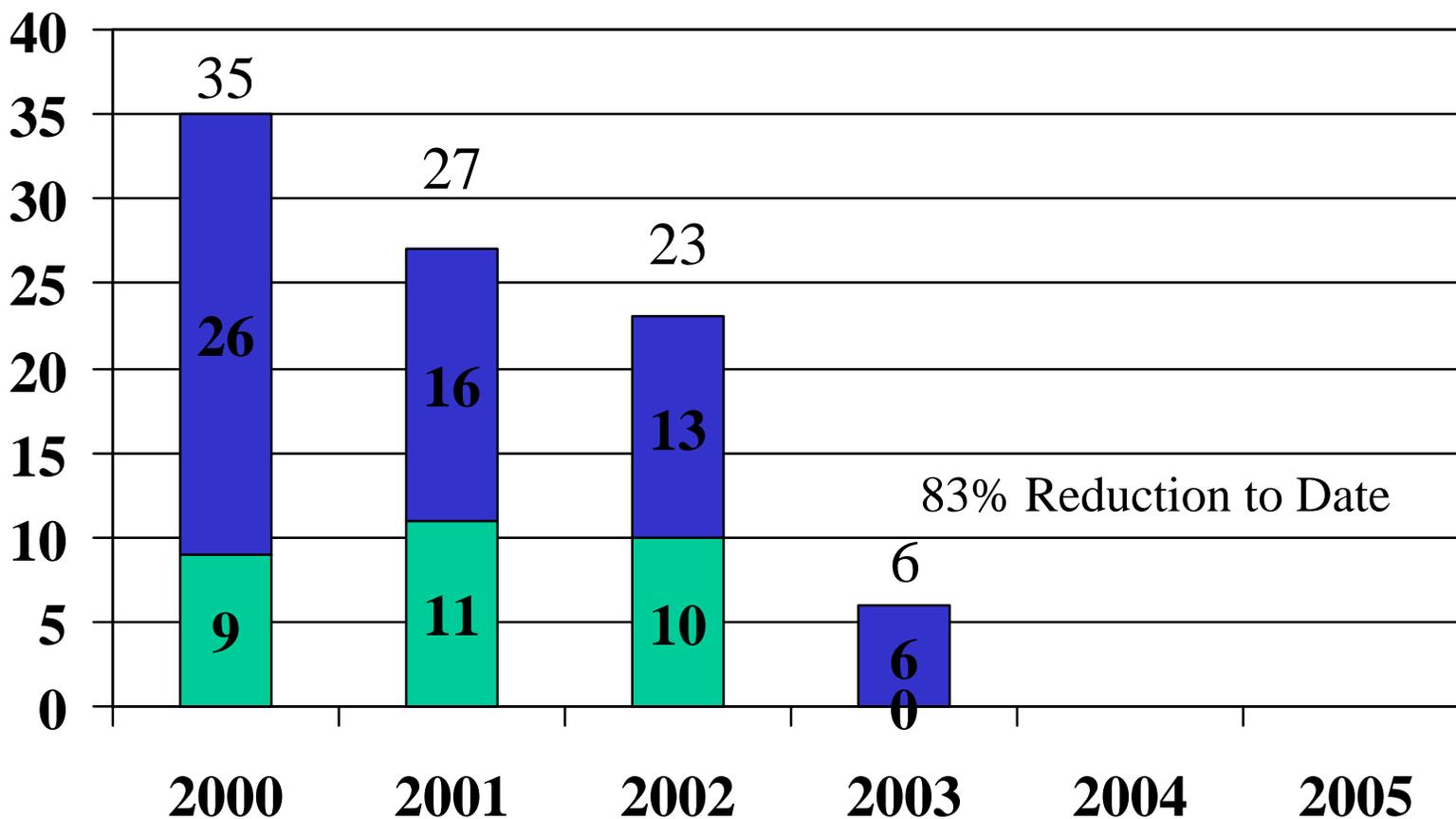
*Hours for Current Month Estimated



Incident Reduction Metric

(5% of 2000 Baseline by 2005)

Violations Spills



2004 Earth Day

“Spaceship Earth: No Passengers - All Crew”

- April 15, 10:30 – 11:30 a.m.
- Building 4316
- 3-Contests
 - Logo – closes February 27
 - Photography – closes March 31
 - Environmental Suggestion – closes March 31
- T-shirt sales begin March 10
- Vendors, door prizes, give-aways, educational facts and contests, etc.

ENCLOSURE 8

SHE Committee Open Actions February 25, 2004

1 of 2

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		Extended.
SHE-02-023	Gaines Watts presented proposed restriction-guidelines for test area visitors. Some committee members felt this should be part of a Center-wide 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	CLOSED. Added requirement in MPG 8715.1 for managers of hazardous operations to establish safety guidelines for visitors. DCB approved 02-11-04.
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	No ECD in Facilities database	Fire Rescue spots being identified on every floor above or below level of exit discharge. FWO 319826 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	04-14-04	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	04-14-04	Update 1-28-04. Kyle reported assessment process was adequate. In first incident bolt bounced further to side than anticipated. Second incident was not a close call, area was controlled. A new control area guideline has been developed. Kyle took action to incorporate into MWI.

ENCLOSURE 8

SHE Committee Open Actions February 25, 2004

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	04-14-04	Current hazard assessment process includes risk assessment and requires documented approval by the Director of responsible organization for any undesirable risk levels. Preparing a management chart presentation for top ten facility and operations risks.
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	CLOSED. Revised Charter approved.
SHE 04-002	Shawn Wallace presented a proposal to use EWS to notify building occupants real time when a fire alarm system is being tested.	Nance Jo Ogozalek/ ED33	Dennis Davis/ QS50	Discuss using EWS to announce fire alarm test with other Building Managers, and if desired, work with Facilities to determine if it's doable.	02-11-04	04-14-04	