

June 29, 2004

QD50 (04-042)

TO: Distribution

FROM: QD50/Rondal C. Mize

SUBJECT: Minutes of the MSFC Safety, Health, and Environmental Committee Meeting – May 26, 2004

The Safety, Health, and Environmental (SHE) Committee met at 2:00 p.m. on Wednesday, May 26, 2004, in Building 4200, Conference Room P110. The attendance list is maintained on file in the Industrial Safety Department (4201/117). 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 (Phil Robbins/SAIC)

Phil discussed a 1996 executive letter from OSHA which addressed employer responsibilities for temporary employees. The letter, written in question and answer format, makes it clear that employers are obligated to provide a safe workplace for temporary employees; e.g., summer hires and employees from temporary service agencies. It is incumbent upon all MSFC civil service and contractor managers and supervisors to monitor the safety and health of these employees to inform them of the MSFC SHE Program and existing job safety analyses. The complete letter text is attached as Enclosure 2.

Senior Management Mentor (Axel Roth/DE01)

Axel echoed the statement by Phil Robbins that MSFC managers and supervisors are responsible for the workplace safety and health all employees within their organization.

Committee Report (Nance Jo Ogozalek/Chairperson)

Approval of the minutes of the SHE Committee meeting held on April 28, 2004 was delayed since they were only recently added to the SHE Web Page. Additional items discussed included: (1) FY04 SHE budget report – Nance Jo requested budget request for FY05 by June 14th; (2) the SHE Enhancement and Planning Team's plan to meet with the Center's Management Forum on May 27th; (3) approval of the SHE Committee's Technical Directive (TD) requesting contractor administrative and technical writing support; and (4) status of corrective actions for SHE Program Improvement Targets. The chart presentation is attached as Enclosure 3.

Special Report(s)

Mishap Trends (Courtney Pace/HEI)

Courtney reported on selected Mishap Trends at MSFC for the period, 1999 to present. The trend information included individual charts showing mishaps by day of week, rates by male and females, age group, mishap category, and by 2-hour period within a 24-hour period. This information generated an interest among attendees, which led to good open discussions and a desire for additional information. It was noted that since the NASA Incident Reporting Information System (IRIS) does not require/collect this specific information, each of the 400 hard copy mishap files had to be read to collect the information - in some cases, like mishap categories, the reader's judgment was the only way to determine the category. Several members indicated that after further review and editing of these charts, the information should be presented at a future Marshall Team Meeting (MTM). The chart presentation is attached as Enclosure 4.

Directorates and Offices Reports on Program Improvement Target Correct Actions

- Safety and Mission Assurance Directorate/QD01
Ron Mize/QD50 reported on S&MA. The chart presentation is attached as Enclosure 5.
- Equal Opportunity Office/OS01
Elia Ordonez/OS01 reported on Equal Opportunity Office. The chart presentation is attached as Enclosure 6.
- Procurement Office/PS01
Jerry Williams/PS10 reported there were no open issues.
- Office of Chief Counsel/LS01
Phyllis Olinger/LS01 reported there were no open issues.
- Space Shuttle Propulsion Office/MP71
No representative present; however, a chart presentation is attached as Enclosure 7.
- Orbital Space Plane Program Office/UP01
No representative present. This office has been discontinued. Regarding any open actions/issues, Axel Roth offered to assist in a review and arriving at a resolution.
- X-37 Program Office/XP01
No representative present; however, a chart presentation is attached as Enclosure 8.
- Office of the Director/DA01
No representative present; however, a chart presentation is attached as Enclosure 9.
- Customer and Employee Relations Directorate/CD02
Beth Young reported for CD.
- 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 (Ron Mize/QD50)

Ron reported on the Industrial Safety Metrics. Ron showed a new metric chart showing separate mishap rates by civil service and contractor. This chart generated discussion among attendees – questioned its purpose and expressed a need to clarify a few terms/abbreviations. Ron noted that this information is to meet a new NASA requirement – because of this new requirement, David King wants to show it. The Industrial Safety Metric charts are attached as Enclosure 10.

Non-Voting Subcommittee/Team Reports

Environmental Excellence Team (Arthur Patrick/AD10)

No report.

Training Team (Pat Schultz/CD20)

No report.

Communications Team

No representative present.

Marshall Safety and Health Action Team (MSAT)

No representative present.

Occupational Health Team (Joyce Eagan/AD60)

No report.

In response to a question regarding medical appointments, Joyce responded that following the Wellness and Ergonomics subcommittee's thorough investigation and implementation of a new process, "shows" for appointments did improve; however, it has returned to like it was before, numerous "no shows." Currently there is a software problem, which is a major contributor. Nance Jo plans to ask the Wellness and Ergonomics subcommittee to provide a status briefing to the SHE committee.

Topics for Marshall Team Meeting (MTM)

- Energy Presentation (Cedreck Davis/AD22)
- Industrial Safety Report (Ron Mize/QD50)
- Mishap Trends (future, after makeover)

Open Actions (Ron Mize/QD50)

Ron reviewed all the open action items. The chart presentation is attached as Enclosure 11.

In response to SHE action, SHE 04-004 to review the facilities Centerwide maintenance parking area lights inspection procedure (Inspection Plan/Process) and report findings to the next SHE committee. Tim Corn, Deputy Manager of Facilities Engineering, stated they were aware of only one instance at Building 4705. The light was attached to a wooden pole and dropped when the wooden pole decayed. These lights will be replaced with lights attached to metal poles avoiding and eliminating the failure mode and hazard, thereby eliminating the need for an inspection plan. Nance Jo noted to keep this action open for further review.

In reference to SHE action, SHE 04-007, regarding the use of words "world class" in the current Safety and Health goals. Tom Dollman/SD01 was not available; however, he sent word that he had not received any input from SHE Committee members. Tom proposed: ("one NASA") Safety Policy for MSFC: "To help NASA be a national leader in Safety" or "To work for NASA's national leadership in Safety." This action generated considerable discussion among attendees. Several attendees suggested we should only have objectives; others offered that goals and objectives should be measurable and realistic, and a few expressed a strong feeling that we still need a "Goal." Axel Roth added that our goals and objectives should not reflect things MSFC cannot control, and it may be only a few individuals that do not like the use of "world class." Nance Jo asked attendees for additional feedback be provided to Tom Dollman within two weeks.

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

No new business.

The next SHE Committee Meeting will be the Practitioner Subcommittees and Directorates with Hazardous Operations meeting scheduled for Wednesday, June 9, 2004, at 2:00 p.m. in Building 4200, Room P110.

Original signed by

Rondal C. Mize
Manager
Industrial Safety Department

11 Enclosures

cc:
SHE Committee Members
SHE Web Page

Enclosure 1
SHE COMMITTEE MEETING
May 26, 2004

BUILDING 4200, Morris Auditorium, 2 pm **

Open Meeting (Nance Jo Ogozalek / Chairperson)

SHE Moment (Ron Mize / QD50)

Senior Management Mentor (Axel Roth / DE01)

SHE Committee Report (Nance Jo Ogozalek / Chairperson)

- ☞ Meeting Minutes for April 28, 2004 Meeting
- ☞ Budget Report
- ☞ Contractor Support
- ☞ Budget POP cycle

Special Reports

- ☞ Mishap Trends 1999 – Present (Courtney Pace/HEI)

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

- ☞ Science Directorate (Tom Dollman / SD01)
- ☞ 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 (Ron Mize / 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)
- ☞ Occupational Health (David Thaxton / AD60)

Topics for Marshall Team Meeting – June 1st

Open Actions (Ron Mize / QS50)

New Business (Nance Jo Ogozalek / Chairperson)

Review New Open Actions (Recorder)

NEXT MEETING – Practitioner Subcommittees & Directorates with Haz Ops – June 9, 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 Meeting

SHE Safety Moment - P. Robbins/SAIC

April 30, 1996

[Name Withheld]

Dear [Name Withheld]:

This is the second response to your letter of November 13, 1995, in which you requested information on temporary workers, particularly those in the electronic assembly industry and office workers like Kelly Services. This letter will address health compliance issues, personal protective equipment (PPE), recordkeeping, and training (your questions #2, 3, 4, 5, 6, 8, 9, and 10).

Please keep in mind that these situations are very heavily fact-based; much of the interpretation depends upon the specific facts and circumstances of a particular situation and workplace.

The employees who work through employment agencies are generally called "temporary," "leased," or "supplied" workers (referred to in this letter as temporary workers). These employees are supplied by a "temporary," "leasing," or "supplying" employment agency who is their employer (referred to in this letter as temporary agency employer). This employer enters into contracts with secondary employers generally called the "host" or "client" employer (referred to in this letter as host employer).



SHE Committee Meeting

SHE Safety Moment - P. Robbins/SAIC

Question #2. What training must be provided to temporary workers by the host employer? Can general safety training provided by the supply employer such as chemical safety, material handling (lifting, push/pull, holding, carrying), hazardous energy control, ergonomics, etc. provided by the temporary agency/subject employer be supplemented with job-specific safety information? If the host employer provides this training, does this increase their responsibility/liability under the OSH Act since the temporary workers would be under their "direction and control"?

Answer #2. The Occupational Safety and Health Administration (OSHA) considers temporary agency employers, who send their own employees to work at other facilities, to be employers whose employees may be exposed to hazards. In situations where a temporary agency employer maintains a continuing relationship with its employees, but the host employer creates and controls the hazards, there is a shared responsibility for assuring that the temporary workers are protected from the workplace hazards. The host employer has the primary responsibility of such protections, but the temporary agency employer likewise has a responsibility under the OSH Act.



SHE Committee Meeting

SHE Safety Moment - P. Robbins/SAIC

The general rule is that the temporary agency employer would be expected to provide some generic training and the host employers would be responsible for providing site-specific training, or training to update employees on new hazards in the workplace.

In meeting the requirements of OSHA's Hazard Communication Standard, the temporary agency employer would, for example, be expected to provide generic hazard training and information concerning categories of chemicals employees may potentially encounter. Host employers would then be responsible for providing site-specific hazard training pursuant to sections 1910.1200(h)(1) and 1926.59 (h)(1). The host, of course, may specify what qualifications are required for temporary workers, including training in specific chemicals or personal protective equipment. Contracts that the temporary agency employer has with host employers should clearly describe the responsibilities of both parties in order to ensure that all requirements of the regulation are met. Primary responsibility for controlling potential exposure conditions would, of course, generally remain with the host employer.



SHE Committee Meeting

SHE Safety Moment - P. Robbins/SAIC

Question #3. How intensive must this training be considering some temporary workers may only be assigned to that employer for a few days? Since training is a process, not all training could be provided even within a few months. Does OSHA's compliance directive recognize this?

Answer #3. See answer to Question #2. OSHA's compliance directives do not address this issue.

Question #4. If the temporary worker is assigned to tasks which require medical monitoring, who is responsible for this: the host employer or the temporary agency/supply employer?

Answer #4. The host employer must offer and perform the required medical surveillance or evaluations. The temporary agency employer must ensure that the records of the required medical surveillance or evaluations are maintained in accordance with the appropriate OSHA standards.



SHE Committee Meeting

SHE Safety Moment - P. Robbins/SAIC

Question #5. How are the access to medical information and industrial hygiene test exposure data affected by the temporary worker-host employer relationship?

Answer #5. The temporary agency employer is required to maintain employee records in accordance with the appropriate OSHA standard. However, the host employer must perform the site characterization and monitoring of exposure to hazardous chemicals on the worksite.

Question #6. What obligations are there for the host employer to provide personal protective equipment (PPE) to temporary workers? Although the requirement to wear PPE for certain tasks would still apply, is this a reasonable cost to be incurred by the host employer? Can the requirements for PPE be contractually transferred to the temporary agency employer?

Answer #6. Host employer is responsible for providing PPE for site-specific hazards to which employees may be exposed. The host or supervising employer has the responsibility for assuring use of the PPE. However, again, the host employer may specify the services that it wants the temporary agency employer to supply, including provision of PPE for the temporary workers. Contracts with the host employer should clearly describe the responsibilities of both parties in order to ensure that all requirements of OSHA's regulations are met.



SHE Committee Meeting

SHE Safety Moment - P. Robbins/SAIC

Another issue regarding PPE is: who will pay for the PPE. The general rule is that the host employer would be responsible for the employee's PPE. However, if the host is not paying for the PPE, then the host has to assure that the supplying employer will provide it. Any training associated with the PPE would also follow this general rule.

OSHA has interpreted its general PPE standard, as well as specific standards that are silent on the issue of who pays for PPE, to require employers to provide and to pay for personal protective equipment required by the company for workers to do the job safely and in compliance with OSHA standards. Where equipment is personal in nature and can be used by workers off the job, the matter of payment may be left to labor-management negotiations. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances which cannot be worn offsite must be paid for by the employer.

Attached is a copy of a memorandum dated October 18, 1994 from former Deputy Assistant Secretary James W. Stanley to the OSHA Regional Administrators that discusses the employer's obligation to pay for PPE and is currently OSHA's policy on the subject. If you wish to discuss the issue of PPE further or have any questions, please contact Russell R. McCollough at (202) 219-8041 x129.



SHE Committee Meeting

SHE Safety Moment - P. Robbins/SAIC

Question #8. How should recordable injuries and illnesses be documented on the Log and Summary of Occupational Injuries and Illnesses (OSHA 200)? Is it acceptable to maintain a separate log of temporary workers' injuries and illnesses? What protection is provided to employers since temporary workers are under no requirement to notify the host employer of such injuries/illnesses but can notify OSHA of an unsafe condition or practice or that they were injured at a particular host employer?

Answer #8. Businesses who use workers from temporary agency employers on a contract basis must record those workers' occupational injuries and illnesses when the host employer provides their day-to-day direction (supervision). See pages 24 and 25 of the Recordkeeping Guidelines for Occupational Injuries and Illnesses. Question A-2 addresses the use of workers from a temporary agency employer on a contract basis. The answer states that the records should be kept by the firm responsible for the day-to-day direction of the employees' activities.



SHE Committee Meeting

SHE Safety Moment - P. Robbins/SAIC

If the host employer supervisor supervises the details, means, methods, and process by which the work objective is accomplished by the temporary workers, the host employer would be responsible for recording the injuries and illnesses of the temporary workers. The determining factor for recordability is the day-to-day supervision of the employees.

In short, the responsibility for recordkeeping is no different than the responsibility for training or any other OSHA requirement. The company that has direct supervision over the day-to-day activities of employees is responsible for maintaining the injury and illness records for those employees.

Some temporary agency employers, however, may be exempt from OSHA recordkeeping requirements as an employer classified in a low-hazard industry and are not required to record occupational injuries and illnesses on the OSHA Form 200 unless prenotified in writing by the Bureau of Labor Statistics. See pages 4 and 5 of the Guidelines.



SHE Committee Meeting

SHE Safety Moment - P. Robbins/SAIC

A host employer may sub-divide the log to provide separate listings of temporary workers but must consider the separate listings to be one log for all purposes, including access by OSHA and workers and for the annual summary and posting.

Many employees will not report workplace hazards, injuries, or illnesses to their employer for fear of discrimination/blacklisting by the employer. The OSH Act does not require any employee to notify any employer of any hazard, injury, or illness. When OSHA receives a complaint from an employee alleging unsafe or unhealthful working conditions, the complaint will be responded to in accordance with OSHA's current policies regardless of whether the complaint came from a "regular" employee or a temporary worker.



SHE Committee Meeting

SHE Safety Moment - P. Robbins/SAIC

Question #9. How should cumulative trauma disorders be recorded? Although the musculoskeletal disorder may become apparent while assigned to a host employer, due to the cumulative nature of these disorders, how can that adequately represent the injury/illness experience of the host employer?

Answer #9. See pages 14 and 15 of the Ergonomics Program Management Guidelines for Meatpacking Plants (OSHA 3123, 1993) (copy enclosed) regarding the recording of cumulative trauma disorders (CTD). CTDs should be recorded by the employer that has control over the temporary worker's day-to-day activities. If workplace activities supervised by the host employer contributed to the cumulative trauma disorder, then the disorder should be considered work-related and entered into the records if it meets the criteria in the Meatpacking Guidelines.



SHE Committee Meeting

SHE Safety Moment - P. Robbins/SAIC

Question #10. If a serious injury should occur and is required to be reported to the local OSHA office, who is responsible for reporting this occurrence?

Answer #10. According to 29 CFR 1904.8 the employer of any employee so affected is required to orally report (by telephone or in person to the OSHA Area Office that is nearest to the site of the incident, or by using the OSHA toll-free central telephone number) any fatality or inpatient hospitalization of three or more employees. Again the employer who has control over the temporary worker's day-to-day activities would be responsible for reporting to OSHA. If you wish to discuss recording issues further or have any questions, please contact Stephen A. Newell, Director, Office of Statistics or his staff (Jim Maddux, David Schmidt, or Bob Whitmore) at (202) 219-6463.



SHE Committee Meeting

SHE Safety Moment - P. Robbins/SAIC

You may also wish to look at OSHA's standard on permit-required confined spaces (29 CFR 1910.146), which puts several requirements on host employers. Besides the initial determination requirement of paragraph (c)(l) of 1910.146, the host employer must comply with the five requirements of paragraph (c)(8) when engaging another employer (contractor) who will have employees in permit spaces under the control of the host employer. See enclosed Federal Register copy of the final rule, page 4491 of the preamble, and page 4552 of the standard.

If you have any questions, please contact Helen Rogers at (202) 219-8031 x121.

Sincerely,

Raymond Donnelly, Director

Office of General Industry Compliance Assistance



Enclosure 3

SHE Committee Meeting

SHE COMMITTEE STATUS REPORT

◆ Procedural

- Meeting minutes for April 28, 2004 – postpone approval until next meeting

◆ Update

- ★ SHE Enhancement & Planning Team have investigated third party verification assessment options
 - Presentation to Management Forum – May 27th at 8:30 am
- ★ Task Directive for administrative and technical writing contractor support has been approved by COTR and funding tranfered to HEI contract

◆ Budget POP Cycle for FY 2005

- Provide budget request inputs by June 14th



SHE Committee Meeting

SHE COMMITTEE STATUS REPORT

◆ SHE Program Improvement Targets - Corrective Actions

- **SHE-1.8B:**
 - **2003 Final Report – Electronic Meeting Session conducted April 30th
At least one more EMS session will be 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 –**
- **New IRIS database operational. Trending feature still in progress.**
- **CLOSED:**
 - SHE-1.3A**
 - SHE-2.5D**
 - SHE-4.1B**



SHE Committee Meeting

SHE COMMITTEE STATUS REPORT

◆ SHE BUDGET FY2004 -- Current

	<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	\$ 30,000.00
	_____	_____
Totals	\$ 35,518	\$ 34,574.71

Funding expected = \$ 100,000

Last Call to submit any requests for funds for FY 2004
Provide input no later than 06-03-2004



SHE Committee Meeting

SHE COMMITTEE STATUS REPORT

◆ SHE BUDGET FY2004 -- Pending Final Approval

- | | | |
|--|------------------|------------------|
| • SHE Communications Team
<i>Awareness Campaigns, Safety Day</i> | \$ 1,902 | balance |
| • Lifting Devices Equipment Subc.
<i>Withdrew request</i> | \$ 0 | reduction |
| • Lockout Tagout Subcommittee
<i>Item changed; estimated by Planning Team</i> | \$ 2,000 | reduction |
| • Laboratory Operations Subc.
<i>Chemical labeling software, Labels, Safety Day</i> | \$ 4,500 | no change |
| • Building Managers Subc.
<i>5 Automatic External Defibrillators</i> | \$ 15,000 | reduction |
| • WERG
<i>Publicity posters, Safety Day</i> | \$ 1,563 | balance |
| • Flight Projects Directorate
<i>Step stools (10), extension cord covers (15), Carpet Mats (10)
Defibrillators combined with Bldg Managers request</i> | \$ 620 | reduction |
| • SHE Committee
<i>STAR Consultant, Awards, Conference travel, Safety Day,
Emergency Badge supplies</i> | \$ 38,600 | balance |

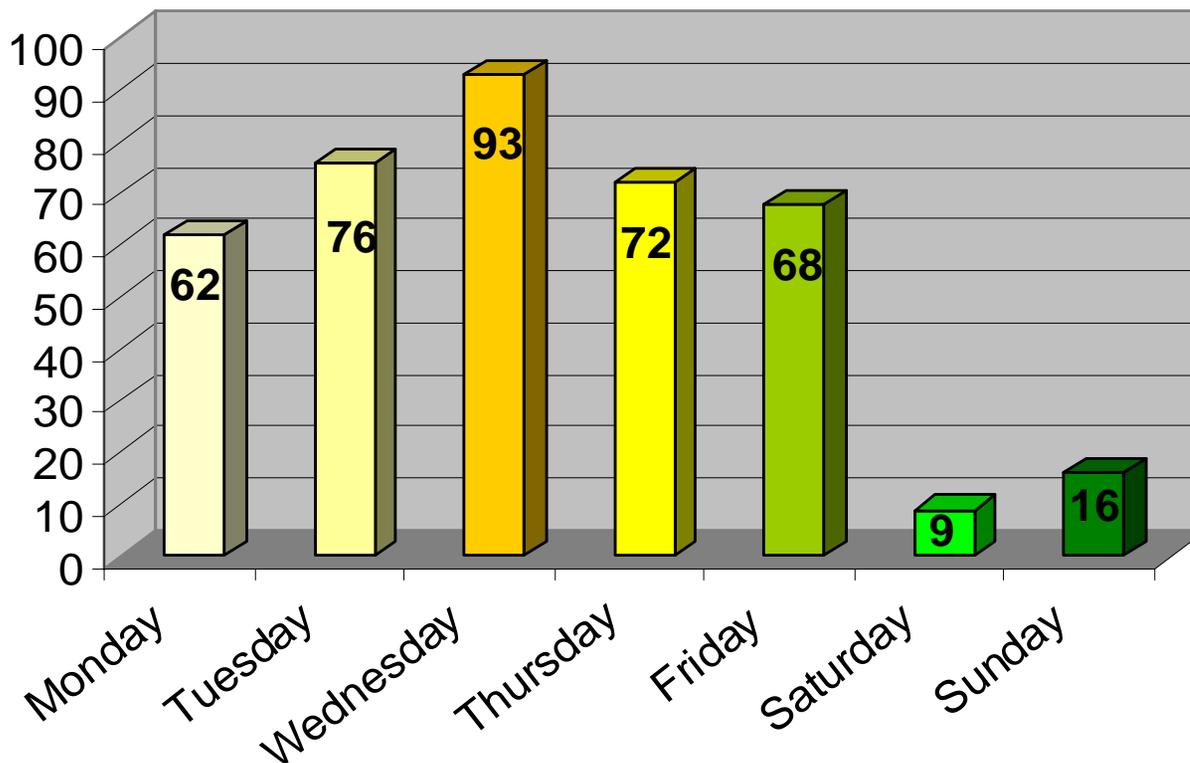


Enclosure 4

SHE Committee Meeting

Mishap Trends – 1999 to Present

Mishaps by day of week 1999-Present

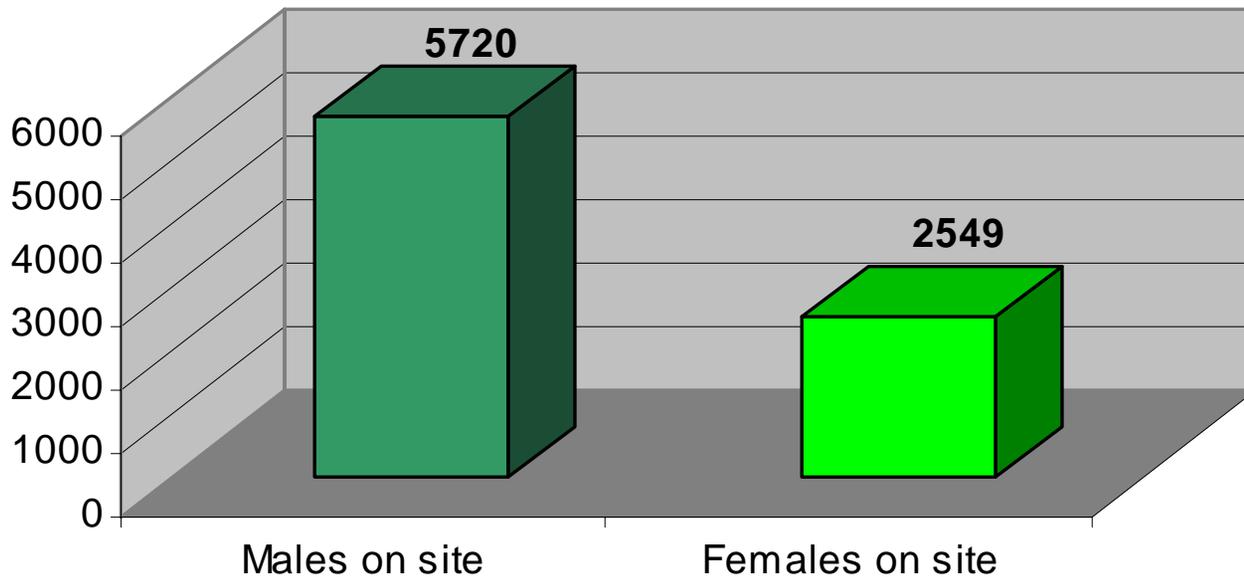




SHE Committee Meeting

Mishap Trends – 1999 to Present

Total no. of Males/Female on site current

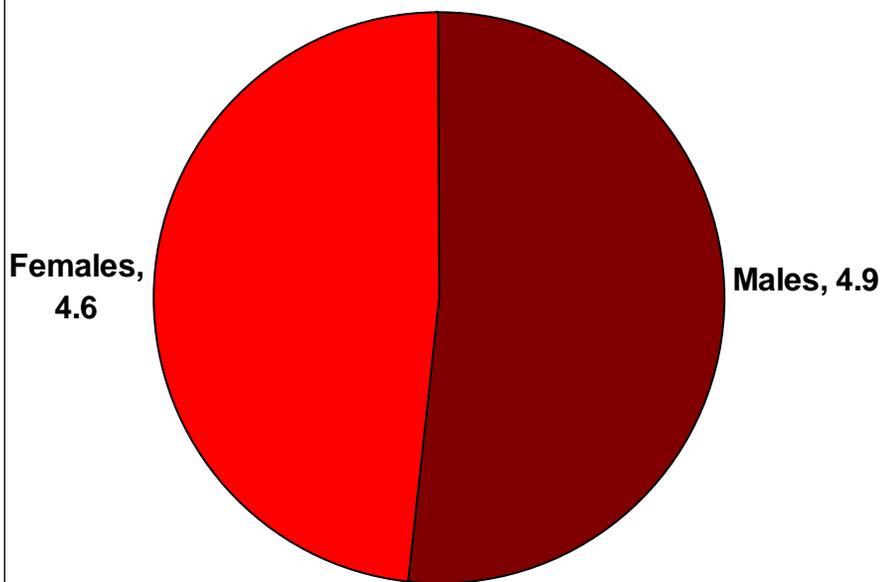




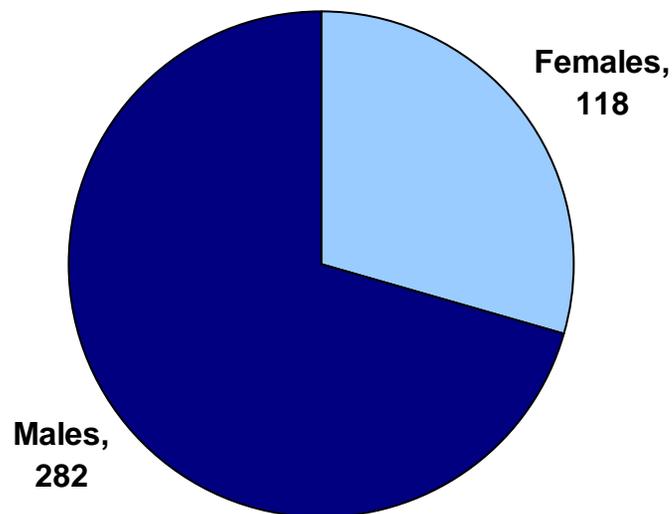
SHE Committee Meeting

Mishap Trends – 1999 to Present

Rate of Mishaps per 100 people 1999-Present



No. of Mishaps on site 1999-present

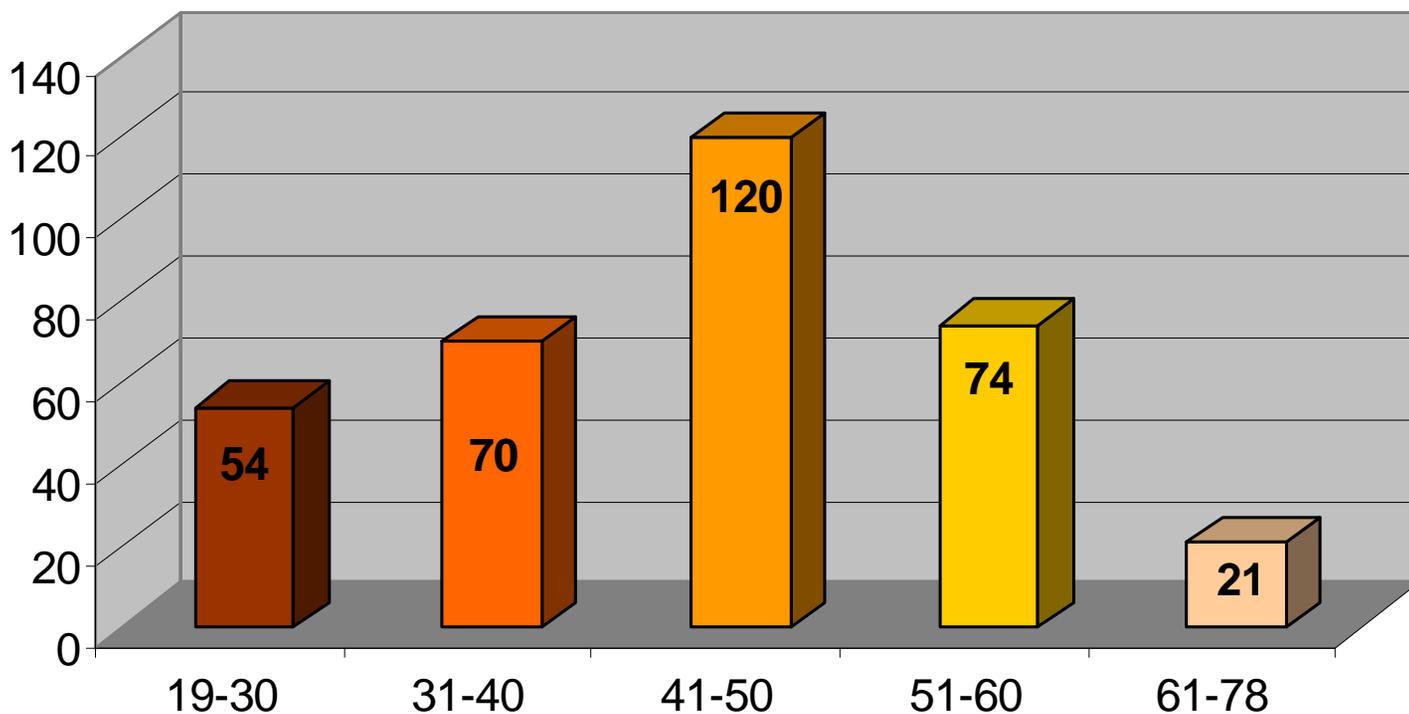




SHE Committee Meeting

Mishap Trends – 1999 to Present

No. of mishap by age group

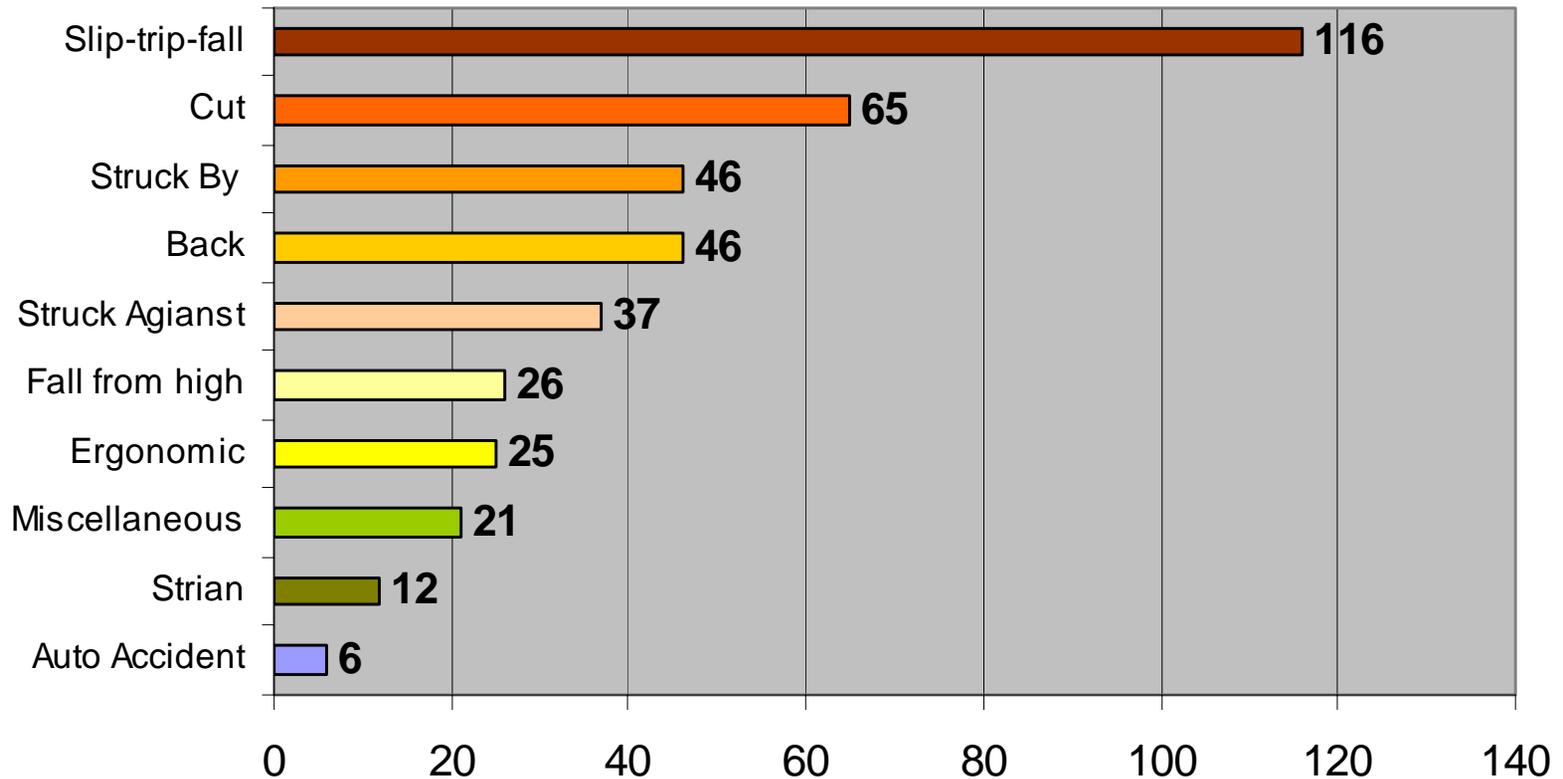




SHE Committee Meeting

Mishap Trends – 1999 to Present

Mishap categories among 400 injuries

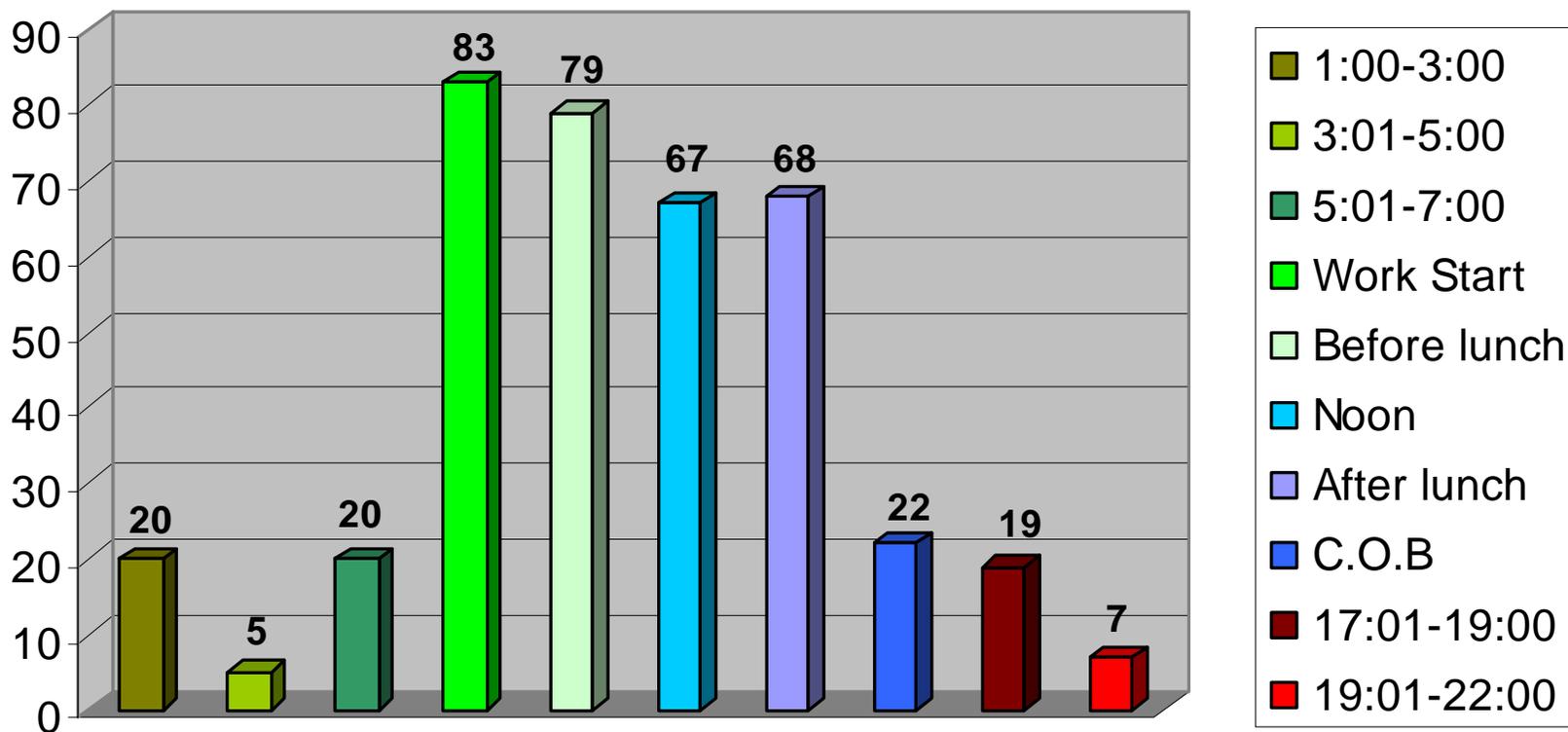




SHE Committee Meeting

Mishap Trends – 1999 to Present

No. Mishap in a two hour period





Enclosure 5

SHE Committee Meeting

Safety and Mission Assurance QD Monthly Metrics

SHEtrak Items:

- 1 Item Open & 1 Late

SCRS Items:

- 1 Open

Mishap Corrective Actions:

- 1 Item Open & Late
 - Mishap involving personnel injury at Canoga/RMO



SHE Committee Meeting

Safety and Mission Assurance QD Monthly Metrics

Generic Directorate/Office Actions

- 27 actions assigned
- 6 items open

QD-Specific Actions

- 28 actions assigned
- 6 items open

ECD's established for remaining open actions



Enclosure 6

SHE Committee Meeting

Equal Opportunity Office

OS Monthly Metrics

SHEtrak Safety Findings:

Total Number Open **None**

Total Number New since last report **One, extension cord/power strip used in series, the corrective action we took was to replace it with one cord/strip**

Total Number Closed since last report **One**

Total Number currently late – and why late **None**

Total Number with abatement plans **None**

Mishaps and Close Calls: **None**

Total Number Open

Total Number New

Total Number of Corrective Actions still open

Total Number of m&cc and corrective actions closed since last report

Summary of any incidents that may provide lessons learned to other organizations

Briefing for any lost time incidents



SHE Committee Meeting

Equal Opportunity Office OS Monthly Metrics

Safety Concerns Reporting System (SCRS): None

Total Number Open

Total Number Closed since last report

Total Number of New SCRS and summary of any that are unusual

Summary of any that may be difficult to close and will require assistance from the Ad Hoc Subcommittee

Program Improvement Targets – Corrective Actions

Total Number Open

List of those still open, give ECD

Total Number Closed

If any have been closed, what was corrective action(s)



SHE Committee Meeting

Equal Opportunity Office OS Monthly Metrics

Supervisors Walk Throughs:

Number conducted **One**

Number of findings recorded **None**

Number and type of unsafe acts identified **None**

Safety Meeting(s) topic **Billie Swinford did a presentation on
“ Vacation Safety” during our staff meeting on May 3rd.**

Other Information:

Any general lessons learned to pass along

Topics organization would like to see covered by SHE Committee

Suggestions for improvement

Any thing else



Enclosure 7

SHE Committee Meeting

Space Shuttle Propulsion Office MP Monthly Metrics

SHEtrak Safety Findings: 0

- Total Number Open Currently
- Total Number New since last report
- Total Number Closed since last report
- Total Number currently late – and why late
- Total Number with abatement plans

Mishaps and Close Calls: 0

- Total Number Open
- Total Number New
- Total Number of Corrective Actions still open
- Total Number of m&cc and corrective actions closed since last report
- Summary of any incidents that may provide lessons learned to other organizations
- Briefing for any lost time incidents

Safety Concerns Reporting System (SCRS):

- Total Number Open 2
3340- AD01 will repair sidewalk; 3315-lawnmower operators have been briefed on safety
- Total Number Closed since last report
- Total Number of New SCRS and summary of any that are unusual
- Summary of any that may be difficult to close and will require assistance from the Ad Hoc Subcommittee



SHE Committee Meeting

Space Shuttle Propulsion Office MP Monthly Metrics

Program Improvement Targets – Corrective Actions

Total Number Open - 0

List of those still open, give ECD

Total Number Closed

If any have been closed, what was corrective action(s)

Supervisors Walk Throughs:

Number conducted – 100% for May

Number of findings recorded - 0

Number and type of unsafe acts identified - 0

Safety Meeting(s) topic – Required topic for May (MSFC Traffic Enforcement & Parking)

Other Information:

Any general lessons learned to pass along

Topics organization would like to see covered by SHE Committee

Suggestions for improvement

Any thing else



Enclosure 8

SHE Committee Meeting

X-37 Program Office XP Monthly Metrics

☐ SHEtrak Safety Findings: 0

- Total Number Open Currently
- Total Number New since last report
- Total Number Closed since last report
- Total Number currently late – and why late
- Total Number with abatement plans

☐ Mishaps and Close Calls: 0

- Total Number Open
- Total Number New
- Total Number of Corrective Actions still open
- Total Number of m&cc and corrective actions closed since last report
- Summary of any incidents that may provide lessons learned to other organizations
- Briefing for any lost time incidents

☐ Safety Concerns Reporting System (SCRS): 0

- Total Number Open
- Total Number Closed since last report
- Total Number of New SCRS and summary of any that are unusual
- Summary of any that may be difficult to close and will require assistance from the Ad Hoc Subcommittee



Enclosure 9

SHE Committee Meeting

Office of the Director

DE Monthly Metrics

SHEtrak Safety Findings:

Total Open = 4 – all assigned to Facilities Department

Total Closed since last report = 2

Total Number Late = 0

Mishaps and Close Calls:

Total Number New or Open = 0

Total Closed since last report = 0

Safety Concerns Reporting System (SCRS):

Total Number New or Open = 0

Total Number Closed since last report = 0

Program Improvement Targets – Corrective Actions:

No status available this month

MSFC Safety Data for FY04

(Current as of May 26, 2004)

- **Team Personnel Safety Pyramid**
- **Civil Service and Contractor Metrics**
- **Mishap Corrective Action Status**
- **Safety Findings Corrective Action Status**
- **What Employees are Reporting**
- **FY04 Lost Time Mishaps**

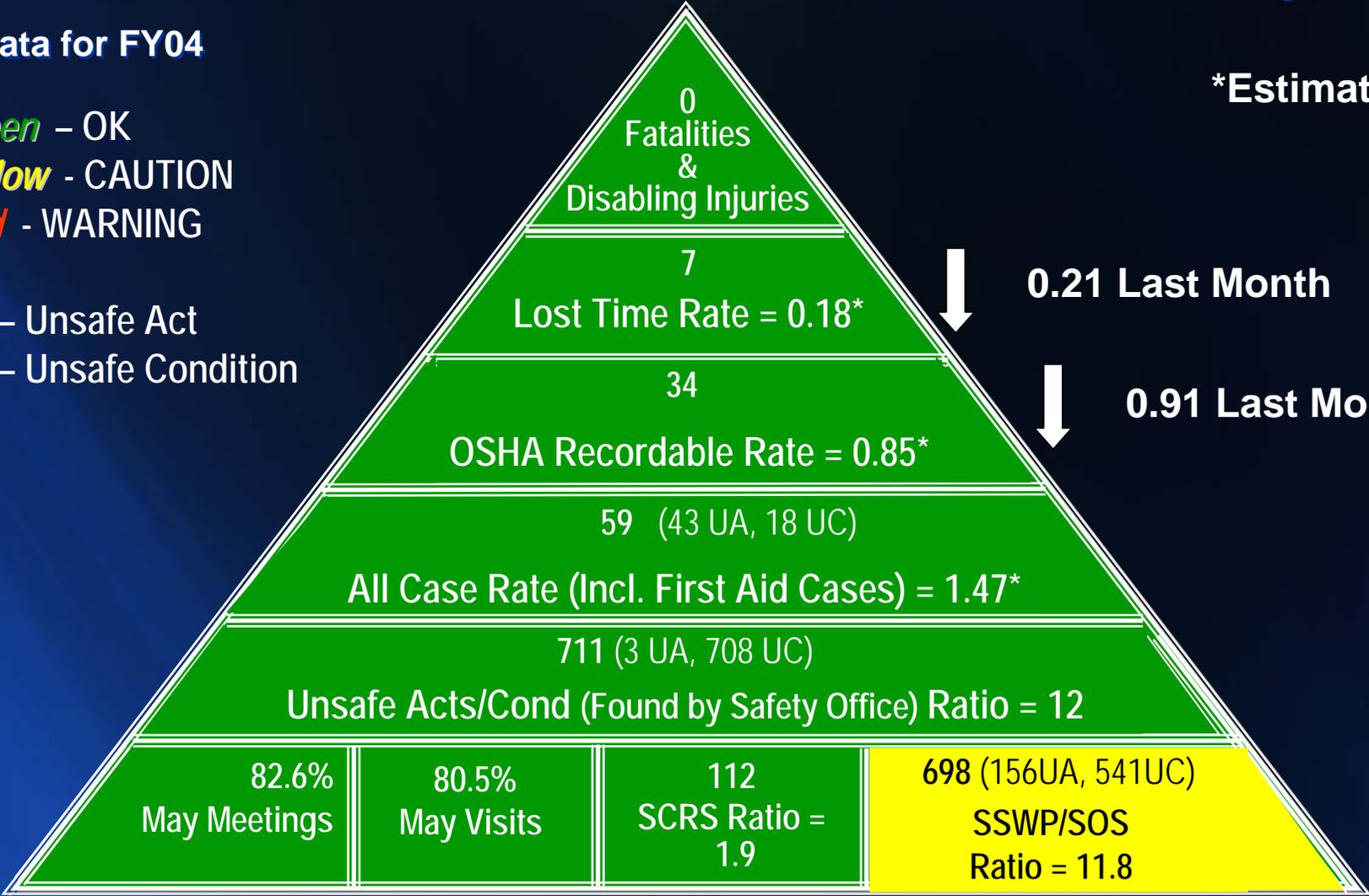
MSFC Team Metric - Personnel Safety

Data for FY04

Green - OK
Yellow - CAUTION
Red - WARNING

UA - Unsafe Act
UC - Unsafe Condition

*Estimated



Civil Service & Contractor Mishap Metrics

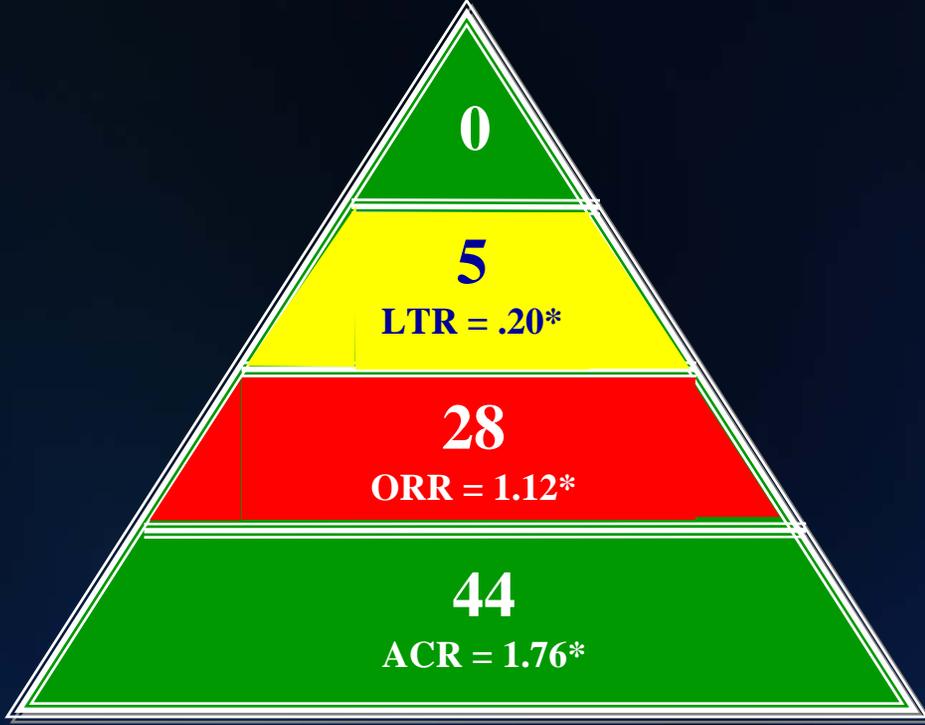
FY04

Green - OK
Yellow - CAUTION
Red - WARNING

LTR - Lost Time Rate
ORR - OSHA Recordable Rate
ACR - All Case Rate (includes first aid cases)



Civil Service



Contractors

SHetrak Status by Area Manager (05-26-04)

ASSIGNEE	FY04	OPEN	Late Last Month	LATE
AD01	21	0	0	0
AD10	0	0	0	0
AD20	6	1	0	0
AD30	17	0	0	0
AD24	427	209	0	2
AD40	9	0	0	0
AD50	0	0	0	0
QS01	1	1	1	1
ED01	74	9	0	6
FD01	31	2	1	2
LS01	0	0	0	0
MP01	0	0	0	0
TD01	44	24	3	4
UP01	6	0	0	0
CD01	3	3	3	3
SD01	40	7	0	0
Army	8	1	1	0
NSSTC	19	3	3	3
UAH	5	1	6	1
Total	711	261	18	22

Over 10%
late goes red.

Mishap Corrective Action Status (05-26-04)

Responsible Organization	Open Mishap Cases		Corrective Actions			
	Total	New	Total	New	Late last month	Late this month
AD01	6	1	6	3	0	0
CD01	0	0	0	0	0	0
ED01	5	0	5+	0	0	0
FD01	2	0	6+	0	5	0
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
QD01	1	0	1	0	1	1
RS01	0	0	0	0	0	0
SD01	2	0	2+	0	2	0
TD01	2	0	3	0	0	3
VS01	0	0	0	0	0	0
UP01	1	0	1	0	?	?
Totals:	19	1	24+	3	8	4

What Employee Reported in Past Month (05-26-04)



SCRS

- Traffic/Roadways -5
- Yard and Grounds -3
- Smoking -2
- Elevators -2
- Environment -2
- Drinking Water -1
- Facilities -1
- Falling object Hazards -1
- Fire Protection -1
- Occupational Health -1
- Rails and Stairs -1
- Slip/Trips -1



SOS

- Tailgating -3
- Speeding -3
- Running Stop Light or Sign - 3
- Not using turn signal -3
- Jogging/walking on road w/speed limit >25 – 1
- Wrong side of road (Not facing traffic) -1
- Failure to yield right of way – 1
- Reckless -1
- Not wearing seat belt -1
- Not holding handrail - 1
- Not following procedures – 1c

FY04 Lost-Time Mishaps (05-26-04)

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)



Enclosure 11

SHE Committee Meeting

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 08-15-04	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 03-023	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 07-30-04	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 Committee Meeting

Open Actions

ACTION NO.	ISSUE/CONCERN	POINT OF CONTACT	ACTIONEE	FINAL PRODUCT	DATE OPEN	ECD	STATUS
SHE 04-004	Wendell Colberg discussed an incident in which a street light fixture fell in the parking lot of 4705.	Nance Jo Ogozalek/ED33	Cedreck Davis/AD	Review the facilities Center wide maintenance parking area lights inspection procedure (Inspection Plan/Process) and report findings to the next SHE committee.	04-28-04	05-26-04	
SHE 04-005	Jack Caudle expressed a concern that the valve failure incident was reported to the MTM without the Pressure Committee's knowledge.	Nance Jo Ogozalek/ED33	Dennis Davis/QD50	Investigate the mishap investigation process to assure related SHE Committees are adequately involved.	05-12-04	07-30-04	
SHE 04-006	Dennis Davis discussed the reorganization of the Building Manager Committee but he didn't know status of Committee SHE Actions	Nance Jo Ogozalek/ED33	Dennis Davis/QD50	Determine the current status of the Building Manager SHE actions.	05-12-04	06-15-04	
SHE 04-007		Nance Jo Ogozalek/ED33	All voting Committee members	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.	05-12-04	05-26-04	