

July 1, 2004

QD50 (04-043)

TO: Distribution

FROM: QD50/Rondal C. Mize

SUBJECT: Minutes of the MSFC Safety, Health, and Environmental Committee Meeting – June 9, 2004

The Safety, Health, and Environmental (SHE) Committee met at 2:00 p.m. on Wednesday, June 9, 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.

Opening Remarks (Nance Jo Ogozalek/Chairperson)

Nance Jo welcomed everyone to the meeting.

Safety Moment (Dennis Davis/QD50)

Dennis addressed the main differences between Heat Stroke and Heat Exhaustion, the symptoms, and what to do for each. Attendees suggested that this topic be a future mandatory Supervisors Safety Web Page (SSWP) topic, and requested that Dennis purchase sufficient Heat Stroke and Heat Exhaustion pocket cards (OSHA 3154) for personnel working in these higher risk areas. The chart presentation is attached as Enclosure 2.

SHE Committee Status Reports (Nance Jo Ogozalek/ED33)

Nance Jo addressed the SHE Committee status. Significant items included: (1) the minutes for the April 28, 2004 were approved; (2) Center management has approved the option of an independent Third Party auditor in lieu of the OSHA Voluntary Protection Program (VPP) Star Program; and (3) SHE budget status – five more Automatic External Defibrillator's (AED) are on the proposed purchasing list. Some organizations are purchasing AED's themselves. Dennis Davis/QD50 added that Boeing was adding AED's in the MSFC buildings they occupy, and Cathy Miller/AD62 reminded attendees that Facility Emergency Plans now have a symbol denoting the location of the AED's. The chart presentation is attached as Enclosure 3.

Directorates with Hazardous Operations

Space Transportation Directorate

No representative present.

Science Directorate

No representative present.

Flight Projects Directorate (Paige Vaughn/FD22)

Paige reported on the Flight Projects Directorate. The chart presentation is attached as Enclosure 4.

Engineering Directorate (Wendell Colberg/ED30)

Wendell reported on the Engineering Directorate. Wendell stated that QD50 did not provide an update of mishap information. The chart presentation is attached as Enclosure 5.

**ACTION SHE-04-008: Provide password access for Incident Reporting Investigation System (IRIS) to all SHE Committee organization representative members.
(Dennis Davis/QD50: Report by 06-30-04)**

Center Operations (Cathy Miller/AD62)

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

Facilities

Report was included in the Center Operations report.

Ad Hoc Committee for Program Improvement Targets

No representative present.

Subcommittee ReportsWellness and Ergonomics (Nance Jo Ogozalek/ED33)

No representative present; however, Nance Jo announced that the next Wellness and Ergonomics subcommittee meeting is scheduled for July 16, 2004.

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.

Radiation

No representative present.

Pressure Operations (Gerald Stricklin/AD22)

Gerald reported on the pressure system subcommittee activities to include information that TBE continues to develop a Corrective Action Plan for the pressure system valve failure in the Compressed Air Facility. The chart presentation is attached as Enclosure 7.

Machine Shops (Todd Macleod/SD22)

Todd reported that the subcommittee plans to meet during the week of June 14 and that the new Machine Shop checklist for supervisors continues to be field tested.

Lockout/Tagout (Dennis Davis /QD50)

There was no representative present; however, Dennis reported that the revised MWI 8715.2, "Lockout/Tagout Program" was recently presented to the Document Control Board (DCB). Dennis also reported that NFPA 70B on maintenance of electrical equipment has recently been revised, which may generate additional changes to the MWI.

Lifting Devices and Equipment

No representative present

Laboratory Operations (Nance Jo Ogozalek/ED33)

Nance Jo reported that the subcommittee plans to meet during the week of June 14 to address combining Laboratory Operations with Hazardous Chemicals and Materials.

Hazardous Chemicals and Materials

No representative present.

Cryogenics

No representative present.

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

Phil reported that the CSF did not meet during the month of May.

Building Managers (Kevin Vellacott-Ford/NSSTC)

Kevin, the new chairperson for the Building Managers Subcommittee, reported that the subcommittee will meet on a “by-exception” basis. Dennis Davis/QD50 added that this was the first meeting under a new concept/format. Each of 14 Area Managers will have a representative who will be added to the Building Assignments List, currently posted on the SHE page. Dennis will assist with open actions assigned to the previous Building Managers Subcommittee – see existing action SHE 04-006.

Existing Actions (Dennis Davis/QD50)

Dennis reported on existing actions. Specific discussions were on

- (1) Action Number SHE 03-020 concerning the adequacy of evacuation chairs for physically disabled persons - Dennis learned during a recent NFPA World Conference that “Evac-Chairs” and fire rescue designated locations are highly recommended;
- (2) Action Number SHE 03-023 concerning a system to assure managers are aware of existing/residual safety risks at MSFC facilities - a MSFC summer hire SHARP student, Ryan Lang, will assist Dennis in implementing a solution;
- (3) Action Number SHE 04-004 regarding the incident in which a street light fell in a parking lot - attendees voted to leave the status open and suggested an inspection system be put in place for high risk lights (see below for new action);
- (4) Action Number SHE 04-007 regarding the use of “World Class” wording of the MSFC safety goals – discussions were tabled pending further thoughts by members – members were asked to provide additional suggestions to Tom Dollman/SD01. The chart presentation is attached as Enclosure 8.

REVISE ACTION SHE-04-004: Change assignee to Cathy Miller/AD62 and add requirement for Cathy to contact JimCarter/AD01 suggesting further review of the need for a cyclic inspection/maintenance plan for parking lot lights.

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

Wendell Colberg questioned the process of closing findings in SHEtrak. Building Managers reported to him that there is an obvious time lapse between the time they close findings in SHEtrak and when they show up closed in safety search. SHE member discussion led to a new action.

ACTION SHE-04-009: Confirm that safety findings in SHEtrak are closed immediately upon closure by Building Managers, and solicit Occupational Health and Environmental Engineering to close their SHEtrak findings in a similar manner. (Dennis Davis/QD50: Report by 06-30-04)

Next Meeting (Nance Jo Ogozalek/Chairperson)

The next SHE Committee Meeting is scheduled for June 30, 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

8 Enclosures

Distribution:
SHE Committee Members
SHE Web Page

Enclosure 1
SHE Practitioner Subcommittee and Directorates with Hazardous Operations
MEETING AGENDA - **Wednesday, June 9, 2004**
2 pm, Building 4200, P110

Open Meeting (Nance Jo Ogozalek / Chairperson)

SHE Moment (Dennis Davis/QD50)

Management Mentor Comments (Axel Roth/DE01)

SHE Committee Reports (Nance Jo Ogozalek / Chairperson)

- Meeting Minutes - April 28, 2004**
- Action SHE 04-007, Safety Goal Change Proposal (Tom Dollman/SD01)**

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 Zender, 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 Zender, 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 (Kevin Vellacott-Ford)**

Existing Actions (Dennis Davis)

New Business

New Actions (Recorder)

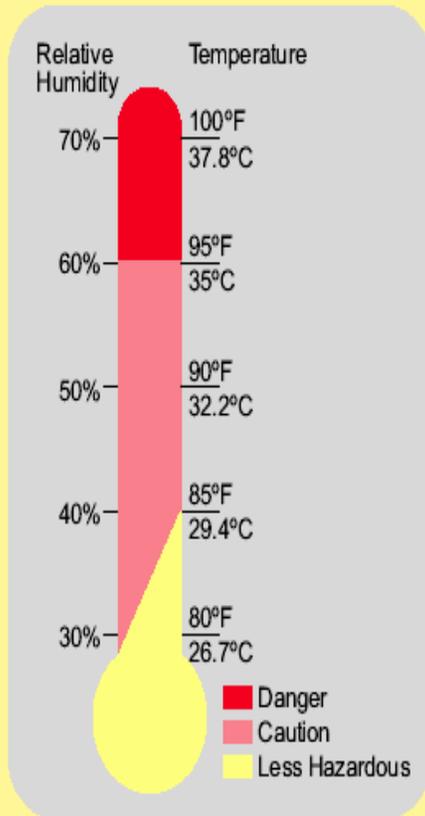
Meeting Schedule -

June 30 - Full Committee - 2 pm, Building 4200, P110

The Heat Equation

**HIGH TEMPERATURE + HIGH HUMIDITY
+ PHYSICAL WORK = HEAT ILLNESS**

When the body is unable to cool itself through sweating, **serious** heat illnesses may occur. The most severe heat-induced illnesses are heat exhaustion and heat stroke. If left untreated, **heat exhaustion** could progress to **heat stroke** and possible **death**.



Heat Exhaustion

What are the symptoms?

HEADACHES; DIZZINESS OR LIGHTEADEDNESS; WEAKNESS; MOOD CHANGES SUCH AS IRRITABILITY, CONFUSION, OR THE INABILITY TO THINK STRAIGHT; UPSET STOMACH; VOMITING; DECREASED OR DARK-COLORED URINE; FAINTING OR PASSING OUT; AND PALE, CLAMMY SKIN

What should you do?

- Act immediately. If not treated, heat exhaustion may advance to heat stroke or death.
- Move the victim to a cool, shaded area to rest. Don't leave the person alone. If symptoms include dizziness or lightheadedness, lay the victim on his or her back and raise the legs 6 to 8 inches. If symptoms include nausea or upset stomach, lay the victim on his or her side.
- Loosen and remove any heavy clothing.
- Have the person drink cool water (about a cup every 15 minutes) unless sick to the stomach.
- Cool the person's body by fanning and spraying with a cool mist of water or applying a wet cloth to the person's skin.
- Call 911 for emergency help if the person does not feel better in a few minutes.

Heat Stroke—A Medical Emergency

What are the symptoms?

DRY, PALE SKIN WITH NO SWEATING; HOT, RED SKIN THAT LOOKS SUNBURNED; MOOD CHANGES SUCH AS IRRITABILITY, CONFUSION, OR THE INABILITY TO THINK STRAIGHT; SEIZURES OR FITS; AND UNCONCIOUSNESS WITH NO RESPONSE

What should you do?

- Call 911 for emergency help immediately.
- Move the victim to a cool, shaded area. Don't leave the person alone. Lay the victim on his or her back. Move any nearby objects away from the person if symptoms include seizures or fits. If symptoms include nausea or upset stomach, lay the victim on his or her side.
- Loosen and remove any heavy clothing.
- Have the person drink cool water (about a cup every 15 minutes) if alert enough to drink something, unless sick to the stomach.
- Cool the person's body by fanning and spraying with a cool mist of water or wiping the victim with a wet cloth or covering him or her with a wet sheet.
- Place ice packs under the armpits and groin area.

How can you protect yourself and your coworkers?

- Learn the signs and symptoms of heat-induced illnesses and how to respond.
- Train your workforce about heat-induced illnesses.
- Perform the heaviest work during the coolest part of the day.
- Build up tolerance to the heat and the work activity slowly. This usually takes about 2 weeks.
- Use the buddy system, with people working in pairs.
- Drink plenty of cool water, about a cup every 15 to 20 minutes.
- Wear light, loose-fitting, breathable clothing, such as cotton.
- Take frequent, short breaks in cool, shaded areas to allow the body to cool down.
- Avoid eating large meals before working in hot environments.
- Avoid alcohol or beverages with caffeine. These make the body lose water and increase the risk for heat illnesses.

What factors put you at increased risk?

- Taking certain medications. Check with your health-care provider or pharmacist to see if any medicines you are taking affect you when working in hot environments.
- Having a previous heat-induced illness.
- Wearing personal protective equipment such as a respirator or protective suit.



Enclosure 3 SHE Practitioner Subcommittee and Directorates with Hazardous Operations

SHE COMMITTEE STATUS REPORT

● Procedural

- ⊙ Meeting minutes for April 28, 2004 - *approved*

● Update

- ⊙ Presentation made to Management Forum on May 27th on SHE Program assessment options – Option chosen was the Independent Third Party
- ⊙ HEI providing administrative and technical writing support to the Committee now
- ⊙ Program Improvement Target Corrective Actions – no progress since last report
- ⊙ FY 2004 Budget Requests – no additional requests for funds have been received

★ Budget POP Cycle for FY 2005 -- **Reminder**

- Provide budget request inputs by June 14th

Updates from meeting shown in italics



SHE Practitioner Subcommittee and Directorates with Hazardous Operations

SHE COMMITTEE STATUS REPORT

● SHE BUDGET FY2004 -- Current

	<u>Expenditures</u>
● SHE Communications Team	\$ 610.73
● OMEH	\$ 1,790.00
● VPPPA Membership Fee	\$ 1,250.00
● Wellness & Ergonomics Subc.	\$ 936.78
● SHE Committee Administrative and Technical Writing Support	\$ 30,000.00
● Flight Projects Directorate	<u>\$ ~- 620</u>
Totals	\$ 35,207.51

Funding expected = \$ 100,000 ----- Amount received to date = \$ 37,000



SHE Practitioner Subcommittee and Directorates with Hazardous Operations

SHE COMMITTEE STATUS REPORT

○ SHE BUDGET FY2004 -- Requests Approved Pending Funding

- **SHE Communications Team** \$ 1,902
Awareness Campaigns, Safety Day
- **Lockout Tagout Subcommittee** \$ 2,000 *Need update*
Item changed; estimated by Planning Team
- **Laboratory Operations Subc.** \$ 4,500
Chemical labeling software, Labels, Safety Day
- **Building Managers Subc.** \$ 15,000
5 Automatic External Defibrillators
- **WERG** \$ 1,563
Publicity posters, Safety Day
- **SHE Committee** \$ 38,600
STAR Consultant (not for Third Party Assessment), Awards, Conference travel, Safety Day, Emergency Badge supplies
Need update from Awards Ad Hoc Subcommittee

SHE Practitioner Subcommittee and Directorates with Hazardous Operations



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

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

Currently 13 Open (Bldgs. 4610, 4755 & 4708)

Temporary wiring used instead of permanent wiring, Tubing not properly labeled, ceiling tile falling

10 assigned to Facilities

22 Findings Closed

No Close Calls or Mishaps this period



SHE Practitioner Subcommittee and Directorates with Hazardous Operations

Flight Projects Report

Program Improvement Targets

- 27 Closed
- 1 Open
 - ✓ **4.4A** - Develop & improve Directorate specific courses that address hazards associated with their areas.
 - ✓ In Work



Enclosure 5

SHE Practitioner Subcommittee and Directorates with Hazardous Operations

Engineering Directorate Report

- SCRS
 - 1 Open; None late; Relocate dumpster and patch holes. ECD: 6/11/04.
- SHEtrak – 74 area findings for FY04
 - 2 Open; None late; Abatement plans approved.
- Mishaps/Close Calls – last month
 - 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)
 - No changes since last report



Enclosure 6

SHE Practitioner Subcommittee and Directorates with Hazardous Operations

Center Operations Report

SCRS: Open: 17 Late: 0

SHETRAK:

- Facilities Open: 121 Late: 0
- Other Open: 2 Late: 0

Mishaps:

- Cases: Total: 3 New: 0
- Corrective Actions: Total: 3 New: 0 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 ECD0 7/15/05*
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

SHE Practitioner Subcommittee and Directorates with Hazardous Operations

Pressure System Committee Report

- Status of Current Initiative(s) - CERT report
For LOX Run Vessel at TS500 approved

- SHE Actions Status – None





Enclosure 8 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	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: Medical staff is reviewing KSC program for adoption at MSFC.
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 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 Practitioner Subcommittee and Directorates with Hazardous Operations

Existing Actions

ACTION NO.	ISSUE/CONCERN	POINT OF CONTACT	ACTIONEE	FINAL PRODUCT	DATE OPEN	ECD	STATUS
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	Issued message to all QD50 personnel to coordinate investigations with sub-committees including participation in investigation and review of corrective action plan. Will include process in next revision of MWI 8621.1, currently in work.
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	Talked with previous chairperson. All actions are still open. Did not receive closure response from all building managers.
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	Topic for today's meeting.