

March 29, 2004

QS50 (04-025)

TO: Distribution

FROM: QS50/David J. Spacek

SUBJECT: Minutes of the MSFC Safety, Health, and Environmental Committee Meeting – March 10, 2004

The Safety, Health, and Environmental (SHE) Committee met at 2:00 p.m. on Wednesday, March 10, 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/Chairperson)

Nance Jo welcomed everyone to the meeting and thanked attendees for their vote of confidence in re-electing her as SHE Chairperson.

Safety Moment (David Spacek/QS50)

David intended to show a video clip on the effects of static discharge while refueling a vehicle; however, there was a computer setup glitch. Several attendees had seen the video which showed a female customer at a self-service gasoline pump refueling her vehicle. After activating the gasoline fueling flow nozzle, she went back inside the vehicle. Upon exiting the vehicle a few seconds later, she made contact with the fueling hose – static electricity, collected from the vehicle seat (sliding/friction motion), ignited the fuel immediately around the vehicle fuel tank's fill point. By quickly removing the nozzle she was able to extinguish the fire. As an extra/wise precaution, she quickly moved away from the gasoline pump and vehicle.

Special Reports

Occupational Medicine and Environmental Health Services (OMEHS) Metrics (David Thaxton/AD60)

David reported on the OMEHS metrics for FY04. Chart information reflected status through February, 2004. The chart presentation is attached as Enclosure 2.

SHE Committee Status Reports (Nance Jo Ogozalek/ED33)

Nance Jo addressed the SHE Committee status. Significant items included: 1) the minutes for the February 11, 2004 were approved; 2) newly elected SHE Chair and Deputy Chair to assume duties on April 14, 2004; 3) SHE Program overview was presented to Dave King on February 24, 2004 (Dave made a strong statement in support for the SHE Program during the Marshall Team Meeting held on March 1, 2004; 4) status of the SHE Program Targets; and 4) the SHE Budget. The chart presentation is attached as Enclosure 3.

Hazardous Operations Directorates**Ad Hoc Committee for Program Improvement Targets (Nance Jo Ogozalek/ED33)**

No report.

Space Transportation Directorate (Jeff Hamilton/TD72)

Jeff reported on the Space Transportation Directorate. Jeff also reported on a close call that occurred on March 8, 2004. A designated "spotter" reported that an employee entered the radiation danger area during a test of the Solid Fuel Torch in test cell 104, Building 4583. The incident is being investigated. The chart presentation, provided after the meeting, is attached as Enclosure 4.

Science Directorate

No representative present.

Flight Projects Directorate (Paige Vaughn/FD22)

Paige reported on the Flight Projects Directorate. The chart presentation is attached as Enclosure 5.

Engineering Directorate (Wendell Colberg/ED30)

Wendell reported on the Engineering Directorate. The chart presentation is attached as Enclosure 6.

Center Operations (Cathy Miller/AD62)

Cathy reported on Center Operations. Cathy briefly reported on three recent mishaps: 1) a Government vehicle was struck by another vehicle; 2) while backing up a Government vehicle, the driver's foot slipped from the brake pedal and struck a generator; and, 3) while loading a desk top computer, strapped to a mobile cart, into a company owned van, an employee felt a pain in his abdomen. The chart presentation is attached as Enclosure 7.

Facilities (Jimmy Cobb/AD24)

Jimmy reported on the status of the SHEtrak facility inspection findings, specifically that a plan is being developed to correct pipe labeling findings.

Subcommittee Reports

Wellness and Ergonomics (George Hamilton//ED42)

George reported on activities to include: 1) submission of input for installation of bike paths around and showers in Center facilities to the Center's Master Plan for completion by year 2020; 2) attendance at the National Bicycle Congress where attendees learned information on bike paths; and 3) the subcommittee is actively looking for ways to promote weight reduction of employees – on a National level, within five years, obesity will lead over smoking as the number one killer. The subcommittee's next meeting is schedule for March 19, 2004.

Radiation (David Thaxton/AD60)

David reported that the Radiation subcommittee is assisting with the investigation of the radiation close call reported earlier during this meeting by Jeff Hamilton/TD72 – see above under Space Transportation Directorates report for more information.

Pressure Systems (Jack Caudle/AD24)

Jack reported on the pressure system sub committee activities. The chart presentation is attached as Enclosure 8.

Machine Shops (Todd Macleod/SD22)

Todd reported that the new Machine Shop checklist for supervisors is ready to submit to Dennis Davis/QS50.

Lockout/Tagout (T.D. Jackson/EG&G)

T. D. addressed a budget request to purchase 500 special padlocks for a one-time distribution to all on-site contractors that perform work requiring lockout/tagout operations on the Center. Once these are issued, replacement would be the responsibility of the contractor. This does not include sufficient padlocks for contractors that perform lockout/padlock operations associated with credit card or larger construction and maintenance operations. The chart presentation is attached as Enclosure 9.

Lifting Devices and Equipment (Kevin Primm/AD24)

No representative present.

Laboratory Operations (Nance Jo Ogozalek/ED33)

Nance Jo reported on the Laboratory Operations subcommittee. They are looking for new members and hoping for better attendance of existing members. The chart presentation is attached as Enclosure 10.

Safety Assessment (Linda Myszka/MORGAN)

Linda reported that the subcommittee does not have a budget request at this time. The subcommittee continues to work on MWI 8715.15, "MSFC Safety Assessment Program."

Hazardous Chemicals and Materials (David Thaxton/AD60)

David reported that the subcommittee has not determined if they will be requesting funds from the SHE committee this year.

Cryogenics (Barrie Peters/MORGAN)

No representative present.

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

Phil reported on the CSF activities. Phil commented that he was struggling with obtaining an accurate listing of MSFC on-site contractors. Pete Allen/AD60 indicated he would try to assist.

Building Managers (Pete Allen/AD60)

Pete reported on the Building Manager subcommittee activities. Regarding the SHE budget, multiple attendees of the last Building Managers meeting requested additional Automatic External Defibrillators (AED) for an approximate cost of \$3000 each. Cathy Miller/ AD62 indicated there are approximately 20 on the Center now, distributed in the high occupancy buildings and other critical locations to include the NASA aircraft, and that the building Emergency/Evacuation Plans will be marked with an appropriate symbol to identify specific locations of the AED's. In addition to the symbols on the building Emergency/Evacuation Plans, several attendees suggested that it would be good for the Communications subcommittee to advertise locations of all the AED's. Pete provided a status of proposed changes to the Building Manager subcommittee. Instead of the Building Manager subcommittee membership consisting of all MSFC Building Managers, Area Managers would appoint one manager to represent all building managers in their area. These representatives would meet monthly as a subcommittee. Duties of Chairperson would possibly rotate. In addition, Center Operations would conduct a quarterly meeting with all building managers to keep them up-to-date. Axel Roth/DE01 dispatched a message to all Area Managers asking them to appoint a representative. Dennis Davis/QS50 is planning to meet with Area Managers or their representatives next month.

Open Actions

Reference new SHE Action, SHE 04-003, to review the idea of providing emergency notification information on the back of "I Think Safe Because" badge for emergency ID information, Todd Macleod/SD22 reported that the action had been briefly discussed among key Marshall Safety and Health Action Team (MSAT) members and that it would be addressed at the next MSAT meeting.

New Business

David Thaxton/AD60 announced that Earth Day will be held on April 15, 2004, and the Health and Fitness Exposition will be held on April 28, 2004.

Nance Jo announced that SHE Committee members/interested parties are encouraged to attend the SHE Enhancement Team meetings where detail discussions on SHE budget items are addressed. Nance Jo plans to address the proposed SHE budget at the next SHE Committee meeting.

Todd Macleod/SD22 announced that new MSAT officers had been elected. These included Monte Gravunder/Mainthia, Chairperson, and Chris Fisher/Sierra Lobo, Deputy Chairperson.

The next SHE Committee Meeting is scheduled for March 31, 2004, at 2:00 p.m. in Building 4200, Conference Room P110.

Original Signed by

David J. Spacek
Manager
Industrial Safety Department

10 Enclosures

Distribution:

SHE Committee Members
SHE Web Page

Enclosure 1

SHE WORKING GROUP MEETING AGENDA

Wednesday, March 10, 2004

2 pm, Building 4202, Room 326A

Open Meeting (Nance Jo Ogozalek / Chairperson)

SHE Moment (Dennis Davis/QS50)

Management Mentor Comments (Axel Roth/DE01)

Special Reports

- ⊗ **OMEH Metrics (David Thaxton)**

SHE Committee Reports (Nance Jo Ogozalek / Chairperson)

- ⊗ **Budget Summary**
- ⊗ **Program Improvement Targets**

Directorates with Hazardous Operations

(Include status for SHE Action # 02-020: Program Improvement Targets, SHETrak, SCRS, M&CC, and Budget requests)

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

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

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))

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

Existing Actions

New Business

New Actions (Recorder)

Meetings Schedule -

[P110 conference room is reserved beginning at 1:30 for those who need to load computer files]

March 31 - Full Committee - 2 pm, Building 4200, P110

April 5 - Marshall Team Meeting - 8:30 am, Building 4200, P110

April 14 - Practitioner Subc & HazOps Directorates - 2 pm, Building 4612, 1008

April 28 - Full Committee - 2 pm, Building 4200, P110

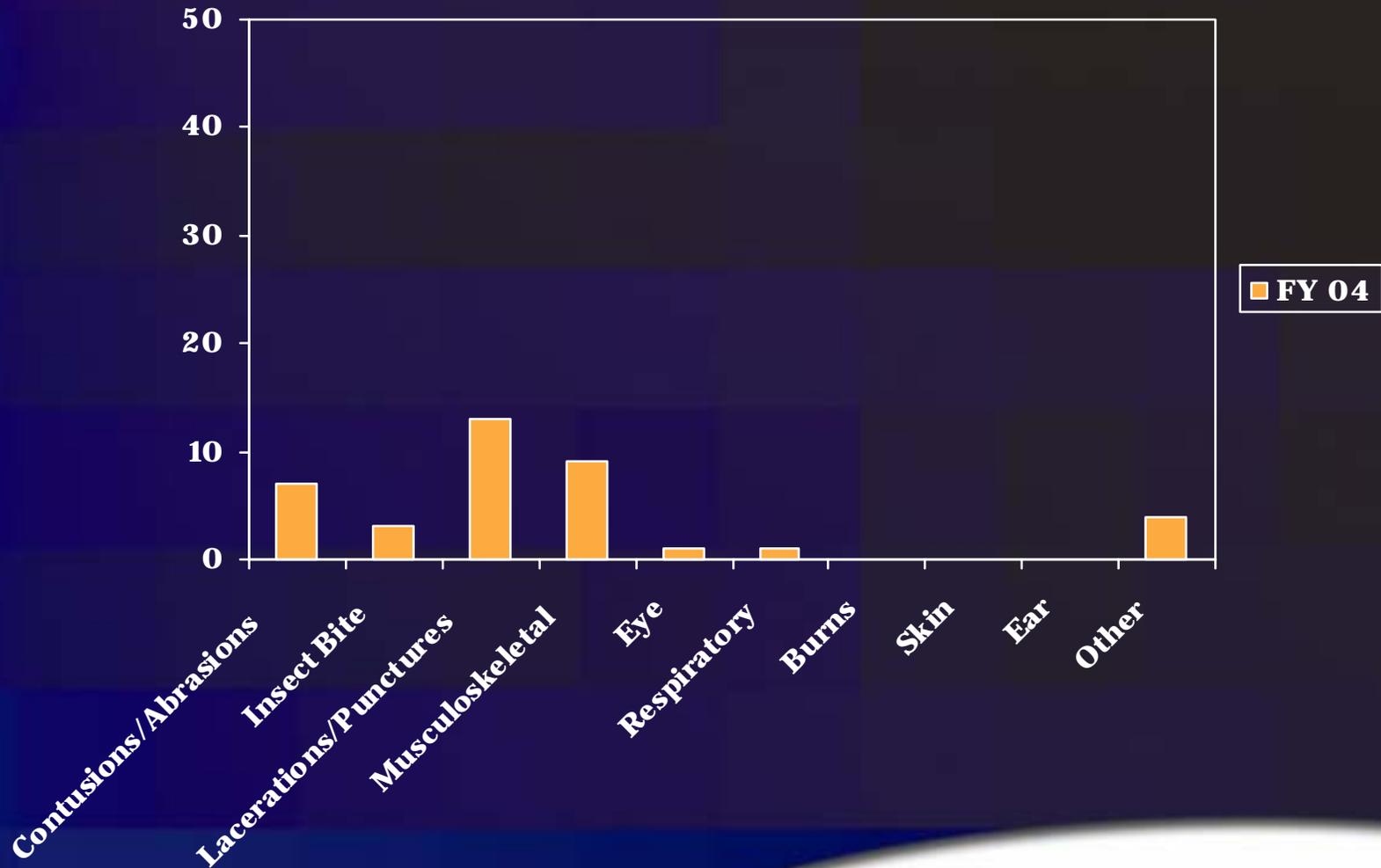
Enclosure 2

OMEHS Report



SHE Committee
March 10, 2004
David L. Thaxton/AD60

Injuries/Illnesses Category FY04 Thru February



Injuries/Illnesses by Organization & Contractor FY04 Thru February



AD	2
CD	1
FD	2
SD	1
RS	1
TD	3

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

Environmental Health Report FY04 Thru February



Walk-thru Surveys	98
IH Surveys	257
Respiratory Protection Activities	2473
Trained (NASA/Contractors)	854
Health Physics Activities	420
Asbestos Activities	290
Ergonomic Surveys	86

Findings/Discrepancies FY04 Thru February



Hazard Communication	12
• (6-Labeling, 3-MSDS, 3-Inventory)	
Indoor Air Quality	5
Lead	2
Occ. Health	2
Ventilation	1
Asbestos	1

Enclosure 3

SHE COMMITTEE STATUS REPORT March 10, 2004



➤ Procedural

- Meeting minutes for February 11, 2004 - *approved*
- Elections conducted February 25th; new officers take office April 14th
- Some Minutes were missing from SHE Website; situation corrected

➤ Updates and Old Business

- VPP: SHE Enhancement & Planning Team investigating third party verification assessment options
- SHE Program Overview presented to Dave King February 24th
 - At MTM March 1st, strong verbal support by Mr. King given for SHE Program
- Future Meeting Schedule:
 - March 31, 2004 – Full Committee, 2 pm, Bldg 4200, P110
 - April 5, 2004 – MTM, Bldg 4200, P110
 - April 14, 2004 – Pract. Subc. & Haz Ops Directorates, 2 pm, **Bldg 4612, 1008**
 - April 28, 2004 – Full Committee, 2 pm, Bldg 4200, P110

Updates from meeting shown in italics

SHE COMMITTEE STATUS REPORT

March 10, 2004



➔ SHE Program Improvement Targets - Corrective Actions

- **SHE-1.8B:**
 - 2002 Final Report – Reviewed by SHE Committee -
Waiting for resolution of 2 versions of Report – April 2004
 - 2003 Annual Program Plan – Electronic Meeting Sessions comments
being compiled – ECD April 2004
 - 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
- **CLOSED**
 - SHE-1.3A
 - SHE-2.5D
 - SHE-4.1B

Updates from meeting shown in italics

SHE COMMITTEE STATUS REPORT

March 10, 2004



➔ SHE BUDGET

- **Projected SHE Budget** **\$ 100,000**
 - **Funds slowly being received at Center and even slower being distributed.**
 - **First allotment available is \$ 7,000**

 - **Allocations requests received from:**
 - **SHE Communications Team** **\$ 2,500**
 - **SHE Lifting Devices Subcommittee** **\$ 350**
 - **SHE Lockout-Tagout Subcommittee** **\$ 4,274**
 - **SHE Laboratory Operations Subcommittee** **\$ 4,500**
 - **VPP Annual Fee** **\$ 1,250**
 - ***OMEH*** ***\$ 1,780***
 - ***Building Managers Subcommittee*** ***\$ 21,000***
- Total*** ***\$ 35,654***

Updates from meeting shown in italics

SHE COMMITTEE STATUS REPORT

March 10, 2004



⇒ SHE BUDGET

▪ Authorized allocations to date:

• SHE Communications Team	\$ 1,200
• SHE Lifting Devices Subcommittee	\$ 350
• OMEH	<u>\$ 1,780</u>
Total	\$ 3,330

⇒ SHE BUDGET

▪ *Directorates, Offices, and Subcommittees not requesting funds:*

- *Chief Financial Office*
- *Engineering Directorate*
- *Pressure Operations Subcommittee*
- *Machine Shops Subcommittee*
- *Safety Assessment Subcommittee*



Enclosure 4

SHE Working Group Meeting Agenda

Space Transportation Open Items

- | | |
|--|----|
| <input type="checkbox"/> <i>Safety Violations - SHEtrak</i> | 28 |
| <ul style="list-style-type: none">• 4 assigned to TD (Building Managers) for closure.• 15 assigned to Facilities for closure• 9 abatement plans approved• 12 closed within past 60 days | |
| <input type="checkbox"/> <i>Mishaps – IRIS (none new since Dec.)</i> | 5 |
| <input type="checkbox"/> <i>Environmental Health</i> | 28 |
| <ul style="list-style-type: none">• 21 involve ergonomic chair needs | |



SHE Working Group Meeting Agenda

Space Transportation Open Items

SCRS (4 open, 3 closed in past 60days) none new since Nov.

- #3258 Bldg. 4203. One of the lessons learned from Sept. 11 was that the exit signs were located near the ceiling and this made it difficult to find the exits with the rising smoke for those crawling on the floor. This is probably the case Center wide here.



SHE Working Group Meeting Agenda

Space Transportation Safety Inspection for February

- Bldg. 4203 1st Floor, 4583, 4656, 4655,
4732, 4733, 4734



SHE Working Group Meeting Agenda

Space Transportation Safety Meetings & Visits

- SSWP Meetings 86.1 %
- Visits 86.1 %



Enclosure 5

SHE Working Group Meeting Agenda

Flight Projects

SCRS (60 days)

1 Open - Reported that crane alarm in Bldg. 4755 is too loud and may exceed OSHA standards

SHETRAK (30 days)

63 Open last month (57 in Bldg. 4708)

- involved tubing & piping & electrical panels not properly labeled, inoperative emergency lights, exposed electrical wiring electrical panels blocked, fire alarm panels indicating trouble, electrical disconnect not properly labeled, etc.

Currently 17 Open (Bldg. 4708 & 4755)

- 11 are assigned to Facilities, 6 assigned to Building Manager
- (Same type of findings as above)

MISHAPS/CLOSE CALLS

- No mishaps or close calls reported during this time period.



SHE Working Group Meeting Agenda

Flight Projects

□ Program Improvement Targets

- 24 Closed
- 4 Open

- ✓ **3.1.8A** – Update PPE hazard assessments within each Organization
- ✓ **3.1.9.4** – Assure that load limit signs are in place on all overhead storage areas.
- ✓ **4.1D** – Review hazard communication training & ensure that material specific training with historical industrial hygiene data is included.
- ✓ **4.4A** - Develop & improve Directorate specific courses that address hazards associated with their areas.



Enclosure 6

SHE Working Group Meeting Agenda

Engineering Directorate Report

- SCRS**
 - ✓ 5 Open; None late; Corrections being implemented
- SHetrak – 47 area findings**
 - ✓ 4 Open: 3 have abatement plans; none late
- Mishaps/Close Calls**
 - ✓ 1 open mishap; 4 corrective actions in work
- Self Evaluation Open Corrective Actions – SHE Program Improvement Targets: 26 Assigned to ED**
 - 3 open actions (3.1.9.4, 4.1A, 4.1D)
 - 1 recommended for reassignment to Building Managers
 - 1 recommended for reassignment to AD or S&MA
- No requests against budget**



Enclosure 7

SHE Working Group Meeting Agenda

Center Operations Report

- SCRS: 13 Late 0
- SHETRAK: 2 Late 0
- Facilities SHETRAK Open 181 Late 0
- (when you subtract the pipe labeling findings you have a remainder of 80 and 16 of these are waiting closure or have been abated).
- Mishap cases total: 10 New 3
- Corrective actions: 12+ Late 2
- AD SHE Program Improvement Targets Open:
 - SHE 1.5.1C - ECD 9/30/04
 - SHE 2.3.2C - ECD 7/15/05*
 - SHE 3.1.3B - ECD 9/15/05*
 - SHE 4.1D - ECD 5/05/05*
 - SHE 2.3.2A - ECD 9/30/04*
 - SHE 2.4G - ECD 7/15/05*
 - SHE 3.1.3C - ECD 9/15/05*
 - SHE 2.3.2B - ECD 7/15/05*
 - SHE 2.4H - ECD 7/15/05*
 - SHE 3.1.3D - ECD 9/15/05*

****Environmental Health Services***



Enclosure 8

SHE Working Group Meeting Agenda

Pressure System

- Status of Current Initiative(s) - Completed Cert Reports on B4207 Systems, 3-tube Trailer for Hydrogen Service and Laser Ignition Test System at Hydrogen Cold Flow. All Three Reports Out for Committee Approval

- SHE Actions Status – None



Enclosure 9

SHE Working Group Meeting Agenda

Lockout/Tagout Subcommittee

FY2004 Budget Request to SHE Committee

March 10, 2004

Item	Price	Quantity	Total
Padlock Without Engraving	\$ 6.30 Each	500	\$3,150.00
Lockout/Tagout Tags (H-LKT3)	11.16 per pack (100)	100 packs	1,116.00
Shipping & Handling Charges – UPS Ground	8.01		8.01
			\$4,274.01

Vendor for Padlocks:

Grainger

POC – Patty Davis (656-3484)

Vendor for Tags:

LabelMaster

1-800-621-5808



SHE Working Group Meeting Agenda

Lockout/Tagout Subcommittee



Padlock



Lockout – Tagout Tags



Enclosure 10



SHE Working Group Meeting Agenda

Laboratory Operations Subcommittee

Updates:

- ★ Last Meeting was February 26th
Topics: Budget, Chemical Labeling Software, and Safety Day Activities
- ★ VWR Scientific has agreed to participate at Safety Day; several types of chemical safety posters will be provided

Budget Submittal:

★ Chemical Labeling Software, 26 computers (would be distributed to users with greatest need)	\$ 3300	
★ Preprinted Right-To-Know Labels (for software)	\$ 500	
★ Safety Day give-aways & booth costs		\$ 700
	Total	\$ 4500

Issues:

- ★ Minimal meeting attendance by some personnel

Next Meeting – Tentative for March 26th, 2 pm, 4471, East Conference Room