

August 19, 2004

QD50 (04-049)

TO: Distribution

FROM: QD50/Rondal C. Mize

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

The Safety, Health, and Environmental (SHE) Committee met at 2:00 p.m. on Wednesday, July 28, 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 (Dennis Davis/QD50)**

Dennis reported on a wooden train bridge/trestle in Sharon Springs, Kansas, which was completely destroyed by fire. In accordance with the company's Standing Operating Procedure (SOP), the train was immediately stopped upon learning of the "hot wheel." A quick decision to move the car, with the hot wheel off of the trestle could possibly have prevented the total loss of the trestle and numerous train cars. One lesson learned is that SOP's should allow flexibility. The chart presentation is attached as Enclosure 2.

Dennis also welcomed visitors John Blandamer and Bobby Taylor from the Redstone Arsenal (RSA) Safety Office.

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

The minutes of the SHE Committee meeting held on June 30, 2004, were approved. Additional items discussed included: (1) FY04 SHE budget status report – need to charge bankcard purchases by August 15; (2) SHE Committee attendance at Voluntary Protection Program Participants Association (VPPPA) Conference scheduled during August 29-September 2, 2004; and, (3) 2003 Final Report status. The chart presentation is attached as Enclosure 3.

**Special Report(s)**

**Slip and Fall Lost Time Mishap (Kevin Vellacott-Ford/SD22)**

Kevin reported that an employee twisted the left ankle while walking downhill to a parking lot near the RSA Rustic Lodge. At the time, the employee was walking on a dry, paved surface with no obvious obstacles in the way. The mishap resulted in a loss of one work day. The type of shoes likely contributed to the mishap.

**ACTION SHE-04-012: Prepare and publish a safety bulletin/notice reminding all MSFC employees that slips, trips and falls remain the number one cause of lost time injuries and to wear appropriate footwear to suit the condition. (Norma Horton/QD50: Report by 08-11-04)**

Chemical Waste Container Rupture Close Call (Lori Lewis/BAE System)

Lori reported on a chemical waste container rupture that occurred under a fume hood in Building 4481. Shortly after 5:00 pm on July 16, 2004, an employee heard a gurgling sound coming from the fume hood – the first thought was that there was a water leak. About the time the employee was taking a closer look, a small plastic waste container/bottle ruptured, spewing its contents in the hood area and in the face of the employee. The employee, who was wearing prescription glasses, quickly used the emergency eye wash facility and placed protective/healing cream on his face. The employee drove himself to the hospital for medical treatment – luckily, there was no eye or facial damage. Corrective actions included: 1) use separate, multiple waste containers; 2) post new signage – close fume hood; 3) review and update laboratory procedures as appropriate; 4) provide refresher training; 5) provide extra personal protection equipment (PPE), e.g., safety glasses; 6) establish a point-of-contact for each laboratory; 7) revise/prepare a new Job Hazard Analysis (JHA); and, 8) review Inventory of Hazardous Operations (IHOPS). The photograph of the fume hood and ruptured bottle is attached as Enclosure 4.

*NOTE: Subsequent to the publishing of these minutes, a request was made to clarify the availability of ambulance service after normal duty hours. During the September 29, 2004 SHE Committee Meeting, voting members in attendance agreed to add a footnote, as requested. “Ambulance service (HEMSI) from Huntsville is available after hours and on weekends (24/7).” (Added, 09-29-04)*

**Directorates and Offices Monthly SHE Reports**

- Safety and Mission Assurance Directorate (Dennis Davis/QD50)  
Dennis explained a safety concern that was submitted in the Safety Concerns Reporting System (SCRS). The concern was that in the event of a panic situation there could be difficulty in opening inside doors that have standard handle-type door latches. The originator of the SCRS reported that in a specific instance, when body pressure was inadvertently placed against the door, he could not turn the handle to open the door. Dennis explained that safety codes do not require panic hardware on inside doors; however, MSFC could install panic hardware as an added, above code feature. The originator of the SCRS recommended that panic hardware be installed. Dennis indicated that the hardware would not be changed unless the SHE Committee wanted to address the concern further – there were no objections.
- Equal Opportunity Office (Elia Ordonez/OS01)  
No report.
- Procurement Office  
No representative present.
- Office of Chief Counsel  
No report.
- Space Shuttle Propulsion Office (Darlene Garner/MP71)  
Darlene reported on the Space Shuttle Propulsion Office to include a resolution to safety finding in Buildings 4202 and 4626.
- X-37 Program Office (Patsy Parmer/XP01)  
No report.
- Office of the Director  
No representative present.

- Customer and Employee Relations Directorate (Beth Young/CD02)  
Beth reported on Customer and Employee Relations. The chart presentation is attached as Enclosure 5.
- Office Of Chief Financial Officer  
No representative present.

### **SHE Organization Reports**

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

Dennis reported on the Industrial Safety Metrics. The Industrial Safety Metric charts are attached as Enclosure 6.

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

#### Energy Conservation (Cedreck Davis/AD22)

Cedreck informed the committee that energy conservation information is being re-looked, and a report will be provided at a later date.

#### Environmental Excellence Team (Allen Elliott/AD10)

No report.

#### Training Team (Judy Milburn/QD50)

Judy, assisted by Teresa Durette/HEI, demonstrated a new “Supervisors SHE Training Guide” under development, which will provide supervisors a listing of all training requirements for employees. Also, Judy reported on the subcommittee’s activities using a chart provided by Pat Schultz/CD20. The chart presentation is attached as Enclosure 7.

#### Communications Team (Judy Milburn/QD50)

Judy provided a brief summary of the communication team’s activities to include planning for MSFC Family Fun Day and Fall Festival scheduled for October 2, and Safety Day scheduled for October 28, 2004.

#### Marshall Safety and Health Action Team (MSAT) (Monte Gravunder/Mainthia)

Monte reported on MSAT activities to include: 1) a successful MSAT sponsored “table” in Building 4203 to make employee emergency identification badges; 2) a new MSAT bank account for depositing donations for MSAT activities at MSFC – funds to be used for “Jeopardy” prizes; 3) four MSAT awards for reporting close calls, three of which have been presented; and, 4) the next MSAT meeting is scheduled within a week.

#### Occupational Health Team (David Thaxton/AD60)

MSFC does not expect to receive any automatic external defibrillators from Headquarters this year.

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

Dennis reported on exiting actions. Action SHE-04-004 was closed. The chart presentation is attached as Enclosure 8.

### **Old Business**

None

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

Safety Day 2004 - Following a short discussion, the committee voted to have/man a SHE Committee booth during the MSFC Safety Day 2004 scheduled for October 28, 2004. The committee discussed the need for give-a-ways; e.g., small containers of insect repellent and refrigerator magnets.

**ACTION SHE-04-013: Research ideas for give-a-ways/handouts for Safety Day (Allen Elliot/AD10: Report by 08-11-04)**

Retirement Gift for Axel Roth - Committee members discussed numerous ideas to present to Axel at his Retirement Reception. With the difficulty of knowing what to give him, a gift certificate from his favorite Golf Pro Shop seemed appropriate. Details of the reception are shown below:

**Axel Roth's Retirement Reception**

Date: August 12, 2004  
 Time: 3:30 p.m. - 5:00 p.m.  
 Place: Activities Building 4316  
 Cost of Ticket: \$5.00 each  
 Purchase your ticket thru your Administrative Officer

Ticket sales will begin Monday, July 26.  
 Deadline for buying tickets is COB Monday, August 9. If tickets are purchased after August 9, the cost will be \$7.00 each.

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

- Recent lost time mishap (SD)
- Waste Chemical Bottle Rupture Close Call (BAE SYS)
- Industrial Safety Report (Dennis Davis/QD50)
- SMS Update (Dave Spacek/QD01)

The next SHE Committee Meeting will be the Practitioner Subcommittees and Directorates with Hazardous Operations meeting scheduled for Wednesday, August 11, 2004, at 2:00 p.m. in Building 4200, Room P110.

*Original signed by*

Rondal C. Mize  
 Manager  
 Industrial Safety Department

8 Enclosures

cc:  
 SHE Committee Members  
 SHE Web Page

**ENCLOSURE 1**

**SHE COMMITTEE MEETING**

**July 28, 2004**

BUILDING 4200, P110, 2 pm \*\*

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

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

**Senior Management Mentor** (William Hicks / LS01)

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

- ★ Meeting Minutes for June 30, 2004 Meeting
- ★ Budget Report
- ★ VPPPA Conference

**Special Reports**

- ★ Slip/Fall Lost Time Mishap (SD)
- ★ Chemical Waste Container Rupture Close Call (SD)

**Directorates and Offices Monthly SHE Reports**

(Safety Findings, Mishaps & Close Calls, SCRS, PITAs, SSWP)

- ★ Safety and Mission Assurance (Dennis Davis / 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)
- ★ 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)

**SHE Organization Report**

- ★ Industrial Safety Report (Dennis Davis / QD50)

**Subcommittee and Team Reports**

- ★ Energy Conservation (Cedreck Davis / AD22)
- ★ Environmental Excellence Team (Sharon Scroggins / AD10)
- ★ Training Subcommittee (Pat Schultz / CD20)
- ★ Communications Team (Norma Horton / QD50)
- ★ MSAT (Monte Gravunder / Mainthia)
- ★ Occupational Health (David Thaxton / AD60)

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

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

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

- ★ Safety Day
- ★ Retirement Gift for Axel Roth

**Review New Open Actions** (Recorder)

**Topics for Marshall Team Meeting** – August 2<sup>nd</sup>

NEXT MEETING – Practitioner Subcommittees & Directorates with Haz Ops – **August 11**, 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**

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**SHE Safety Moment – D. Davis/QD50**

**It was a normal day in Sharon Springs, Kansas when a Union Pacific crew boarded a loaded coal train for the long trek back to Salina.**

**Just a few kilometres into the trip, a wheel bearing became overheated and melted off letting the truck support drop down and grind on top of the rail creating white hot molten metal droppings that spewed down onto the rails.**

**The GOOD NEWS to this is that a very alert crew noticed a small amount of smoke halfway back in the train and immediately stopped the train in compliance with the rules.**

**The BAD NEWS to this is that the train just happened to stop with its hot wheels on top of a wooden trestle bridge built with creosoted ties, bents and trusses.**













Ooops!

# MORAL TO THIS STORY

- It is hard to identify every hazard
  - Some risks may be deemed acceptable
  - SOP's will never include every contingency
- 
- **KEEP SOP's FLEXIBLE SO THAT THE HUMAN FACTOR (COMMON SENSE) MAY ALWAYS BE INCORPORATED IN A WORK INSTRUCTION.**



## Enclosure 3 **SHE Committee Meeting**

### **SHE Committee Status Report**

#### **Procedural**

- Meeting minutes for June 30, 2004

#### **SHE Program Improvement Targets - Corrective Actions (PITAs)**

- **SHE-1.8B:** *no change*
  - 2003 Final Report – work in progress by HEI
  - 2004 Annual Program Plan – pending finalization of 2003 Report
- **SHE-1.8C:** PEP Survey Results – *no change*
- Will be incorporated with PITCA in 2004 Annual Plan , ECD: ?
- **SHE-2.8A:** Close call trending – *no change*
- New IRIS database operational. Trending feature still in progress.
- **CLOSED:** *no change*
  - SHE-1.3A
  - SHE-2.5D
  - SHE-4.1B



# SHE Committee Meeting

## SHE Committee Status Report

### ★ SHE Budget FY2004

|   | <u>Expenditures<br/>Completed</u> |
|---|-----------------------------------|
| <input type="checkbox"/> SHE Communications Team<br>(Take Our Children To Work Day)                   | \$ 610.73                         |
| <input type="checkbox"/> OMEH<br>(Health & Fitness Expo – self exam cards)                            | \$ 1,790.00                       |
| <input type="checkbox"/> VPPPA Membership Fee   | \$ 1,250.00                       |
| <input type="checkbox"/> Wellness & Ergonomics Subcommittee<br>(Health & Fitness Expo – stress balls) | \$ 936.78                         |
| <input type="checkbox"/> SHE Committee Administrative and Tech Writing Support                        | \$ 25,000.00                      |
| <input type="checkbox"/> VPPPA Conference (4 civil service employees)                                 | \$ 4,509.00                       |
| <input type="checkbox"/> Machine Shops (R-T-K labeled bottles)  | <u>\$ 186.81</u>                  |
| <b>Total Expenditures as of 07/28/04</b>  | <b>\$ 34,283.32</b>               |



# SHE Committee Meeting

## SHE Committee Status Report

### ★ SHE Budget FY2004

|   | <u>Purchases in Progress</u> |
|---|------------------------------|
| <input type="checkbox"/> Third Party Assessment – Baseline (Phase 1)  | \$ 24,895.00 *               |
| <input type="checkbox"/> WERG and Flight Projects Directorate (pedometers)                                    | \$ 4,060.00                  |
| <input type="checkbox"/> Flight Projects Directorate<br>(step stools, carpet mats, and extension cord covers) | ~ \$ 620.                    |
| <input type="checkbox"/> SHE Communications Team (Family Fun Day)   | ~ \$ 450.                    |
| <input type="checkbox"/> SHE Communications Team (Safety Day)   | ~ \$ 560.                    |
| <input type="checkbox"/> VPPPA Conference (4 contractors)   | ~ \$ 6,200.                  |
| <input type="checkbox"/> Lockout – Tagout Subcommittee (lock sleeves)   | \$ 2,352.00                  |
| <input type="checkbox"/> Chemical Operations Subcommittee (Safety Day)  | ~ \$ 270.                    |
| <input type="checkbox"/> Building Managers Subcommittee ( 7 FEDs)   | <u>\$ 14,511.00</u>          |
| <b>Total Purchases In Progress</b>  | <b>~ \$ 53,918</b>           |

\* Reduction



# SHE Committee Meeting

## SHE Committee Status Report

### ❑ SHE Budget FY2004

|  | <u>Additional Purchases Expected</u> |
|--|--------------------------------------|
| • Chemical Operations Subcommittee             | ~ \$ 1,100                           |
| • SHE Awards Subcommittee                      | ~ \$ 2,000                           |
| • SHE Committee Safety Day (promotional items) | ~ \$ 1,000                           |
| • SHE Committee (emergency id badge sleeves)   | ~ \$ <u>100</u>                      |
| <b>Total Additional</b>                        | <b>~ \$ 4,200</b>                    |

### ❑ SHE Budget FY2004 -- Overall Summary

|                                     |                       |
|-------------------------------------|-----------------------|
| ➔ Total Expenditures as of 07/26/04 | \$ 34,283.32          |
| ➔ Total Purchases In Progress       | ~ \$ 53,918           |
| ➔ Total Expected in August          | ~ \$ <u>4,200</u>     |
| <b>Grand Total as of 07/26/04</b>   | <b>~ \$ 92,401.32</b> |

**NOTE: All government bankcard purchases utilizing expiring funds must be charged to the card by August 15<sup>th</sup>.**



# SHE Committee Meeting

## SHE Committee Status Report

### □ Voluntary Protection Program Participants' Association (VPPPA)

- Conference is August 29 through September 2 in Las Vegas
- Contractors selected to attend the conference:

|                 |          |   |
|-----------------|----------|---|
| Phillip Robbins | UNITes   | Deputy Chairperson and<br>Contractor Safety Forum |
| Linda Myszka    | Morgan   | Safety Assessment Subcommittee                    |
| Monte Gravunder | Mainthia | MSAT Chairman                                     |
| Lisa Zandler    | HEI      | Recorder & Technical Support                      |

- **Update:** Funds being transferred to respective contracts. No contract modifications were required.
- **Update:** Some of the SHE Committee funds will be converted for travel.
- **Update:** Persons selected to attend conference:

|                   |      |   |
|-------------------|------|---|
| Beth Skidmore     | ED42 | Wellness & Ergonomics Subc.                                       |
| Paige Vaughn      | FD22 | Flight Projects Directorate                                       |
| Cathy Miller      | AD62 | Center Operations Directorate                                     |
| Nance Jo Ogozalek | ED33 | SHE Committee Chairperson and<br>Chemical Operations Subcommittee |

# MSFC Safety Data for FY04

(Current as of July 28, 2004)

- **Team Personnel Safety Pyramid**
- **Civil Service and Contractor Metrics**
- **Organization Metrics**
- **What Employees are Reporting**
- **FY04 Lost Time Mishaps**

# MSFC Team Metric - Personnel Safety

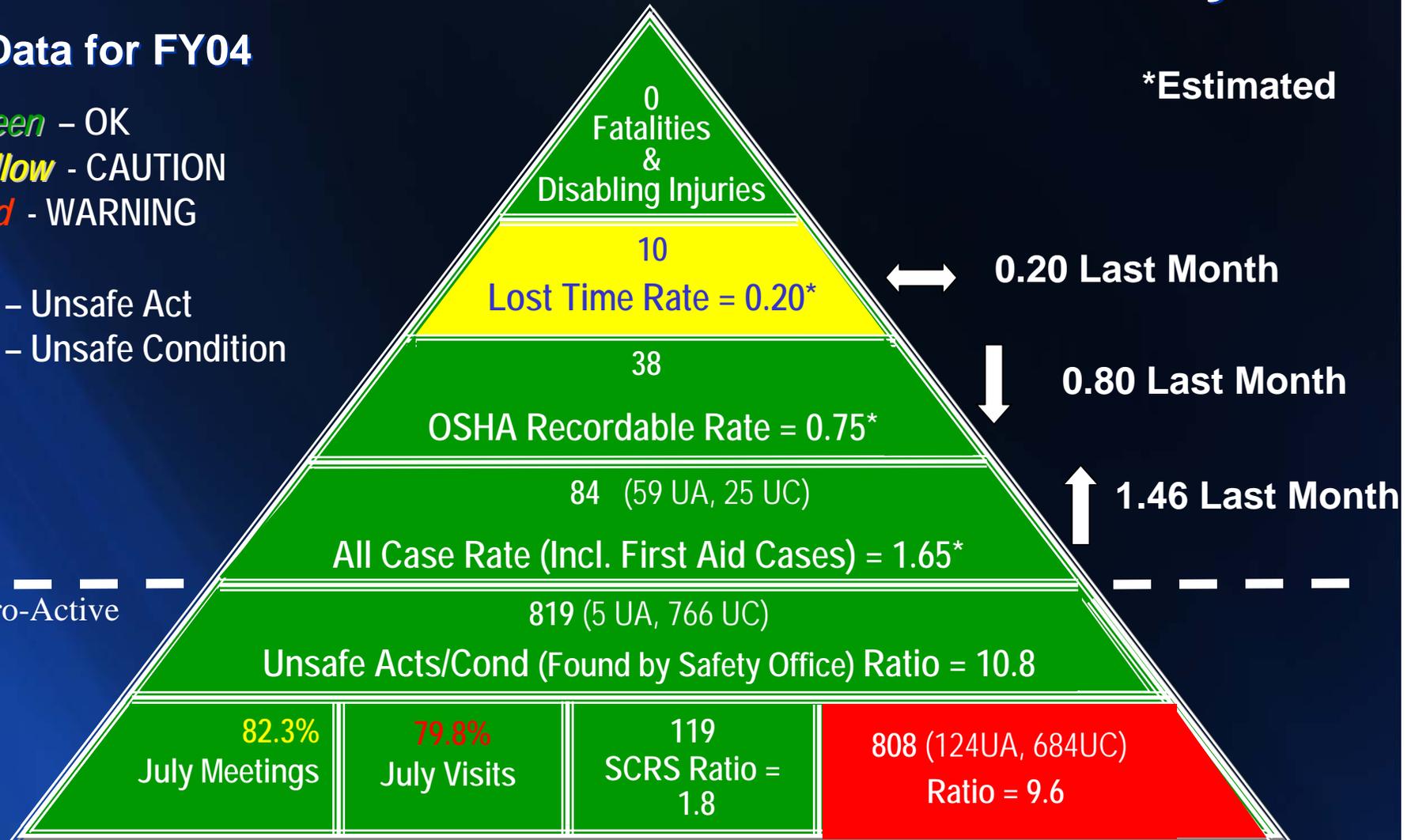
Data for FY04

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

UA - Unsafe Act  
 UC - Unsafe Condition

Pro-Active

\*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)

\* Estimated



Civil Service



Contractors

# Organization Team Metrics (07-28-04)

| Org. | SHE Program Metrics |            |           |      |         |      |         |      |         |      |      |      | Results |      |      |
|------|---------------------|------------|-----------|------|---------|------|---------|------|---------|------|------|------|---------|------|------|
|      | Supv Meet           | Supv Visit | Supv Find | IHOP | Actions |      |         |      |         |      |      |      | Mishaps |      |      |
|      |                     |            |           |      | SHE     |      | Mishaps |      | SHEtrak |      | SCRS |      | Injury  |      | Loss |
|      | %                   | %          | Ratio     | %    | open    | late | open    | late | open    | late | open | late | #       | Rate | \$k  |
| DA   | 100                 | 100        | N/A       | N/A  | ?       | ?    | 0       | 0    | N/A     | N/A  | 0    | 0    | 0       | 0    | 0    |
| CD   | 100                 | 100        | 16        | 100  | ?       | ?    | 0       | 0    | 4       | 0    | 0    | 0    | 2       | 0.94 | 0    |
| LS   | 100                 | 100        | N/A       | N/A  | ?       | ?    | 0       | 0    | N/A     | N/A  | 0    | 0    | 0       | 0    | 0    |
| PS   | 100                 | 100        | N/A       | 100  | ?       | ?    | 0       | 0    | N/A     | N/A  | 0    | 0    | 0       | 0    | 0    |
| QD   | 100                 | 100        | 8         | N/A  | ?       | ?    | 1       | 1    | 0       | 0    | 3    | 0    | 1       | 0.61 | 0    |
| RS   | 100                 | 100        | N/A       | N/A  | ?       | ?    | 0       | 0    | 0       | 0    | 0    | 0    | 0       | 0    | 0    |
| MP   | 100                 | 100        | N/A       | 0    | ?       | ?    | 0       | 0    | 1       | 0    | 0    | 0    | 0       | 0    | 0    |
| NP   | new                 | new        | N/A       | N/A  | ?       | ?    | 0       | 0    | N/A     | N/A  | 0    | 0    | 0       | 0    | 0    |
| XP   | new                 | new        | N/A       | N/A  | ?       | ?    | 0       | 0    | N/A     | N/A  | 0    | 0    | 0       | 0    | 0    |
| AD   | 99.2                | 100        | 1.3       | 67   | ?       | ?    | 4       | 0    | 70      | 1    | 13   | 0    | 27      | 1.51 | 141  |
| ED   | 100                 | 98.7       | 152       | 56   | ?       | ?    | 3       | 0    | 8       | 0    | 2    | 0    | 3       | 0.31 | 17   |
| FD   | 98.4                | 96.7       | 72        | 33   | ?       | ?    | 6       | 6    | 1       | 1    | 0    | 0    | 1       | 0.16 | 0    |
| SD   | 100                 | 100        | 63        | 33   | ?       | ?    | 2       | 1    | 5       | 5    | 1    | 1    | 2       | 0.64 | 0    |
| TD   | 77.8                | 78.0       | N/A       | 31   | ?       | ?    | 3       | 3    | 13      | 1    | 0    | 0    | 0       | 0    | 0    |

### What Employee Reported in Past Month (07-28-04)



#### SCRS

- Traffic/Roadway Issues -6
- Dead Tree Concerns – 2
- Slip/Trips Hazard -1
- Mail Staple Hazard - 1
- Elevator Erratic Operation – 1
- Egress Obstruction – 1
- Panic Hardware Need - 1
- Lack of Adequate Walkway – 1
- Inadequate Emergency Lights – 1
- Security Issue - 1



#### SOS

- Not Using Turn Signal - 2
- Using Cell Phone While Operating Lawn Mower - 2
- Running Stop Light or Sign - 1
- Not Following Procedures – 1
- Talking on Cell Phone While Driving – 1
- Driving Low Speed Vehicle on Street without Proper Precautions - 1
- Riding Bicycle on Sidewalk – 1

# FY04 Lost-Time Mishaps (07-28-04)

## New Lost time Cases Reported Since Last Meeting

06/03/04 Employee participating in office event at Rustic Lodge tripped/fell/sprained ankle – Lost 1 day

**06/12/04 Employee fell from fence, injured knee and arm – Lost time continues**

06/16/04 Employee was walking on sidewalk, fell backward, striking head and fracturing arm – Lost 5 days, with 33 restricted days expected

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 (4)

 Back Injury (2)

 Other (5)



# Enclosure 7 **SHE Committee Meeting**

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## **Training Subcommittee Pat Schultz/CD20**

### **Status of Current Initiatives**

- **Supervisor's SHE Training Guide**
  - Posted on development server for team member review
- **SHE SOLAR Training Modules**
  - SHE 101 – First module being added
    - SHE Video being added to SOLAR module
  - Other training modules being created (i.e., Personal Protective Equipment, Fire Extinguisher Awareness, etc.) for SOLAR

### **SHE Actions**

- None

### **Next Meeting**

August 9, 2 pm, Building 4200, Room 341



# Enclosure 8

## SHE Committee Meeting

| 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<br>08-15-04 | Fire Rescue spots being identified on every floor above or below level of exit discharge. FWO 319826 about 60% 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<br>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<br>08-30-04 | 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 15 facilities risks using ePORT. |



# SHE Committee Meeting

| 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 Cathy Miller/AD62 | Review the facilities Center wide maintenance parking area lights inspection procedure (Inspection Plan/Process). Suggest to Jim Carter further review of the need for cyclic inspection & maintenance plan for parking lot lights. | 04-28-04  | 05-26-04<br>07-14-04 | Changed assignee to Cathy Miller at 06-09-04 SHE Meeting.  |
| 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 04-007 |   | 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<br>06-30-04 | CLOSED. New wording approved by DCB.   |



# SHE Committee Meeting

| ACTION NO. | ISSUE/ CONCERN  | POINT OF CONTACT        | ACTIONEE  | FINAL PRODUCT   | DATE OPEN | ECD      | STATUS   |
|------------|---|-------------------------|---|---|-----------|----------|--|
| SHE 04-008 | Wendell Colberg reported that he did not get an update on mishap information. Dennis Davis noted that this information is available in the new IRIS system. | Nance Jo Ogozalek/ ED33 | Dennis Davis/QD50                               | Provide password access for IRIS to all SHE Committee organization representative members.    | 06-09-04  | 07-25-04 | Members have been requested to fill out and submit Access Request Forms. We have not received all forms. |
| SHE 04-010 | Dennis Davis raised a concern that some buildings don't have garbage cans for food waste.   | Nance Jo Ogozalek/ ED33 | Kevin Vellacott-ford/Building Manager Committee | Survey Building Managers for a need for closed containers for disposal of lunch-time garbage. | 07-14-04  | 08-11-04 |  |
| SHE 04-011 | The Committee thought it appropriate to give Axel Roth a gift for his retirement.   | Nance Jo Ogozalek/ ED33 | Kyle Daniel/ QD50                               | Research ideas for a suitable gift to be presented to Axel Roth.                              | 07-14-04  | 08-11-04 |  |

Enclosure 4

# Chemical Reaction Incident 4481



**ENCLOSURE 5**  
**CaER Directorate Monthly Report to SHE Committee**  
**7/28/2004**

**SHEtrak Safety Findings-**

Total Number Open Currently: **0**  
Total Number New since last report: **4**  
Total Number Closed since last report: **2**  
Total Number currently late – and why late: **0**  
Total Number with abatement plans: **0**  
Total Number of Positive Findings: **1**

**Mishaps and Close Calls-**

Total Number Open: **0**  
Total Number New: **0**  
Total Number of Corrective Actions still open: **0**  
Total Number of M & CC's and corrective actions closed since last report: **0**  
Summary of any incidents that may provide lessons learned to  
other organizations: **None**  
Briefing for any lost time incidents: **None**

**Safety Concerns Reporting System (SCRS)-**

Total Number Open: **0**  
Total Number Closed since last report: **0**  
Total Number of **New** SCRS and summary of any that are unusual: **0**  
Summary of any that may be difficult to close and will require assistance  
from the Ad Hoc Subcommittee: **None**

**CaER Directorate Monthly Report to SHE Committee (cont.)**  
**7/28/2004**

**Program Improvement Targets – Corrective Actions-**

**Total Number Open: 0**

**List of those still open, give ECD: None**

**Total Number Closed: 0**

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

**Supervisors Safety Visits-**

**Number conducted: 10**

**Number of findings recorded: 4**

**Number and type of unsafe acts identified: 4/Unsafe Condition**

**Safety Meeting(s) topic: Optional Topic-Hotel Safety Tips For Travel**

**Old Findings: All completed**

**Other Information-**

**Any general lessons learned to pass along: None today**

**Topics organization would like to see covered by SHE Committee: n/a**

**Suggestions for improvement: none today**

**Any thing else: n/a**