

May 25, 2004

QD50 (04-036)

TO: Distribution

FROM: QD50/Rondal C. Mize

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

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

Nance Jo welcomed everyone to the meeting.

**Safety Moment (Dennis Davis/QD50)**

Dennis discussed five recent no lost time/first aid type mishaps. Dennis also mentioned a recent smoldering fire in the cable tunnel near Building 4570, which is currently being investigated. Norma Horton/QD50 mentioned a minor fire at Building 4728 near the main entrance stairwell, which was caused by an improperly discarded lit cigarette.

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

Axel discussed uneven (elevation differences) pedestrian walks at MSFC, and suggested that Jim Carter/AD01 contact JSC and discuss JSC's corrective action recommendations for uneven walkways.

**Committee Report (Nance Jo Ogozalek/Chairperson)**

The minutes of the SHE Committee meeting held on March 31, 2004, were approved. Additional items discussed included: (1) SHE budget report; (2) the SHE Enhancement and Planning Team's meeting with David King on April 15, and plan to meet with the Center's Management Forum in the near future; (3) Earth Day and Health & Fitness Expo activities – emergency information badges were laminated during the event (volunteers needed to assist with future lamination operations); (4) SHE Committee prepared a Technical Directive (TD) requesting contractor administrative support; (5) encouraged attendance at the Root Cause Analysis class on May 4-6; and, (6) status of the 2003 Final Report. The status report is attached as Enclosure 2.

## **Special Report(s)**

### Valve Over-Pressurization Incident, Building 4607 (Gerald Strickland/AD22)

Gerald reported on an incident which occurred on March 25, 2004. One of five vent valves, one each on five separate compressors in the Air Compressor Facility, Building 4607, failed. There were no personal injury and minimal property damage. The valve was a recognized problem when installed by the contractor in 1998. At that time it was tagged with a caution tag, the handle removed to prevent inadvertent closure, and a work directive was generated to remove this and the other four valves. Due to an oversight, replacement was never accomplished. The 600 psi rated valve failed at 3000 psi. Gerald discussed the planned corrective action which involves replacing all five valves and to develop a process to track identified issues to closure. The chart presentation is attached as Enclosure 3.

### Save-A-Back Class (Dennis Davis/QD50)

Dennis reported on the MSFC sponsored Save-A-Back class held on April 27, 2004. The class was recommended by ATK Thiokol, and presented by Save A Back, Inc. Using a class handout as a guide, Dennis demonstrated a few suggested important back exercises, e.g., arching back. Tom Dollman/SD01 added that after implementing this program, one company reduced back injury cost from \$5M to \$250K.

## **Directorates and Offices Reports on Program Improvement Target Correct Actions**

- Science Directorate/SD01  
Tom Dollman/SD01 reported on the Science Directorate. The chart presentation is attached as Enclosure 4.
- Space Transportation Directorate/QS01  
No representative present.
- Safety and Mission Assurance Directorate/QD01  
Dennis Davis/QD50 reported that the status of all open issues was good.
- Equal Opportunity Office/OS01  
Representative was off Center on official travel.
- Procurement Office/PS01  
Valerie Holmes/PS01 reported there were no known outstanding issues.
- Office of Chief Counsel/LS01  
No representative present.
- Space Shuttle Propulsion Office/MP71  
Darlene Garner/MP71 reported that the mishap corrective action at MAF was closed and all other assigned actions were closed.
- Orbital Space Plane Program Office/UP01  
No representative present.
- X-37 Program Office/XP01  
No representative present.
- Office of the Director/DA01  
No representative present.
- Customer and Employee Relations Directorate/CD02  
Beth Young reported no open assigned actions.
- Office Of Chief Financial Officer/RS60  
No representative present.
- Next Generation Launch Technology Program Office/NP  
Office is being formed and a representative to the SHE Committee has not been selected.

## **SHE Organization Reports**

### **Industrial Safety Report (Dennis Davis/QD50)**

Dennis reported on the Industrial Safety Metrics. Dennis noted that there were no lost time injuries since the last SHE Committee meeting. He noted that the number of supervisor findings is still low, and requested attendees to encourage all organizational supervisors to increase emphasis on safety during their inspections. The Industrial Safety Metric charts are attached as Enclosure 5.

Subsequent to the meeting, in response to a question about comparing the number of facility safety findings identified this year with the same period last year, QD50 reported 602 findings for CY04 and 1086 findings for CY03.

## **Non-Voting Subcommittee/Team Reports**

### **Environmental Excellence Team**

No representative present.

### **Training Team**

No representative present.

### **Communications Team (Norma Horton/QD50)**

Norma reported on SHE Communications Team Activities with emphasis on the recent "Take our Children to Work Day." Norma showed numerous photographs demonstrating the success of two workshops for children Grades 3 through 6, "Go Hawaiian with the SHE Mascot-Fun in the Sun ...The Safe Way." The chart presentation is attached as Enclosure 6.

### **Marshall Safety and Health Action Team (MSAT)**

No representative present - supporting the Health & Fitness Expo.

### **Environmental Health Team**

No representative present – participating in the Health and Fitness Expo.

## **Topics for Marshall Team Meeting (MTM)**

- Level 1 Safety Performance Award (Hernandez Engineering)
- Valve Over-pressurization Incident at 4607 (Mitchell Britt/TBE)
- Hazardous Waste Containers (Nance Jo Ogozalek/ED33)
- Industrial Safety Report (Ron Mize/QD50)
- S&MA Topic, Reliability (Dr. Fayssal Safie/QD40)

## **Open Actions (Dennis Davis/QD50)**

Dennis reviewed all the open action items. The chart presentation is attached as Enclosure 7.

## **New Business - Open Floor (Nance Jo Ogozalek/Chairperson)**

Cedreck Davis/AD22 suggested that "Safety Day 2004," scheduled for October 20, 2004, be appropriately renamed "SHE Day 2004." Tom Dollman/SD01/Chairperson for Safety Day indicated he would be glad to include Cedreck on the committee and that the committee plans a timely, aggressive awareness campaign.

Cedreck Davis/AD22 reported that a contract has been approved to remove all (approximately 1400 pieces) glass light fixture covers in Building 4202. The glass covers, which weigh approximately 30 pounds, will be replaced with light weight covers weighing approximately 2 pounds. This will be a significant reduction in risk to occupants from falling covers.

Jim Carter/AD01 announced that the enhanced E-911 system has been installed at MSFC. Enhancements include more telephone lines to receive calls simultaneously and the caller's location will be automatically identified without verbal assistance from the caller.

Wendell Colberg/ED30 briefly addressed a close call that occurred in the parking lot near Building 4705. Without warning, the metal arm of a parking area light fixture fell within three feet of a parked car. Several SHE Committee attendees remembered a similar incident near Building 4612 where a light fixture fell. Wendell agreed to provide electronic photographs for posting with the SHE Committee minutes and for viewing at the next MTM.

**ACTION SHE-04-004: Review the facilities Centerwide maintenance parking area lights inspection procedure (Inspection Plan/Process) and report findings to the next SHE committee. (Cedreck Davis/AD22: Report by 05-26-04)**

The next SHE Committee Meeting will be the Practitioner Subcommittees and Directorates with Hazardous Operations meeting scheduled for Wednesday, May 12, 2004, at 2:00 p.m. in Building 4200, Room P110.

*Original signed by*

Rondal C. Mize  
Manager  
Industrial Safety Department

7 Enclosures

cc:  
SHE Committee Members  
SHE Web Page

**Enclosure 1**

**SHE COMMITTEE MEETING**

**APRIL 28, 2004**

**BUILDING 4200, P110, 2 pm \*\***

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

**SHE Moment** (Dennis Davis / QD50)

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

**SHE Committee Report** (Nance Jo Ogozalek / Chairperson)

- . Meeting Minutes for March 31, 2004 Meeting
- . Budget Report
- . Earth Day Report
- . Root Cause Analysis Class - May 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>

**Special Reports**

- . Valve Over-Pressurization Building 4706 (Gerald Stricklin/AD22)
- . "Sav-A-Back" training (Dennis Davis / QD50)

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

- . Science Directorate (Tom Dollman / SD01)
- . Space Transportation Directorate (Jeff Hamilton / TD72)
- . Safety and Mission Assurance (Ron Mize / QD50)
- . Equal Opportunity Office (Elia Ordonez or Madeline Hereford / OS01)
- . Procurement Office (Valerie Holmes/PS01 or Jerry Williams / PS10)
- . Office of Chief Counsel (Phyllis Olinger / LS01)
- . Space Shuttle Propulsion Office (Darlene Garner / MP71)
- . Orbital Space Plane Program Office (Robert Werka / UP01)
- . 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)
- . Next Generation Launch Technology Program Office (NP)

**SHE Organization Report**

- . Industrial Safety Report (Dennis Davis / QD50)

**Subcommittee and Team Reports**

- . Environmental Excellence Team (Sharon Scroggins / AD10)
- . Training Subcommittee (Pat Schultz / CD20)
- . Communications Team (Norma Horton / QS50)
- . MSAT (Monte Gravunder / Mainthia)
- . Environmental Health Team (Joyce Eagan / AD60)

**Topics for Marshall Team Meeting** – May 3<sup>rd</sup>

**Open Actions** (Dennis Davis / QS50)

**New Business** (Nance Jo Ogozalek / Chairperson)

**Review New Open Actions** (Recorder)

**NEXT MEETING** – Practitioner Subcommittees & Directorates with Haz Ops – May 12<sup>th</sup>, 2 pm  
**Building 4200, P110**

**\*\* P110 reserved beginning at 1:30 pm; please have files loaded into computer before 2 pm**

# Enclosure 2

## **SHE COMMITTEE STATUS REPORT**

### ❖ **Procedural**

- Meeting minutes for March 31, 2004
- Representatives – **Reminder**: send status charts to Richard Smith or Lisa Zandler by COB Tuesday before SHE meetings

### ❖ **Update**

- **VPP: SHE Enhancement & Planning Team have investigated third party verification assessment options**
  - ✓ Follow up with Dave King conducted on April 15<sup>th</sup>
  - ✓ Team preparing presentation for Management Forum; date TBD
- **Emergency Information Cards laminated during Earth Day event on April 15<sup>th</sup> with MSAT >> very successful; positive comments received**
- **Health & Fitness Expo, April 28<sup>th</sup> – Emergency Information Cards laminated – joint venture with MSAT**
- **Task Directive for administrative and technical writing contractor support in progress**
- **Root Cause Analysis Class – May 4 – 6 (6<sup>th</sup> is half day)**

# **SHE COMMITTEE STATUS REPORT**

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

- **SHE-1.8B:**
  - **2003 Final Report – Electronic Meeting Session scheduled for April 30th**
  - **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 –**  
**New IRIS database operational. Trending feature still in progress.**
- **CLOSED:**
  - SHE-1.3A**
  - SHE-2.5D**
  - SHE-4.1B**

# SHE COMMITTEE STATUS REPORT

## ❖ SHE BUDGET FY2004

- One changes from report given on April 14, 2004
  - ➔ Request received from Flight Projects: \$ 13,120
- Representatives are reminded to
  - Update their budget requests as required
  - Provide copy of actual expenditures

	<u>Authorized</u>	<u>Expenditures</u>
• SHE Communications Team	\$ 1,200	\$ 597.93
• SHE Lifting Devices Subc.	\$ 350	
• OMEH	\$ 1,780	\$ 1,790.00
• VPPPA Membership Fee	\$ 1,250	\$ 1,250.00
• Wellness & Ergonomics Subc.	<u>\$ 938</u>	<u>\$ 936.78</u>
<b>Totals</b>	<b>\$ 5,518</b>	<b>\$ 4,574.71</b>

Funding Authority Received March 5, 2004 for \$ 7,000      Remaining \$ 2,425.29
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## Enclosure 3

# **CLOSE CALL, MARCH 25, 2004 VALVE FAILURE AT COMPRESSOR FACILITY, 4607**

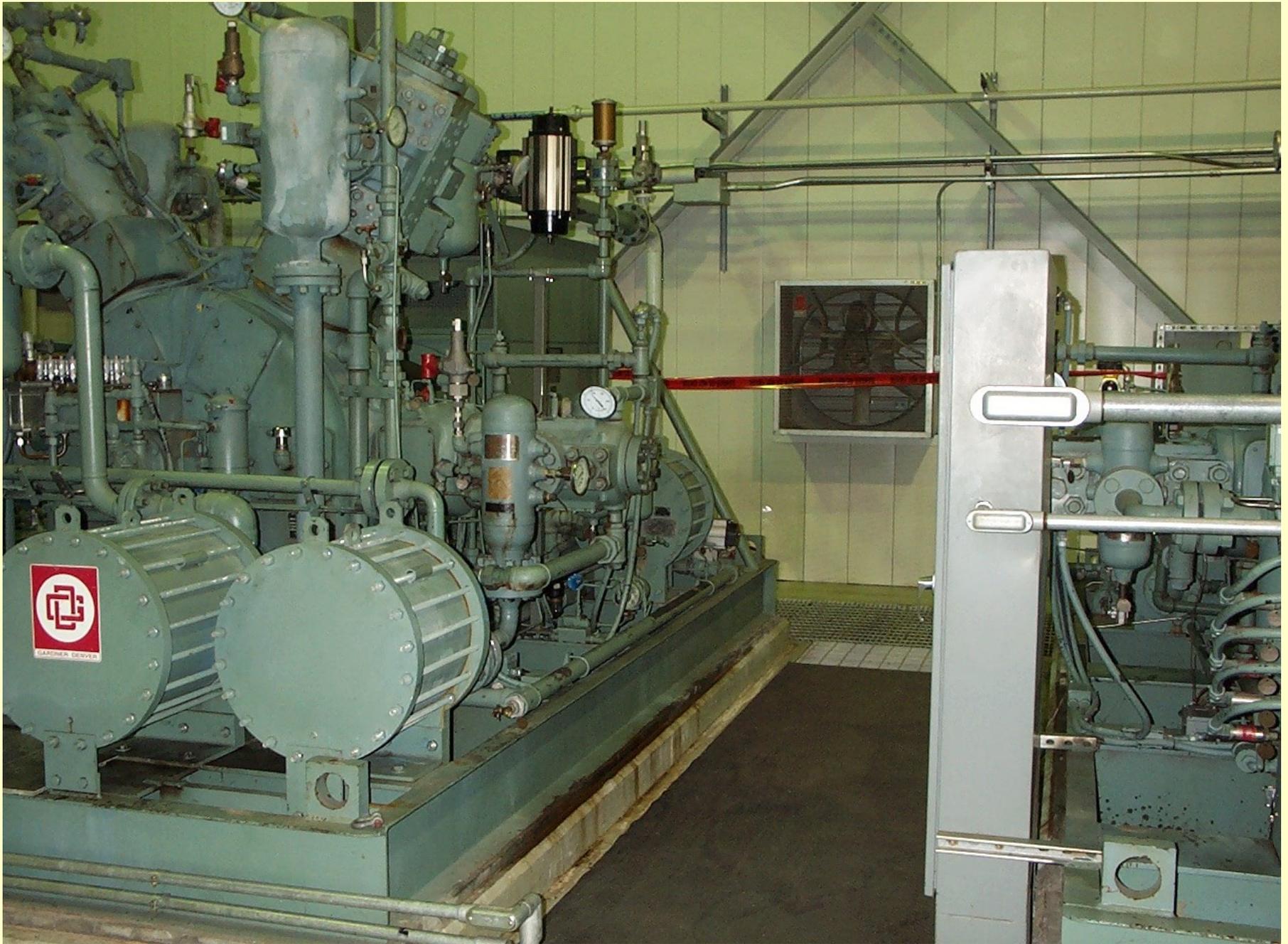
### **CORRECTIVE ACTIONS:**

- **REMOVE VENT LINE VALVES ON ALL FIVE COMPRESSORS.**
- **ESTABLISH PROCEDURES TO REVIEW VENT SYSTEMS IN GENERAL TO ASSURE COMPONENTS OF INSUFFICIENT PRESSURE RATING ARE NOT USED.**
- **DEVELOP MECHANISM TO QUICKLY CORRECT OUTSTANDING UNSAFE CONDITIONS.**









# Enclosure 4

## Science Directorate T. Dollman/SD01

- Open SCRS Metrics (Total=2+0\*):
  - Light fixtures; Egress path
  - (2+0\*) closed past 60-days
- Open SHEtrak corrective actions (14+10\*)
  - Numbers don't match Master Matrix
  - 6 BldgMgr + 8 Facilities; \*[6 UAH + 4 BldgMgr]
  - (1+10\*) Late:
    - (1) 4487
    - (10) NSSTC
  - (19+15\*) closed in past 60 days

# Science Directorate

## T. Dollman/SD01

- 3 Open mishap/close-call corrective actions
    - 2 @ NSSTC should have been closed
    - 1 @ Lockheed-Martin has been worked, report expected
  - PITAs: No add'l SD closures since Mar SHE Meeting
- \* **Note: Numbers include counts for SD's on-site + \*NSSTC (off-site) buildings\***

# MSFC Safety Data for FY04

(Current as of April 30, 2004)

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

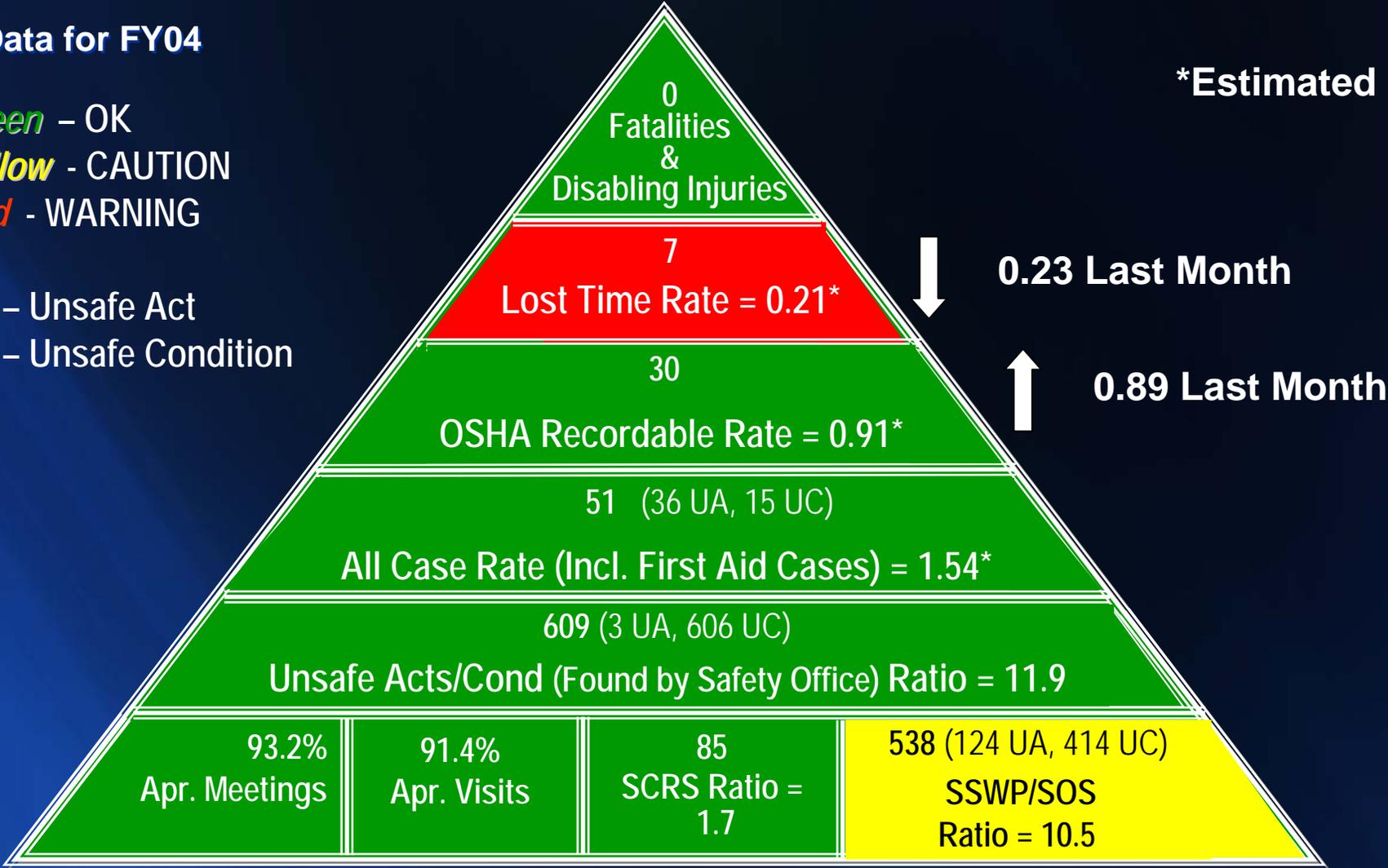
# MSFC Team Metric - Personnel Safety

Data for FY04

*Green* - OK  
*Yellow* - CAUTION  
*Red* - WARNING

UA - Unsafe Act  
 UC - Unsafe Condition

\*Estimated



# SHetrak Status by Area Manager (04-30-04)

ASSIGNEE	FY04	OPEN	Late Last Month	LATE
AD01	21	18	0	0
AD10	0	0	0	0
AD20	5	0	0	0
AD30	4	3	0	0
AD24	371	200	1	0
AD40	9	0	0	0
AD50	0	0	0	0
QS01	1	1	1	1
ED01	73	9	0	0
FD01	31	3	0	1
LS01	0	0	0	0
MP01	0	0	0	0
TD01	17	7	4	3
UP01	6	0	7	0
CD01	3	3	0	3
SD01	36	4	15	0
Army	8	6	0	1
NSSTC	19	4	0	3
UAH	5	6	3	6
<b>Total</b>	<b>609</b>	<b>254</b>	<b>31</b>	<b>18</b>

Over 10%  
late goes red.

# Mishap Corrective Action Status (04-30-04)

Responsible Organization	Open Mishap Cases		Corrective Actions			
	Total	New	Total	New	Late last month	Late this month
AD01	10	3	11	3	0	0
CD01	0	0	0	0	0	0
ED01	4	1	4	1	0	0
FD01	3	0	6+	0	5	5
LS01	0	0	0	0	0	0
MP01	0	0	0	0	0	0
OS01	0	0	0	0	0	0
PS01	0	0	0	0	0	0
QS01	2	0	1+	0	1	1
RS01	0	0	0	0	0	0
SD01	3	0	2+	0	2	2
TD01	2	0	1+	0	0	0
VS01	0	0	0	0	0	0
UP01	1	0	1	0	?	?
<b>Totals:</b>	<b>25</b>	<b>4</b>	<b>25+</b>	<b>4</b>	<b>9</b>	<b>8+</b>

# Organization Team Metrics (04-30-04)

Org.	SHE Program Metrics												Results			
	Supv Meet	Supv Visit	Supv Find	IHOP	Actions								Mishaps			
					SHE		Mishap Act.		SHEtrak		SCRS		Injury		Loss	
	%	%	Ratio	%	open	late	open	late	open	late	open	late	#	Rate	\$k	
DA	100	100	0	0	?	?	0	0	0	0	0	0	0	0	0	0
CD	100	100	14	0	?	?	0	0	3	3	0	0	1	0.64	0	0
LS	100	100	0	0	?	?	0	0	0	0	0	0	0	0	0	0
OS	100	100	0	0	?	?	0	0	0	0	0	0	0	0	0	0
PS	100	100	0	0	?	?	0	0	0	0	0	0	0	0	0	0
QS	100	100	21	0	?	?	1	1	1	1	9	0	1	0.91	0	0
RS	87.5	87.5	0	0	?	?	0	0	0	0	0	0	0	0	0	0
MP	100	87.5	0	0	?	?	0	0	0	0	0	0	0	0	0	0
NP	0	0	0	0	?	?	0	0	0	0	0	0	0	0	0	0
UP	22.2	11.1	0	0	?	?	1	?	7	0	0	0	0	0	0	0
XP	0	0	0	0	?	?	0	0	0	0	0	0	0	0	0	0
AD	100	98.4	1.9	0	?	?	11	0	221	0	11	0	22	2.18	233	0
ED	100	100	371	0	?	?	4	0	9	0	1	0	2	0.29	2	0
FD	96.8	100	14	0	?	?	6	5	3	1	0	0	1	0.23	0	0
SD	100	100	63	0	?	?	2	2	4	0	2	0	1	0.45	0	0
TD	72.2	58.3		0	?	?	1	0	4	4	0	0	0	0	0	0

## What Employee Reported in Past Month (04-30-04)



### SCRS

- Driving Rule Awareness – 1
- Walking/Tripping Hazard – 1
- Defective Equipment – 1
- Fastener Quality - 1
- Inappropriate Alarm Silencing – 1
- Working Environment - 1
- Thrown Object by Lawnmower – 1



### SOS

- Running Stop Light or Sign - 4
- Jogging/walking on road w/speed limit >25 - 3
- Failure to yield right of way – 2
- Not using turn signal -1
- Tailgating -1
- Not holding handrail - 1
- Not following procedures - 1

# FY04 Lost-Time Mishaps (04-30-04)

## New Lost-Time Cases Reported Since Last Meeting: NONE

- 03/05/04** Tool box fell on employees fingers, requiring surgery – Lost 7 days
- \*03/01/04** Off-site employee strained neck in on-site vehicle accident with Army employee vehicle – Lost 2 days
- 02/09/04** Employee lifted overweight luggage while on TDY, ruptured disk in back – Lost 23 days with 33 restricted days
- 02/12/04** Employee tripped over foot, fell face forward resulting in a concussion – Lost 17 days
- 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 LTIR

Slips/Trips/Falls (2)
  Back Injury (2)
  Other (4)

# BACKUP DATA

# MSFC Team Metric Key

<b>Metric</b>	<b>Green</b>	<b>Yellow</b>	<b>Red</b>
<b>Fatalities/Disabling Injuries (Type A &amp; B Mishaps)</b>	<b>0</b>	<b>N/A</b>	<b>&gt; 0</b>
<b>Lost-Time Rate</b>	<b>0 - 0.20</b>	<b>N/A</b>	<b>&gt; 0.20</b>
<b>OSHA Recordable Rate</b>	<b>&lt; 0.8</b>	<b>0.8 - 1.0</b>	<b>&gt; 1.0</b>
<b>All Case Rate ( Incl. First Aids)</b>	<b>&lt; 2.0</b>	<b>2.01 - 3.00</b>	<b>&gt; 3.00</b>
<b>Safety Office Findings Ratio*</b>	<b>&gt; 4.0</b>	<b>3.0 – 4.0</b>	<b>&lt; 3.0</b>
<b>% of Req'd Safety Meetings</b>	<b>&gt; 90%</b>	<b>80 - 90%</b>	<b>&lt; 80%</b>
<b>% of Req'd Safety Visits</b>	<b>&gt; 90%</b>	<b>80 - 90%</b>	<b>&lt; 80%</b>
<b>SCRS Ratio</b>	<b>&gt; 1.5</b>	<b>1.0 – 1.5</b>	<b>&lt; 1.0</b>
<b>Supervisor Findings Ratio*</b>	<b>&gt; 15.0</b>	<b>10.0 – 15.0</b>	<b>&lt; 10.0</b>

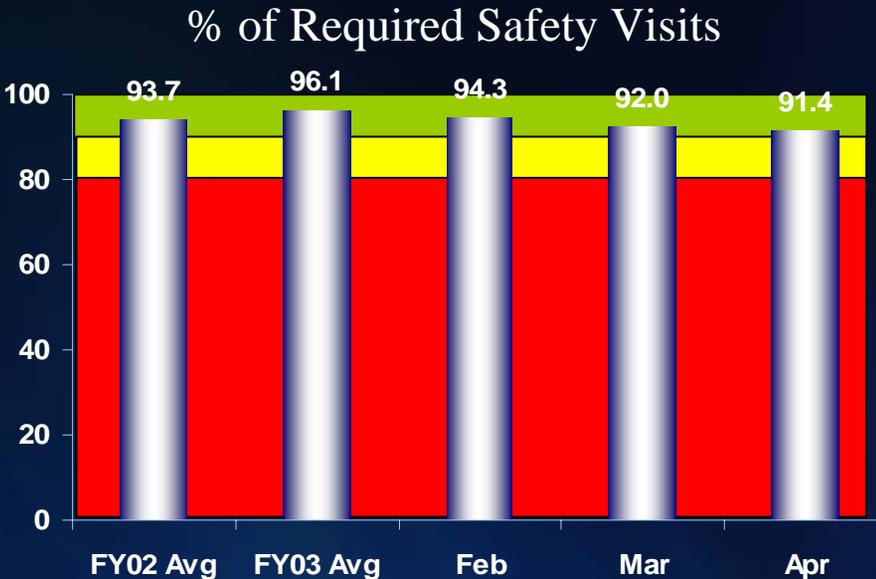
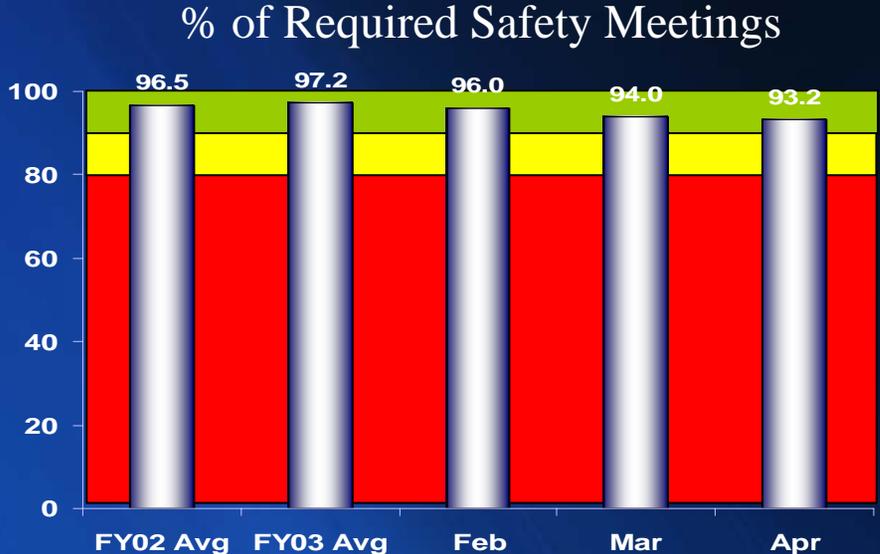
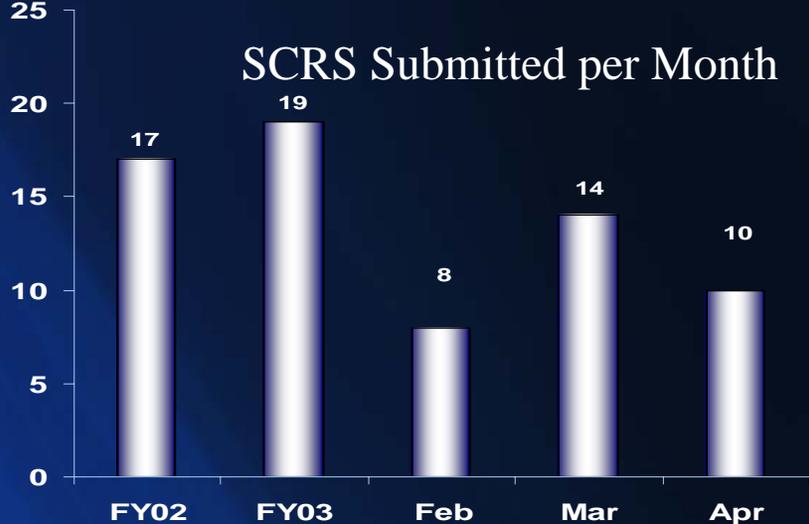
\* Ratio of number of findings or concerns to the number of all cases.

# 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 (04-30-04)



# November Safety Meetings and Visits (04-30-04)

## Honor Roll - 100% both Meetings & Visits

<b>DA (29)</b>	<b>LS (10)</b>
<b>AD (12)</b>	<b>MP (29)</b>
<b>CD (13)</b>	<b>OS (29)</b>
<b>ED (10)</b>	<b>QD (29)</b>
<b>FD (2)</b>	<b>SD (29)</b>

(Consecutive Months on Honor Roll)

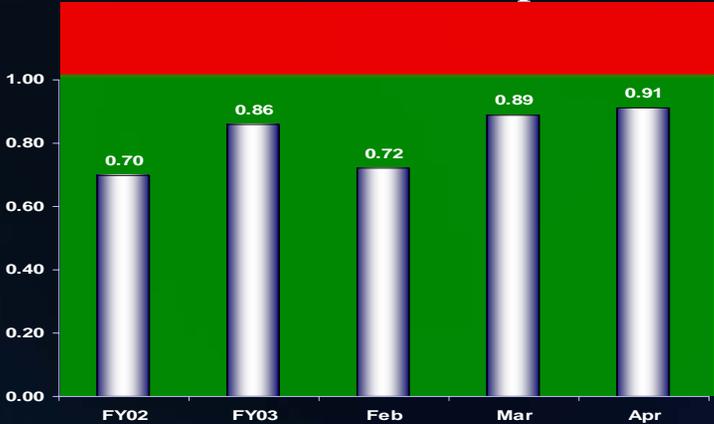
# Team Metrics - Trailing Indicators (04-30-04)

Lower is Better

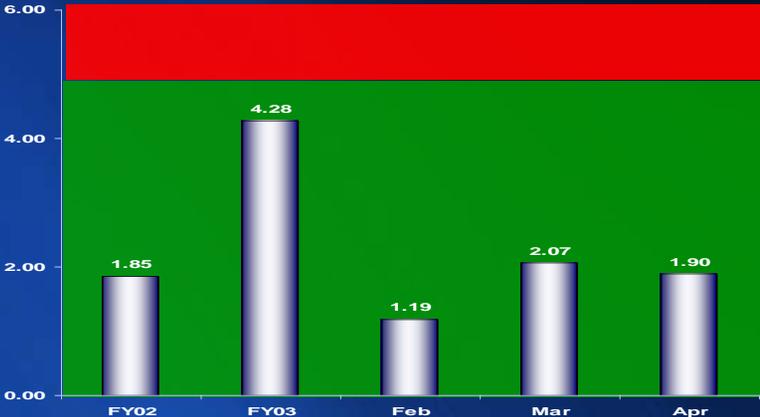
### Lost Time Rate



### Recordable Mishap Rate



### Mishap Severity Rate



### Mishap Dollar Loss (k)



# SCRS Metrics (04-30-04)

## SCRS Open Over 60 Days



## Late SCRS by Organization



# FY04 OSHA Recordable Rates by Organization (Includes Contractors) (04-30-04)

ORG	Hours*	No.
DA	16,031	0
CD	314,827	1
LS	14,568	0
MP	280,882	0
OS	5,387	0
PS	154,252	0
QS	218,841	1
RS	143,486	0
UP	120,593	0
VS	30,987	0
AD	2,015,985	22
ED	1,356,372	2
FD	872,697	1
SD	446,657	1
TD	525,680	0
XX	100,929	2



\*Hours for Current Month Estimated

# Off-Site Mishaps - Corrective Action Closure

(4/30/04)

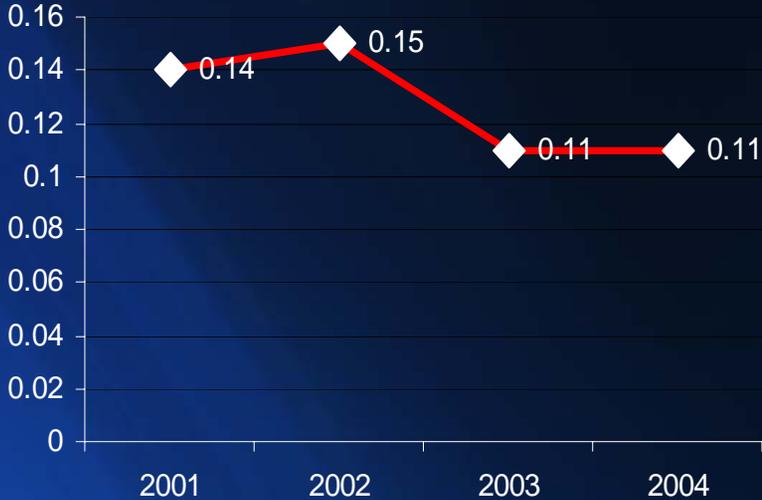
Responsible Organization	Open Mishap Cases		Corrective Actions		
	Total	New	Total	New	Late
MAF	2	0	1+	0	0
Pratt-Whitney	0	0	0	0	0
Rocketdyne-Canoga	6	0	1+	0	0
Thiokol	6	0	7	0	0
USA/KSC	2	1	2	1	1
<b>Totals:</b>	<b>16</b>	<b>1</b>	<b>11+</b>	<b>1</b>	<b>1</b>

+ Indicates Mishap Case requires Corrective Action(s)

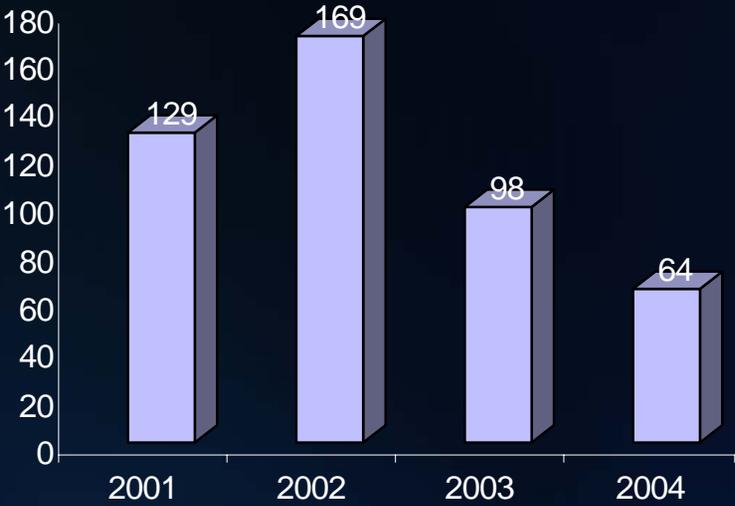
# Team Metrics - Leading Indicators (04-30-04)

## Supervisor Findings

Positive/negative Ratio



Number Per Month



# Workers Compensation Trends (04-30-04)

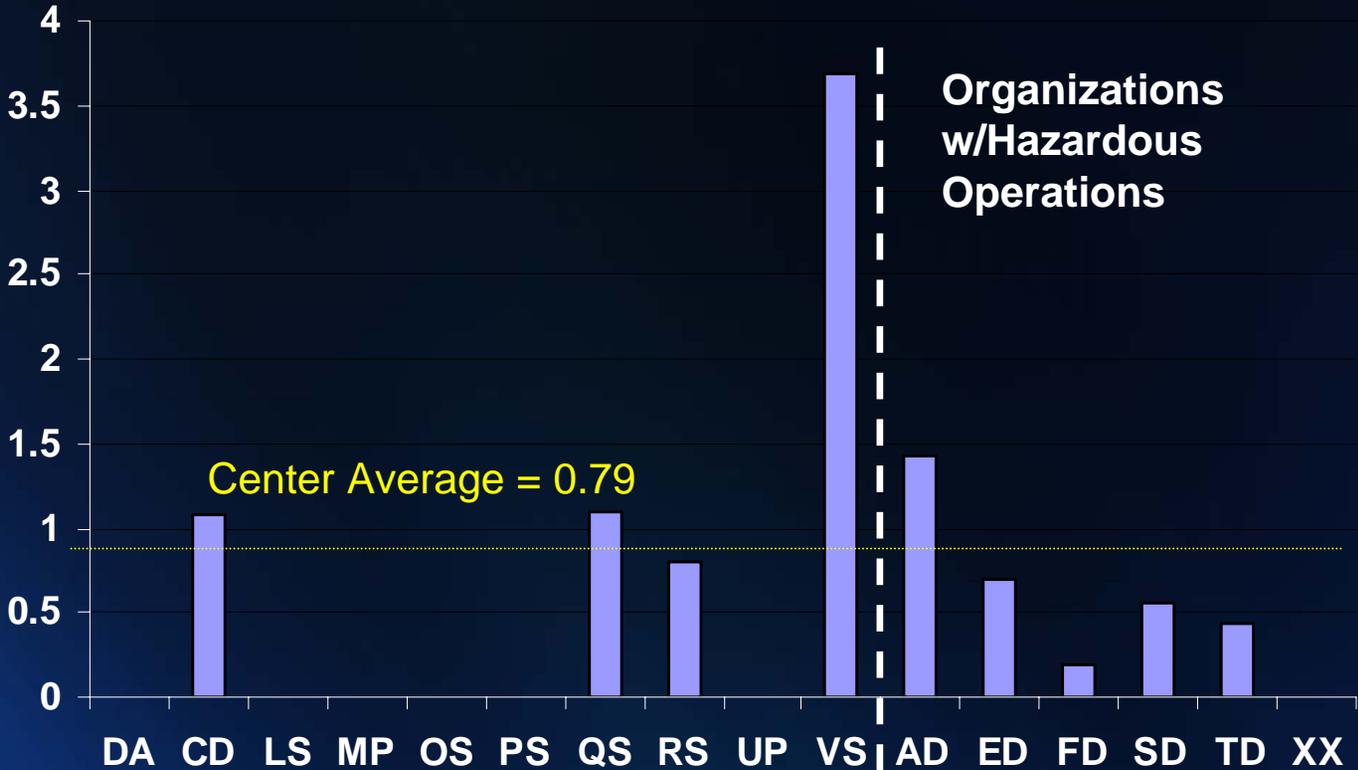
MSFC Workers' Comp



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



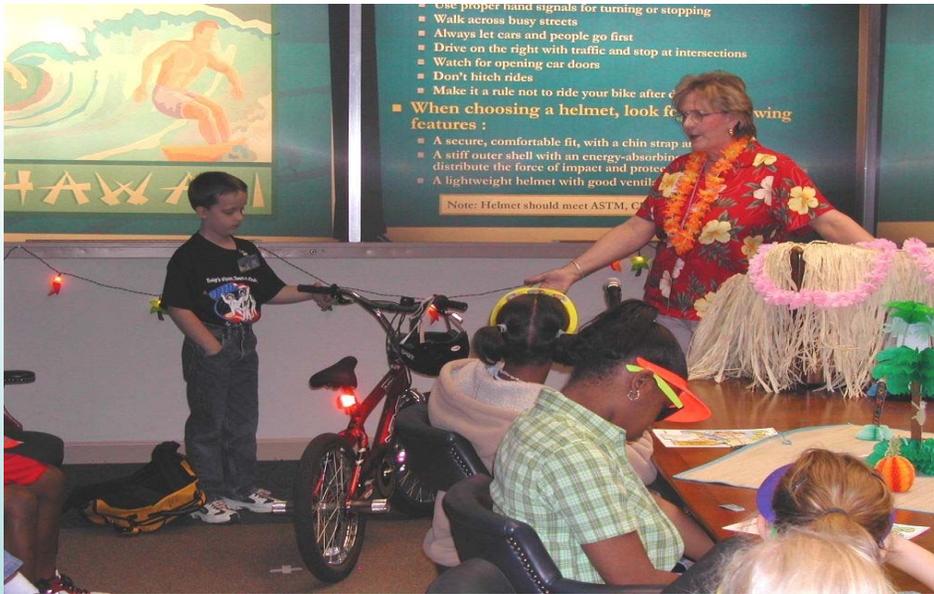
\*Hours for Current Month Estimated

# **Take Our Children To Work Day**

**Fun In The Sun  
The Safe Way With  
Hawaiian Flair 2004**

**Presented by:  
SHE Communications Team  
April, 2004**

















Fun in the sun  
Go Hawaiian with the SJE Mascots



- Always fish with someone else - an older brother, sister, parent, or an adult friend
- Wear non-slip shoes to avoid slipping on slippery surfaces or cutting yourself on sharp edges
- No running! Tripping on rocks and the bank makes for the major cause of children falling in
- When cutting your fishing rod make sure the hook is (not dangling), and hold the rod parallel to the ground
- Look out, making sure there isn't anything overhead. Look up for any overhead branches or wires. Watch yourself on the spines of





# Enclosure 7

## Open Actions

ACTION NO.	ISSUE/CONCERN	POINT OF CONTACT	ACTIONEE	FINAL PRODUCT	DATE OPEN	ECD	STATUS
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 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. Asbestos work required is some areas to install phone lines. 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 & Dennis Davis/QD50	Investigate and publish physical/medical requirements/guidelines for each related certification identified in MWI 3410.1.	08-27-03	02-15-04 08-11-04	In work: AD10, AD20, and QD50 met on 4/5/04 and developed an action plan to provide requirements. ECD is 8/11/04.
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/QD50	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 04-28-04	In-work. A new control area guideline has been added to the MWI 8715.3, Signs, Tags, and Barricades. This document is currently in DCB review process.

# Open Actions

ACTION NO.	ISSUE/CONCERN	POINT OF CONTACT	ACTIONEE	FINAL PRODUCT	DATE OPEN	ECD	STATUS
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 /QD50	For facilities, equipment, materials, and operations at MSFC controlled properties, develop a process to inform the Center Director or other responsible managers of accepted residual risks and associated controls.	09-10-03	02-15-04 •05-26-04	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 using ePORT.
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/QD50	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	COSURE RECOMMENDED. Discussed at Building Mangers Meeting and via e-mail to all Managers. Only 7 Building Managers have problem – 4201, 4476, 4487, 4566, 4623, 4674, 4707, 4712, & 4755. Building 4487 will either be tested on off shifts or use the Fire Alarm Paging system. Pete Allen does not want EWS used for non-emergencies. Other buildings should request after-hour testing or post signs on all entry doors the day before testing.

# Open Actions

ACTION NO.	ISSUE/CONCERN	POINT OF CONTACT	ACTIONEE	FINAL PRODUCT	DATE OPEN	ECD	STATUS
SHE 04-003	Darlene Garner reported that in her organization they had made emergency ID information backdrop badges for all employees.	Nance Jo Ogozalek/ED33	MSAT with support from Communications Sub-Committee if Team adopts as action.	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 Center wide initiative for MSAT. If adopted, work with Communication Committee to help promote.	02-25-04	04-15-04	CLOSURE RECOMMENDED. MSAT now offering “emergency notification” backdrop badges for any employee at MSFC.