

June 14, 2004

QD50 (04-038)

TO: Distribution

FROM: QD50/Rondal C. Mize

SUBJECT: Minutes of the MSFC Safety, Health, and Environmental Committee Meeting – May 12, 2004

The Safety, Health, and Environmental (SHE) Committee met at 2:00 p.m. on Wednesday, May 12, 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.

**Opening Remarks (Nance Jo Ogozalek/Chairperson)**

Nance Jo welcomed everyone to the meeting.

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

Dennis Davis discussed the Medical Center's report of a person complaining of a back injury caused from a sudden jerk. The injured employee walked into an unlighted copy room where the light switch was not easily accessible near the door. When the employee walked into the copy room to turn on the light, the employee stepped on a mouse glue trap that had a mouse on it. The sudden jerk occurred when the employee through up their hands over their head to maintain balance. Dennis stated that "reactionary mishaps" are hard to prepare for and to prevent. The only thing that would have helped in this case is for the light switch to be located near to the door as you enter.

**Special Reports**

There were no special reports given at this meeting.

**SHE Committee Status Reports (Nance Jo Ogozalek/ED33)**

The minutes of the SHE Committee meeting held on April 14, 2004, were approved. Nance Jo addressed the SHE Committee status reports. Significant items included: 1) The SHE Enhancement and Planning Team have investigated third party verification assessment options. The team is preparing a presentation for the Center Management Forum. 2) A Task Directive for administrative and technical writing contractor support is in progress; funding has been received. 3) 2003 Final Report – an electronic meeting session was conducted on April 30, 2004, and at least one more session will be required. 4) SHE Budget for FY 2004 was presented. The Budget meeting is scheduled for May 13, 2004. The Status Report is attached as Enclosure 2.

## **Hazardous Operations Directorates**

### Space Transportation Directorate (Jeff Hamilton/TD72)

Jeff reported on the Space Transportation directorate.

### Science Directorate (Tom Dollman/SD01)

Tom reported on the Science Directorate. The chart presentation is attached as Enclosure 3.

### Flight Projects Directorate (Paige Vaughn/FD22)

Paige reported on the Flight Projects Directorate. She discussed a vehicle accident that resulted in a passenger injury. The chart presentation is attached as Enclosure 4.

### Facilities (Jimmy Cobb/AD24)

Jimmy reported for the Facilities Department.

### Engineering Directorate (Wendell Colberg/ED30)

Wendell reported on the Engineering Directorate. The chart presentation is attached as Enclosure 5.

### Center Operations (Cathy Miller/AD62)

Cathy reported on Center Operations. The chart presentation is attached as Enclosure 6.

### Ad Hoc Committee for Program Improvement Targets (Tom Dollman/SD01)

Tom stated that the Ad Hoc Committee had met and discussed the tracking of the Program Improvement Targets. They believe they are not the appropriate group to track these actions; should be an Industrial Safety function.

## **Subcommittee Reports**

### Wellness and Ergonomics (Beth Skidmore/FD35)

Beth reported on activities to include: 1) The Health and Fitness Expo was a big success; 2) updated attendees on recommendations for bike and walking paths in the Center's Master Plan. A meeting with the planners revealed that the sidewalks will be 18 feet wide; so that, both walkers and bikers should be accommodated; 3) a traffic assessment revealed that the section of Rideout Road from Martin to Fowler was used by only approximately 340 vehicles and this is why it is going to be closed to put in a cafeteria between Buildings 4612 and the new 4600 complex; 4) the idea of having healthy food for sale in the vending machines was discussed with the vending company, but they were not receptive to it due to past efforts. At the present time they are looking at having some healthy snacks for sale at the Wellness Center; and, 5) it has been pointed out that the moving boxes are too large when fully loaded, making them exceed the 44 lbs. max weight allowed by OSHA. It was discussed with Brents Pepper/AD62 to get smaller boxes, but Brents stated that movers use a dolly rather than manual lifting.

### Safety Assessment (Linda Myszka/MORGAN)

In Linda's absence, Dennis Davis/QD50 gave the report. The chart presentation is attached as Enclosure 7.

Radiation (Patrick Patterson/AD60M)

Patrick reported for the Radiation Committee. The chart presentation is attached as Enclosure 8.

Pressure Operations (Jack Caudle/AD24)

Jack reported on the pressure system subcommittee activities. The chart presentation is attached as Enclosure 9. There was a discussion on having the committees involved in reviewing mishap investigation reports relative to their expertise prior to formal presentations. The Committee was not aware of the valve failure incident at the High Pressure Air Facility that was presented to the Marshall Team Meeting (MTM) last week.

**ACTION SHE-04-005: Investigate the mishap investigation process to assure related SHE Committees are adequately involved. (Dennis Davis/QD50: Due 06-09-04)**

Machine Shops (Todd Macleod/SD22)

Todd reported that the Machine Shop Subcommittee will meet on May 18, 2004. They will visit one of the Center's machine shops.

Lockout/Tagout

There was no representative present; however, an attendee stated that MWI 8715.2, "Lockout/Tagout Program" was in final internal review before being sent to the Document Control Board (DCB) for Centerwide review.

Lifting Devices and Equipment (Kevin Primm/AD24)

No Report.

Laboratory Operations (Nance Jo Ogozalek/ED33)

Nance Jo stated that the subcommittee had not met. Consideration is being given to combining Laboratory Operations with the Hazardous Chemicals and Materials subcommittee.

Hazardous Chemicals and Materials (Laurel Karr/SD46)

No representative present.

Cryogenics

No representative present; however, a chart presentation is attached as Enclosure 10.

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

Phil reported on the effort to put Job Hazard Analysis on the Web. The name will be changed to Job Safety Analysis to conform to national standard practice.

Building Managers (Dennis Davis/QD50)

Dennis reported on the Building Manager subcommittee activities. The Committee is being reorganized with first meeting scheduled for May 19, 2004. The chart presentation is attached as Enclosure 11. Dennis noted that he did not know the status of the Building Managers Subcommittee's SHE actions.

**ACTION SHE-04-006: Determine the current status of the Building Manager SHE actions. (Dennis Davis/QD50: Report 05-26-04)**

**Existing Actions (Dennis Davis/QD50)**

Dennis reviewed the open action items. The Open Action Log is attached as Enclosure 12.

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

Dennis Davis/QD50 discussed the Construction Safety Program review made by Code J subcontractor. We scored “equal to” or better than the other 228 companies that have participated in the survey. The contractor seemed very impressed with the contractor safety program during the onsite visit.

Tom Dollman/SD01 stated that someone had questioned the term in MPG 8715.1B “World Class” as used in the MSFC Safety Goal. It was proposed that this be reviewed and consider changing it to just “Help NASA be a Leader in Safety.”

**ACTION SHE-04-007: To address the issue with the words “world class” in the current MSFC Safety and Health Goals, please send any proposed new goal wordings to Tom Dollman for consideration at our next meeting. (All Committee Members; Due 5-26-04)**

The next SHE Committee Meeting is scheduled for May 26, 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

12 Enclosures

Distribution:  
SHE Committee Members  
SHE Web Page

ENCLOSURE 1  
SHE Practitioner Subcommittee and Directorates with Hazardous Operations  
MEETING AGENDA - **Wednesday, May 12, 2004**  
2 pm, Building 4200, P110

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

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

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

**Special Reports**

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

- Meeting Minutes - April 14, 2004**
- Budget Report**

**Directorates with Hazardous Operations**

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

((Send charts electronically to Lisa Zandler, HEI))

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

**Subcommittee Reports**

(Include status for SHE Action # 02-020: Program Improvement Targets and Budget requests)

((Send charts electronically to Lisa Zandler, HEI))

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

**Existing Actions (Dennis Davis)**

**New Business**

**New Actions (Recorder)**

**Meeting Schedule -**

**May 26 - Full Committee - 2 pm, Building 4200, P110**



# Enclosure 2 SHE Practitioner Subcommittee and Directorates with Hazardous Operations

## SHE COMMITTEE STATUS REPORT

### Procedural

- ✓ Meeting minutes for April 14, 2004 - *approved*

### Update

- ✓ SHE Enhancement & Planning Team have investigated third party verification assessment options  
Team preparing presentation for Management Forum; date TBD
- ✓ Task Directive for administrative and technical writing contractor support in progress – funding received
- ✓ Program Improvement Target - Corrective Actions  
SHE-1.8B  
2003 Final Report – Electronic Meeting Session was conducted April 30<sup>th</sup>; at least one more session will be required

*Updates from meeting shown in italics*



# SHE Practitioner Subcommittee and Directorates with Hazardous Operations

## SHE COMMITTEE STATUS REPORT

### SHE BUDGET FY 2004

	<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.	\$ 938	\$ 936.78
✓ SHE Committee Administrative and Technical Writing Support	\$ 30,000	
<b>Totals</b>	<b>\$ 35,518</b>	<b>\$ 4,574.71</b>

Funding Authority Received 03/05/04 for	\$ 7,000	Remaining \$ 2,425.29
Funding Available for Admin Support 05/07/04	\$ 30,000	

Budget meeting – Thursday, May 13, 2:45 pm, Building 4202, Room 326A



# Enclosure 3 SHE Practitioner Subcommittee and Directorates with Hazardous Operations

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## SD SHE Committee Report (May04)

- **Open SCRS Metrics (Total=2+0\*):**
    - Light fixtures; Egress path
    - (1+0\*) closed past 60-days
  - **Open SHEtrak corrective actions (16+4\*)**
    - Numbers don't match Master Matrix
    - 7 BldgMgr + 9 Facilities; \*[1 UAH + 3 BldgMgr]
    - (0+3\*) Late:
      - (3) NSSTC
    - (24+21\*) closed in past 60 days
  - **3 Open mishap/close-call corrective actions**
    - 2 @ NSSTC partially closed
    - 1 @ Lockheed-Martin has been worked, report misplaced
  - **PITAs: No add'l SD closures since Apr SHE Meeting**
- \* Note: Numbers include counts for SD's on-site + \*NSSTC (off-site) buildings\*



# Enclosure 4 SHE Practitioner Subcommittee and Directorates with Hazardous Operations

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## Flight Projects Report

- SCRS (60 days)** Safety concerns and suggestions pertaining to MSFC resources and/or facilities. The goal of the system is to effectively identify and correct potentially dangerous situations before accidents result

**0 Open**

**1 Closed in 60 days**

- SHETRAK (30 days)** Safety violations found during the annual facility safety inspections (Can include environmental violations)

**Currently 13 Open (Bldgs. 4610, 4755 & 4703)**

**– 10 assigned to Facilities**

**No Close Calls or Mishaps this period**



# Enclosure 5 SHE Practitioner Subcommittee and Directorates with Hazardous Operations

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## Engineering Directorate Report

### SCRS

- 2 Open; None late; Corrective actions under evaluation by Facilities Engineering Department

### SHEtrak – 76 area findings for FY04

- 9 Open; None late

### Mishaps/Close Calls

- 5 total mishaps for ED – corrective actions in work or under investigation
- 1 new mishap reported – heat damaged electronic boards under investigation

### 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 6 SHE Practitioner Subcommittee and Directorates with Hazardous Operations

## Center Operations Report

- **SCRS:**

Open:	14	Late:	0
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- **SHETRAK:**
  - **Facilities**

Open:	213***	Late:	2
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  - **Other**

Open:	0	Late:	0
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- **Mishaps:**
  - **Cases:**

Total:	8	New:	1
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  - **Corrective Actions:**

Total:	13	New:	3	Late:	1
Reopened: 1					
  
- **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 are pipe/tubing labeling and have an approved abatement plan



Enclosure 7

# **SHE Practitioner Subcommittee and Directorates with Hazardous Operations**

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## **Safety Assessment Subcommittee (SAS) Report**

-   Linda Myszka/Morgan (Chairperson)
-   /Thiokol (Deputy Chairperson)
- John Nugent/TBE
- Joan Trolinger/TD61
- Sonya Hutchenson/QS50 (Facilitator)
- Mark Hyder/AD23
- Tim Jett/ED32
- Susan Kosinski/EG&G
- Kristie French/QD50
- Dennis Davis/QS50 (Mentor)



# **SHE Practitioner Subcommittee and Directorates with Hazardous Operations**

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## **Safety Assessment Subcommittee (SAS) Report - Initiatives**

- Incorporate JHA wording into annual employee & supervisor performance evaluations.**  
ECD: Completed
- Review and Improve Clarity of Process Instructions. (SHE 4.1C)**  
Activity: Drafting proposed changes to MWI's. ECD: July, 2004
- Develop Training and Awareness Program for Employees (SHE 2.4E)**  
Activity: None  
ECD: FY 2004





# **SHE Practitioner Subcommittee and Directorates with Hazardous Operations**

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## **Safety Assessment Subcommittee Report Current Status of Review and Improve Clarity of Process Instructions**

- Process Flow Chart Completed
- Combining
  - MWI 8715.15 MSFC Safety Assessment Program
  - MWI 8715.6 Hazardous Operations
  - MWI 8715.8 Operational Readiness Program
  - Assessment Parts of MWI 8715.4 Personnel Protective Equipment
- Considering adding Job Safety Observation (JSO) and 'Take Two' Tools
- Weekly Working Meetings



# Enclosure 8 SHE Practitioner Subcommittee and Directorates with Hazardous Operations

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## Radiation Safety Committee Report

### Summary of the 2004 Annual Report:

166 Personnel monitored last year

- Only 11 received any detectable dose
  - Occupational dose averaged 12.36 millirem
    - Occupational limit is 5000 millirem per year (10 CFR Part 20)
    - Highest was 29 millirem (0.58% of regulatory limits)
    - Average dose over 166 persons is 0.81 millirem
    - Only 6.6% of persons monitored received dose
    - These are VERY low numbers
    - Indicative of MSFC's radiation workers goals to keep their dose
- ALARA (As Low As Reasonably Achievable)



# **SHE Practitioner Subcommittee and Directorates with Hazardous Operations**

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## **Radiation Safety Committee Report**

### **Summary of the 2004 Annual Report:**

- The report includes surveys from all areas where radiation producing machines or radioactive materials are used**
- The report had recommendations for Building 4481 X-ray Diffraction systems, Building 4718 X-ray Calibration Facility and Building 4711 X-ray Fluorescence systems**
- Over 180 personnel currently on the radiation monitoring program**



# **SHE Practitioner Subcommittee and Directorates with Hazardous Operations**

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## **Radiation Safety Committee Report**

- The committee last met on January 28, 2004
- The next meeting date has not been determined
- Future topics for the radiation safety committee:
  - Radiation Safety training on SOLAR
  - Purchase and use of a Cf-252 source
  - Real time radiography of various test articles
  - Amendment of Charter (delete/add members)



# Enclosure 9 **SHE Practitioner Subcommittee and Directorates with Hazardous Operations**

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## **Pressure System Committee Report**

- Status of Current Initiative(s)**
  - **CERT report For TS500 approved**
  - **Cert report for Boeing 578 Bus Propulsion System Pressure Testing in signature cycle**
  - **Other systems in work - Hydrogen Cold Flow**
    - **AIT Tester/B4623**
    - **B4493 Microgravity**
  
- SHE Actions Status – None**



# Enclosure 10

## **SHE Practitioner Subcommittee and Directorates with Hazardous Operations**

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### **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.**



# Enclosure 11 SHE Practitioner Subcommittee and Directorates with Hazardous Operations

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## Building Manager Report

### Area Manager

### Organization

AD01

AD10

AD20

AD30

AD40

AD50

CD

ED

FD

NSSTC

MP

RS

SD

TD

### Member

Carl Fried

?

?

Charlie Winkler

Vic Cordier

Dennis Wooten

Bill Stafford

?

Bob Crumbley

Kevin Vellacott-Ford

Darlene Garner

?

Susan Hartman

Ray Bailey



# **SHE Practitioner Subcommittee and Directorates with Hazardous Operations**

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## **Building Manager Report - Initiatives**

- Reorganizing**
- Have not met for past 3 months**
- Meeting scheduled for next week**
- Need representatives for:**
  - AD10**
  - AD20**
  - ED**
  - RS**



# **SHE Practitioner Subcommittee and Directorates with Hazardous Operations**

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## **Building Manager Report**

- SHE Improvement Actions assigned to Building Managers**
  - ✓ **3.1.4 Clearly Identify Doors Opening into Walkways**
  - ✓ **3.1.7 Establish and Post Housekeeping Rules in Work Areas**



# Enclosure 12 SHE Practitioner Subcommittee and Directorates with Hazardous Operations

## Existing 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	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 in 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	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	04-28-04	Recommend Closure. A new control area guideline has been added to the MWI 8715.3, Signs, Tags, and Barricades. Document approved by DCB last week.
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	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.