

April 28, 2004

QD50 (04-034)

TO: Distribution

FROM: QD50/Rondal C. Mize

SUBJECT: Minutes of the MSFC Safety, Health, and Environmental Committee Meeting – April 14, 2004

The Safety, Health, and Environmental (SHE) Committee met at 2:00 p.m. on Wednesday, April 14, 2004, in Building 4612, Conference Room 1008. 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.

Safety Moment (Dennis Davis/QD50)

Dennis informed and demonstrated a new link on the SHE page, Short Safety Video Clips. As an example, he selected “Gas Pump Fire.” The video 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. Dennis stated that the customer’s decision, even though it reduced the potential of her vehicle, could have been fatal. He also reminded the meeting attendees that gas station pumps have emergency shutoffs at or near the pump – in some cases, where the station operator/attendant has an unobstructed view of the pumps, it is acceptable for the emergency shutoff to be located inside near the station operator/attendant.

Special Reports

Appropriated Funds Purchases (Jim Frees/LS01)

Jim provided a very informative presentation on the use of appropriated funds to purchase “necessary expense” items. Jim refers to the rules on give-away items as “Trinket Law.” He used as an example, the Huntsville Corps of Engineers office 1988 Ice Scraper case – the ice scrapers were given to employees. The purchase was not approved by the Comptroller General as it was not documented with a purpose to solve an employee problem or was not an occupational concern.

Continued - Appropriated Funds Purchases (Jim Frees/LS01)

Generally, give-a-ways are not a necessary expense. Informational and educational items, each having a very small value are acceptable; e. g. posters, magnets with a safety or health message. Jim noted that there are a number of exceptions regarding the use of appropriated funds and that the rules are not common to Government and Government contractors. Expenditures for give-away items should be carefully considered, with legal guidance sought on questionable purchases.

SHE Committee Status Reports (Nance Jo Ogozalek/ED33)

Nance Jo addressed the SHE Committee status. Significant items included: (1) the minutes for the March 10, 2004 were approved; (2) regarding the new Emergency Notification Badges, Nance Jo encouraged individuals to modify information elements to suit their needs, and solicited volunteers to assist at the Earth Day Marshall Safety and Health Action Team (MSAT) booth; and, (3) the 2002 SHE Program Final Report has been completed with all signature approvals obtained. The chart presentation is attached as Enclosure 2.

Hazardous Operations Directorates

Center Operations (Cathy Miller/AD62)

Cathy reported on Center Operations. The chart presentation is attached as Enclosure 3.

Facilities

Included in Center Operations report.

Engineering Directorate (Wendell Colberg/ED30)

Wendell reported on the Engineering Directorate. The chart presentation is attached as Enclosure 4.

Immediately following Wendell's report, attendees had a general discussion on the need to refine the process for reassigning Program Improvement Targets to other organizations – currently, QD50 maintains the list – should it be maintained by another member of the SHE Committee? Should the list be transferred to the SHE subcommittee? The Improving Safety, Health, and Environmental Program in all Directorates and Offices (ISHEPADO) Ad Hoc Subcommittee are addressing this issue.

As requested by Nance Jo, Wendell made a brief report on Safety Concerns Reporting System (SCRS) 3314. An Oxygen Deficiency Alarm in room 1206, building 4612 was deactivated by an occupant of the building. Prior to the alarm being deactivated, numerous building occupants evacuated the building thinking it was a fire alarm. In support of the corrective action, the SHE Communication Team prepared training awareness notices and is in the process of preparing a safety bulletin on the topic.

Flight Projects Directorate (Paige Vaughn/FD22)

Paige reported on the Flight Projects Directorate. Nance Jo requested Paige to forward her an email stating the dollar estimate for the intended budget request. The chart presentation is attached as Enclosure 5.

Science Directorate/Susan Hartman/SD01

No report.

Space Transportation Directorate

No representative present.

Ad Hoc Committee for Program Improvement Targets

No report.

Ad Hoc Committee for Emergency Notification Badges (Nance Jo Ogozalek/ED33)

Nance Jo reported that the first Emergency Notification Badges will be prepared and laminated for Center employees at the MSAT booth during Earth Day, April 15, 2004. This new, free service is available on a voluntary basis. Nance Jo again solicited volunteers to assist at the Earth Day MSAT booth.

Subcommittee ReportsBuilding Managers (Dennis Davis/QD50)

Dennis reported on the Building Manager subcommittee activities to include the status of the proposed change to the Building Manager system. The number of Area Managers has been reduced to 14 (may even be reduced a few more). The subcommittee chairperson is to be elected by the members of this group, from this group.

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

Phil briefly reported on the agenda items from the last CSF meeting, March 26, 2004.

Cryogenics

No representative present; however, chart presentation attached as Enclosure 6.

Hazardous Chemicals and Materials

No representative present.

Safety Assessment (Linda Myszka/MORGAN)

Linda reported that the subcommittee continues to work on MWI 8715.15, "MSFC Safety Assessment Program." The committee is combining several existing MWIs and is expected to complete the task within the next two months.

Laboratory Operations (Nance Jo Ogozalek/ED33)

No report.

Lifting Devices and Equipment (Kevin Primm/AD24)

Kevin reported that MWI 6430.1D went before the Document Control Board (DCB) once, corrections are being made, and it will go before the next DCB, and expected to be published soon.

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

T. D. reported that the subcommittee is meeting weekly to work on the revised MWI 8715.2, "Lockout/Tagout Program." The subcommittee hopes to make changes recommended by the Facilities Engineering Department/AD20 and to send the revision out for Centerwide review within a few weeks.

Machine Shops (Todd Macleod/SD22)

Todd reported that the new Machine Shop checklist for supervisors continues to be field tested.

Pressure Operations (Jack Caudle/AD24)

Jack reported on the pressure system subcommittee activities. The chart presentation is attached as Enclosure 7.

Radiation (Patrick Patterson/AD60M)

No report.

Wellness and Ergonomics (Beth Skidmore/FD35)

Beth reported on activities to include: 1) updated attendees on recommendations for bike paths and installation of showers in Center facilities to the Center's Master Plan for completion by year 2020; 2) a traffic assessment is being performed for the intersections of Rideout and Martin roads and vicinity; 3) support to the planned Health and Fitness Expo; and, 4) the practice of using a telephone book to elevate computer monitors should be replaced by a proper accessory.

Existing Actions (Dennis Davis/QD50)

No report.

New Business

Dennis Davis/QD50 informed the attendees that Transportation/AD42 had purchased a number of Low Speed Vehicles (LSV); i.e., seven Kawasaki ATV's (Mules) and Two Global Electric Motorcars (GEMs) to be used on MSFC roadways. Dennis discussed a few apparent safety concerns to include potential injury to operators and passengers of LSV if hit by a larger vehicle while driving on roadways with a posted speed limit greater than 35 MPH. One recommendation is reduce the posted speed limits on selected 45/40 MPH roads to 35 MPH or less. Maximum designed speed for these type vehicles is 25 MPH. A consensus of attendees is that Center employees will complain about reducing speed limits to accommodate a few vehicles.

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

*Original Signed by
Dennis Davis for*

Rondal C. Mize
Manager
Industrial Safety Department

7 Enclosures

Distribution:

SHE Committee Members
SHE Web Page

ENCLOSURE 1
SHE Practitioner Subcommittee and Directorates with Hazardous Operations
MEETING AGENDA - **Wednesday, April 14, 2004**
2 pm, Building 4612, Room 1008

Open Meeting (Nance Jo Ogozalek / Chairperson)

SHE Moment (Dennis Davis/QS50)

Management Mentor Comments (Axel Roth/DE01)

Special Reports

- ⌘ **Appropriated Funds Purchases (Jim Frees/LS01)**

SHE Committee Reports (Nance Jo Ogozalek / Chairperson)

- ⌘ **Meeting Minutes - March 10, 2004**
- ⌘ **Meeting Schedule**
- ⌘ **Budget Report**
- ⌘ **2002 SHE Program Final Report**

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 Zender, HEI)

- ⌘ **Center Operations (Cathy Miller/AD62)**
- ⌘ **Facilities (Jimmy Cobb/AD24)**
- ⌘ **Engineering (Wendell Colberg/ED30)**
- ⌘ **Flight Projects (Paige Vaughn/FD22)**
- ⌘ **Science (Tom Dollman/SD01)**
- ⌘ **Space Transportation (Jeff Hamilton/TD72)**
- ⌘ **Ad Hoc Committee for Program Improvement Targets (Tom Dollman/SD01)**
- ⌘ **Ad Hoc Committee for Emergency Notification Badges (Darlene Garner/MP71)**

Subcommittee Reports

(Include status for SHE Action # 02-020: Program Improvement Targets and Budget requests)
(Send charts electronically to Richard Smith or Lisa Zender, HEI)

- ⌘ **Building Managers (Dennis Davis)**
- ⌘ **Contractor Safety Forum (Phil Robbins)**
- ⌘ **Cryogenics (Barrie Peters)**
- ⌘ **Hazardous Chemicals & Materials (Laurel Karr)**
- ⌘ **Safety Assessment (Mark Hammond)**
- ⌘ **Laboratory Operations (Nance Jo Ogozalek)**
- ⌘ **Lifting Devices & Equipment (Kevin Primm)**
- ⌘ **Lockout - Tagout (T.D. Jackson)**
- ⌘ **Machine Shops (Todd Macleod)**
- ⌘ **Pressure Operations (Jack Caudle)**
- ⌘ **Radiation (Brian Ramsey)**
- ⌘ **Wellness & Ergonomics (Beth Skidmore)**

Existing Actions (Dennis Davis)

New Business

New Actions (Recorder)

Meeting Schedule -

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



Enclosure 2

SHE Practitioner Subcommittee and Directorates with Hazardous Operations

SHE COMMITTEE STATUS REPORT

□ Procedural

- ✓ Deputy Chairperson **Phil Robbins** begins term of office
- ✓ Meeting minutes for March 10, 2004 - *Approved*
- ✓ New SHE Committee Organization Chart posted on SHE webpage
- ✓ Meeting schedule and locations for remainder of year published
- ✓ Voting Members List – **Reminder**: representatives: verify and/or update
- ✓ Representatives – **Reminder**: send status charts to Richard Smith or Lisa Zender by COB Tuesday before SHE meetings

□ Update

- ✓ VPP: SHE Enhancement & Planning Team has investigated third party verification assessment options
 - Follow up with Dave King scheduled for **April 15th**
- ✓ Memorandum “Authority for Purchasing Souvenirs,” dated December 22, 2003 received from Office of Chief Counsel – acceptable purchases with appropriated funds >> **Jim Frees provides guidance during this meeting**
- ✓ Emergency Information Cards to be laminated during Earth Day event on April 15th >> **Volunteers Needed**

Updates from meeting shown in italics



SHE Practitioner Subcommittee and Directorates with Hazardous Operations

SHE COMMITTEE STATUS REPORT

□ SHE Program Improvement Targets - Corrective Actions

- ✓ SHE-1.8B:
 - 2002 Final Report – **COMPLETED**
 - 2003 Annual Plan – will not finalize
 - 2003 Final Report – one more electronic meeting session required
 - 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

□ SHE BUDGET FY2004

- ✓ No changes from report given on March 31, 2004
- ✓ Representatives are reminded to
 - Update their budget requests as required
 - Provide copy of actual expenditures



Enclosure 3

SHE Practitioner Subcommittee and Directorates with Hazardous Operations

Center Operations Report

- **SCRS:** Open: 3 Late: 0
- **SHETRAK:**
 - **FED** Open: 199*** Late: 0
 - **Other** Open: 2 Late: 0
- **Mishaps:**
 - **Cases:** Total: 8 New: 0
 - **Corrective Actions:** Total: 11 Late: 0

- **Open SHE Program Improvement Targets:**

SHE 1.5.1C: ECD 09/30/04**	SHE 1.1.3A: ECD 09/30/04**	SHE 1.5.5A: ECD 9/30/04**
SHE 2.3.2A: ECD 09/30/04*	SHE 2.3.2B ECD 07/15/05*	
SHE 2.3.2C ECD 07/15/05*	SHE 2.4G ECD 07/15/05*	SHE 2.4H ECD 07/15/05*
SHE 3.1.1B ECD 09/15/05*	SHE 3.1.3C ECD 09/15/05*	SHE 3.1.3D ECD 09/15/05*
SHE 4.1D ECD 05/05/05*		

* Environmental Health Services

** AD01

***140 of the 199 are pipe/tubing labeling and have an approved abatement plan

SHE Practitioner Subcommittee and Directorates with Hazardous Operations



Engineering Directorate Report

SCRS

- ✓ 5 Open; None late; Corrective actions under evaluation by BM's (3) and Facilities Eng. (2)

SHetrak – 67 area findings

- ✓ 19 Open; 1 late (housekeeping)

Mishaps/Close Calls

- ✓ No new mishaps; 4 corrective actions in work

Self Evaluation Open Corrective Actions – SHE Program Improvement Targets: 27 Assigned to ED

- ✓ 1 open action (SHE 2.5A)
- ✓ 1 recommended for reassignment to Building Managers
- ✓ 1 recommended for reassignment to AD or S&MA



Enclosure 5

SHE Practitioner Subcommittee and Directorates with Hazardous Operations

Flight Projects*

SCRS (60 days)

0 Open

SHETRAK (30 days)

63 Open last month

Currently 5 Open (Bldg. 4610, 4755 & 4703)

- 4 assigned to Facilities, abatement plan approved
- Most serious is Bldg. 4703 storage facility has lead flaking off of walls and is could be inhaled by users of building



SHE Practitioner Subcommittee and Directorates with Hazardous Operations

Flight Projects / Mishaps / Close Calls

- ❑ **FD01 (Mishaps – Corrective Action Closure)**
- ❑ **2004-069-00002 – March 5th, 2004 Boeing (B. Gary Miller)** Two material handlers were loading tool boxes with side drawers into a covered box truck for shipment. One material handler was inside the covered box truck and the other was operating the forklift. The toolboxes were lifted via forklift onto the rear of the truck bed. Material handlers noticed the loaded tool box was too close to the rear edge of the truck bed. The forklift operator got off the forklift to push the toolbox farther into the box truck. The tool box side drawers slipped off the supporting ledge and fell on the employee's left hand. A co-worker called MSFC 911 for emergency medical help. **HEMSI responded and the injured employee was transported via ambulance to Crestwood Hospital for medical treatment.**
- ❑ **7 lost workdays**
- ❑ **Boeing Safety Bulletin addressing unsecured Tool Boxes issues in March 8th**
- ❑ **Employee was on temporary loan to the Boeing Ground-based Midcourse Defense Army Program . Consequently, this injury should not be recorded as an ISS Program mishap at MSFC**



SHE Practitioner Subcommittee and Directorates with Hazardous Operations

Flight Projects / Budget

- Suggestions Include money to purchase:**
 - 1. Step stools/ladders**
 - 2. dolly**
 - 3. extension cord covers**
 - 4. AED's**



SHE Practitioner Subcommittee and Directorates with Hazardous Operations

Flight Projects / SHE Report*

□ Program Improvement Targets

- **Actions to close targets include:**
 - ✓ **Adding Metrics (trends, close-calls/mishaps) to FD website,**
 - ✓ **Discuss these metrics monthly at staff meetings, look for trends and ways to improve**
- **27 Closed**
- **1 Open**
 - ✓ **4.4A - Develop & improve Directorate specific courses that address hazards associated with their areas.**

***Includes Data through April 13, 2004**



Enclosure 6 SHE Practitioner Subcommittee and Directorates with Hazardous Operations

Cryogenics

Initiatives

- Contacted TBE about relabeling valves on portable liquid nitrogen Dewars where labels have been painted over.
- The center needs a procedure on how to respond to oxygen deficiency alarms.

SHE Actions Status

- No actions.

Subcommittee Issues

- Need new members.
- Next meeting 4/22/04.

SHE Practitioner Subcommittee and Directorates with Hazardous Operations



Pressure System Committee Report

- Status of Current Initiative(s)**
 - CERT report For TS500 in signature cycle
 - Working Cert report for Boeing 578 Bus Propulsion System Pressure Testing
- SHE Actions Status – None**