

September 16, 2004

QD50 (04-050)

TO: Distribution

FROM: QD50/Rondal C. Mize

SUBJECT: Minutes of the MSFC Safety, Health, and Environmental Committee Meeting – August 11, 2004

The Safety, Health, and Environmental (SHE) Committee met at 2:00 p.m. on Wednesday, August 11, 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.

SHE Moment (Judy Milburn/QD50)

Judy provided a safety moment on ladder safety. To gain immediate attention, she showed a safety video clip- see safety clip number nine at http://inside.msfc.nasa.gov/SHE/vids/mv_loader.html.

The topic included key ladder safety items such as: (1) regulatory requirements; (2) ladder safety near power lines; (3) common hazards; (4) types of ladders; (5) four rules of ladder safety; (6) select the right ladder for the job; and (7) ladder inspection, setup, and maintenance. The chart presentation is attached as Enclosure 2.

Management Mentor (Robin Henderson/DE01)

Robin replaced Axel Roth, who recently retired, as the Management Mentor to the SHE Committee. Robin made a short visit at the start of the meeting, but could not stay as she was working on a time-sensitive task.

Special Reports

Test Area Power Outage (Kevin Primm/AD24)

Kevin reported on a brief power outage that occurred at Buildings 4570, 4572, and 4554 on August 5, 2004. Smoke from an underground line, through a manhole, activated the smoke detector/fire alarm. Even though there was a potential for fire, it was unlikely. The Emergency Warning System (EWS) outside the buildings remained operational. There were no injuries and damage was minimal. As a lesson learned, contingency planning will be reviewed particularly important in this case, since the manhole is located within/under a MSFC building with the “4160” power being a Redstone Arsenal responsibility.

SHE Committee Status Reports (Nance Jo Ogozalek/ED33)

Nance Jo addressed the SHE Committee status. Significant items included: (1) the minutes for the July 14, 2004 meeting were approved; (2) status of SHE Program Improvement Target Corrective Actions; (3) SHE budget - FY 2004 budget and the "big picture" FY05 budget; (4) reviewed plans to attend the Voluntary Protection Program Participants' Association (VPPPA) Conference, August 29 through September 2; (5) during the VPPPA Conference, MSFC attendees will meet with Paul Esposito, STAR Consultants, to plan the upcoming Third Party Assessment of the MSFC SHE Program. Paul plans to visit MSFC during the week of September 20th for meetings with management and review SHE documents, and make a follow-up field verification visit in October; and (6) Nance Jo announced that Lisa Zandler/HEI and Monte Gravunder/HEI are assisting the SHE Committee to complete the draft SHE Report for 2003 by September 20th. The chart presentation is attached as Enclosure 3.

Directorates with Hazardous Operations

Space Transportation Directorate (Jeff Hamilton/TD72)

Jeff reported on the Space Transportation Directorate. Of particular interest to attendees were two Safety Concerns Reporting System (SCRS): (1) a pickup truck parked outside Building 4201, with a trailer hitch projecting in potential walkways/sidewalks - SCRS 3371; and (2) the MSFC Space Shop sponsored sale of school items to include children's names embroidered on items. These names may present a hazard to children as strangers could call them by name. The chart presentation is attached as Enclosure 4.

ACTION SHE-04-014: Research MSFC parking policy regarding "backing in" parking spaces, especially where vehicle parts (trailer hitch) projects over the sidewalk and other walking surfaces. Make recommendations, if appropriate. (Cathy Miller/AD62: Report by 10-1-04)

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 5.

Engineering Directorate (Ralph Carruth/ED30)

Ralph reported on the Engineering Directorate. The chart presentation is attached as Enclosure 6.

Center Operations (Cathy Miller/AD62)

Cathy reported on Center Operations. The chart presentation is attached as Enclosure 7.

Facilities (Jimmy Cobb/AD24)

Jimmy reported that the labeling of pipes in Marshall facilities has been completed, far ahead of schedule.

Subcommittee Reports

Wellness and Ergonomics (Beth Skidmore/ED42)

Beth gave a brief report on the Wellness and Ergonomics subcommittee. Beth's report included: (1) the plans were being finalized for a Safety Day "stroll," a 0.7 mile path in the 4200 complex parking lot – coordinating with RSA to close one road for a short period; and (2) received delivery on the pedometers as giveaways during Safety Day – each attendee was given a pedometer.

Safety Assessment

No representative present.

Radiation

No representative present.

Pressure Operations (Jack Caudle/AD22)

Jack reported on the pressure system subcommittee activities. The chart presentation is attached as Enclosure 8.

Machine Shops (Todd Macleod/SD22)

Todd reported that pre-labeled wash bottles and safety glasses were received and distributed to MSFC Machine Shops. The subcommittee will meet during the week of August 16, 2004.

Lockout/Tagout (Jimmy Hill/QD50)

Jimmy reported that the revised MWI 8715.2, "Lockout/Tagout Program" is again out for Centerwide review following appropriate changes required by the recent NASA instructions to remove the ambiguity regarding requirements; where applicable change, "should" to "shall." Also, Jimmy stated he had received a partial shipment of red sleeves for use on locks used for lockout/tagout operations – he passed around a sample sleeve for meeting attendees to inspect. These red shields will be distributed to on-site contractors that perform maintenance functions on a one-time basis, after which contractors must purchase their own.

Lifting Devices and Equipment (Kevin Primm/AD24)

Kevin reported on the subcommittee's activities. As a follow-up to a previous report by Kyle Daniel/QD50, that a Nationwide system was in the planning stage to require all Mobile Crane operators to be certified, Kevin reported that MSFC is looking at modifying the lifting program, to include inspection of mobile cranes.

Chemical Operations (Nance Jo Ogozalek/ED33)

Nance Jo reported on the Chemical Operations subcommittee activities. Nance Jo noted that the subcommittee assisted the responsible organization develop a corrective action plan for the recent Building 4481 chemical container rupturing incident. Intended for use Center wide, the Science Directorate plans to make an instructional video featuring the personnel associated with the incident. The chart presentation is attached as Enclosure 9.

Cryogenics (Barrie Peters/MORGAN)

Barrie reported on current Cryogenics subcommittee activities including continuing to search for new members, especially from TBE and CD. The chart presentation is attached as Enclosure 10.

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

Phil reported on the activities of the CSF. During last month's meeting, members heard a presentation by Celia Faller, Manager of Business Development of the Alabama Chapter of the National Safety Council, on available training classes/courses, and Kristie French/QD50 briefed on the Centerwide Performance Evaluation Profile (PEP) Survey.

Building Managers (Kevin Vellacott-Ford/NSSTC)

Kevin reported that he was still attempting to obtain feedback on the status of the SHE Program Improvement Targets assigned to Building Managers – he had received only three responses.

Existing Actions (Judy Milburn/QD50)

Judy reported on existing actions. Status of SHE Actions included: (1) SHE 04-010, Kevin Vellacott-Ford reported that he was continuing to collect responses of a survey to Building Managers on the need for closed containers for disposal of lunch-time garbage; (2) SHE 04-012, Judy reported that a note was published in the August 9th SHE Highlights reminding employees that Slips, Trips and Falls remain the number one cause of injuries at MSFC and that QD50 plans to make Slips, Trips and Falls the Supervisor Safety Web Page (SSWP) mandatory topic for November, 2004; (3) SHE 04-013, Allen Elliott/AD10 reported that he received numerous good ideas for SHE Committee's Safety Day handouts – to date a favorite is a Mini-Medical Kit. The chart presentation is attached as Enclosure 11.

Old Business (Nance Jo Ogozalek/Chairperson)

Safety Day 2004 (Nance Jo Ogozalek/Chairperson)

Nance Jo announced that Safety Day will be October 28th and encouraged attendees to sign up to assist with and man the SHE Committee Booth – Phil Robbins/Deputy Chairperson circulated a sign-up sheet.

Gift for Axel Roth's Retirement Reception (Nance Jo Ogozalek/Chairperson)

Nance Jo stated an alternative to a gift certificate was selected. A golf bag transport case was purchased and filled with golfing accessories, and safety and health type items, to be presented to Axel at the reception on August 12, 2004.

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

Kevin Primm/AD24 stated that on August 11, 2004, he observed another "T-Bone" vehicle accident at the intersection of Morris and Martin roads. MSFC Security and RSA Military Police were on the scene investigating. Kevin expressed concern that since he was personally aware of several other similar vehicle accidents in that vicinity, the committee should talk to RSA officials about ways to reduce the accident potential.

ACTION SHE-04-015: Coordinate with MSFC Security and RSA regarding the feasibility of traffic engineering improvements in the vicinity of the Morris and Martin Road intersection. (Cathy Miller/AD62: Report by 12-1-04.)

An observation was made that the planned reorganization of MSFC could impact the structure of the SHE Committee. Until then, attendees agreed that the SHE Committee should continue to operate as currently configured.

Monte Gravunder/HEI, who until recently was the Fire Extinguisher Maintenance and Repair Custodian, announced a new custodian. Donnie Hillis/EG&G is now the custodian/point-of-contact. Donnie is located in Building 4723, Room 109, and can be contacted at 544-1986.

The next SHE Committee Meeting is scheduled for August 25, 2004, at 2:00 p.m. in Building 4200, Conference Room P110.

Original signed by

Rondal C. Mize
Manager
Industrial Safety Department

11 Enclosures

Distribution:

SHE Committee Members
SHE Web Page

Enclosure 1
SHE Practitioner Subcommittee and Directorates with Hazardous Operations
MEETING AGENDA - **Wednesday, August 11, 2004**
2 pm, Building 4200, P110

Open Meeting (Nance Jo Ogozalek / Chairperson)

SHE Moment (Judy Milburn/QD50)

Management Mentor Comments (Robin Henderson/DE01)

Special Reports:

- . **Test Area Power Outage (Kevin Primm/AD24)**

SHE Committee Reports (Nance Jo Ogozalek / Chairperson)

- . **Meeting Minutes - July 14, 2004**

Directorates with Hazardous Operations

(Include status for SHE Action # 02-020: Program Improvement Targets, SHETrak, SCRS, Mishaps & Close Calls, SSWP)
(Send charts electronically to Lisa Zandler, HEI)

- . **Space Transportation Directorate (Jeff Hamilton/TD72)**
- . **Science Directorate (Tom Dollman/SD01)**
- . **Flight Projects Directorate (Paige Vaughn/FD22)**
- . **Engineering Directorate (Ralph Carruth/ED30)**
- . **Center Operations (Cathy Miller/AD62)**
- . **Facilities (Jimmy Cobb/AD24)**

Subcommittee Reports

(Include status for SHE Action # 02-020: Program Improvement Targets and Budget requests)
(Send charts electronically to Lisa Zandler, HEI)

- . **Wellness & Ergonomics (Beth Skidmore)**
- . **Safety Assessment (Linda Myszka)**
- . **Radiation (Brian Ramsey)**
- . **Pressure Operations (Jack Caudle)**
- . **Machine Shops (Todd Macleod)**
- . **Lockout - Tagout (Dennis Davis)**
- . **Lifting Devices Equipment (Kevin Primm)**
- . **Chemical Operations (Nance Jo Ogozalek)**
- . **Cryogenics (Barrie Peters)**
- . **Contractor Safety Forum (Phil Robbins)**
- . **Building Managers (Kevin Vellacott-Ford)**

Existing Actions (Nance Jo Ogozalek)

Old Business

- . **Safety Day - October 28th**

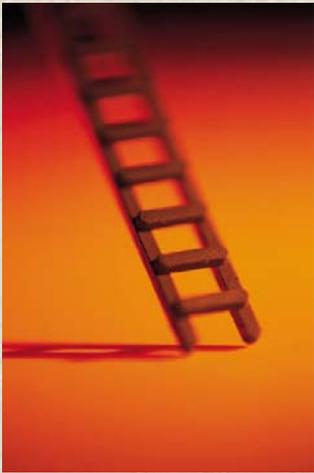
New Business

New Actions (Recorder)

Meeting Schedule -

August 25 - Full Committee - 2 pm, Building 4200, P110

Enclosure 2



Ladder Safety



Industrial Safety Department
August 11, 2004

Ladder Safety

PAINTER ELECTROCUTED MOVING LADDER

If you want to risk being electrocuted, use an aluminum ladder near power lines. That's what two painters did recently in Newtown, CT, where one died of his injuries. The other was burned and treated at a hospital. Never use metal ladders around power lines, instead, use fiberglass or wood.

Ladder Safety

Stories from MSFC Employees

- **Center employee's husband falls from 10 foot ladder after standing on top step. He was installing gutters and lost his balance. Fortunately, he was not injured...just a few bruises and a very sore body.**
- **Center employee loses his balance and falls off ladder as he was sawing off tree limbs. He made a trip to the emergency room and received numerous stitches (read his story in the "It Could Happen to You" database on the SHE Web page).**
- **Center employee's husband falls off ladder and breaks BOTH arms. He was constructing a gazebo over a concrete pad when the mishap occurred.**

OSHA Regulatory Requirements

General Industry & Construction

OSHA has separate regulations for portable wooden ladders and portable metal ladders

[OSHA Standard 29 CFR 1910.25 - Portable Wood Ladders](#)

[OSHA Standard 29 CFR 1910.26 - Portable Metal Ladders](#)

[OSHA Standard 29 CFR 1910.27 - Fixed Ladders](#)

ANSI Standards

Details specifications on the various materials, construction requirements, test requirements, usage guidelines and labeling/marketing requirement for portable ladders

[ANSI A14.1 – Portable Wood Ladders](#)

[ANSI A14.2 – Portable Metal Ladders](#)

[ANSI A14.5 – Portable Reinforced Plastic Ladders](#)

Hazards of Ladders

- Falls
- Slips
- Overreaching
- Weather
- Oil and grease on a ladder
- Failure to secure
- Contact with electricity
- Objects that fall from ladders
- Slippery surfaces
- Damage
- Poor Lighting
- Unsafe work practices

Types of Ladders

Ladder Type	Duty Rating	Description
Type 1AA	375 lbs.	Special-Duty professional ladder
Type 1A	300 lbs.	Extra-heavy-duty professional ladder
Type 1	250 lbs,	Heavy-duty industrial ladder
Type 2	225 lbs.	Medium-duty commercial ladder
Type 3	200 lbs.	Light-duty household ladder

OSHA - Portable Wood Ladders

Ladder Type	Maximum Length	Special Requirements
Industrial Stepladders	3'-20'	Wider than 11 ½". Must have locking device to hold ladder sections open.
Commercial Stepladders	3'-12'	Same as above.
Household Stepladder	3'-6'	Same as above.
Rung Ladder	30'	None.
Two-Section Rung Ladder	60'	Ladder rails must fit into each other. Upper section can be raised/lowered.
Trestle Ladder	20'	None.
Painter's Ladder	12'	None.
Mason's Ladder	40'	None.
Side-Rolling Ladder	20'	None.

OSHA - Portable Metal Ladders

Ladder type	Maximum Length	Special Requirements
Straight Ladder	30'	Wider than 12".
Extension Ladders		
Two-section	48'	Wider than 12". Overlap stops required. Overlap stops required.
Three-section	60'	
Stepladders	20'	Insulating, nonslip pads at bottom of rails. Must have locking device to hold ladder sections open.
Platform Ladder	20'	None.
Trestle Ladder/Extensions	20'	None.

Four Rules For Ladder Safety

- Pick the right ladder for the job you are going to do.
- Make sure the ladder is in good condition.
- Set up the ladder correctly.
- Work safely on the ladder.

Pick the Right Ladder

- Correct type and length.
 - Ordinary straight ladder for most purposes
 - Extension ladder for high work
 - Step ladder when you need a free-standing ladder or one with a tool tray – good for low heights

Note: Some situations may require a scaffold

Check the Condition of the Ladder

- Inspect **before** each use – follow manufacturer's guidelines for inspection
- Never use a damaged ladder
 - Check the following
 - Rungs
 - Firm and unbroken
 - Free from slippery surfaces
 - Cracks in wood
 - Side Rails
 - Braces fastened securely
 - Hinges in good working order
 - No warping or twisting
- Never use a painted ladder – paint can hide defects

Proper Setup

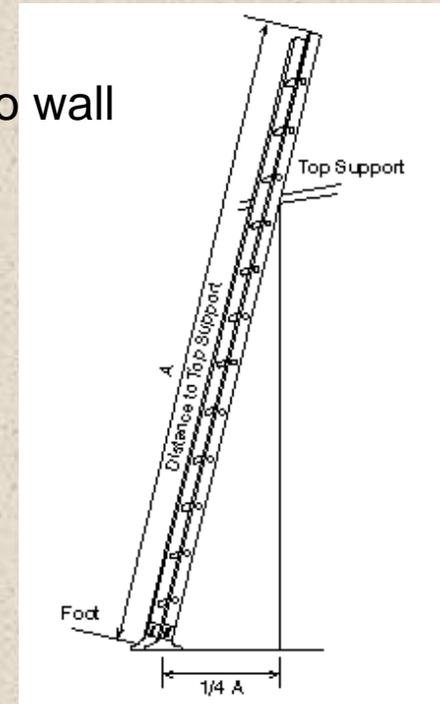
- **Straight ladder**

- **Set up**

- Lay the ladder on ground
 - Lift end away from wall over your head and walk to wall
 - Place at an angle so that base of the ladder is one foot away from wall for every four feet –

- Remember the “four up, one out” rule**

- Feet of ladder should be level and positioned solidly on ground
 - Both sides of ladder need to be against the wall or other support
 - Tie the top if you can
 - Extension ladder is a two person job
 - Need a second person to hold the bottom and prevent others from disturbing ladder
 - Ladder shall extend at least three rungs above the edge when accessing roof



Proper Set Up (Continued)

- Keep areas around the top and bottom of the ladder clear
- Open stepladder fully, and lock the spreaders

When Working In High Traffic Areas

- Signs or barricades should be used to warn others that work is proceeding above them
- Lock doors that can swing open
- Have someone hold and guard the ladder

Working Safely on a Ladder

- When climbing – maintain a three-point contact
 - Two hands and one foot, or one hand and two feet in contact with the ladder at all times
 - Keep centered on ladder
 - **Belt buckle should remain between the two side rails at all times**
 - **Never lean away from the ladder, it can topple**
 - **Do not carry tools or materials in your hands**
 - Keep tools in a belt
 - Hoist objects up to you after reaching the top



Working Safely on a Ladder (continued)

- Avoid distractions that make you turn away from the front of the ladder
- Footwear should have clean soles made of non-skid material (leather is too slippery)
- Do not stand on the top two rungs of a stepladder or top four rungs of an extension ladder
- Never move a portable ladder with someone on it
- Move slowly and carefully
- Face ladders when ascending/descending
- Only one person on a ladder at a time

Working Safely on a Ladder (continued)

- Do not work on a ladder if you are ill, overly tired, or on medication
 - Drape your arms around the rungs if sick, dizzy, or panicky
- Stay off outdoor ladders during bad weather
- Some situations may require the use of fall prevention equipment
 - Safety belts or harnesses

Ladder Maintenance

- **Remove ladders with structural defects, corrosion or defective part from service.**
- **Tag ladders “Do Not Use”**
- **Repair ladders to the original design**
- **Have qualified personnel make repairs**

Note: Ladder inspections should be included in preventative maintenance schedules

Safety tips when working with ladders near power lines:

- Keep all ladders and other tools at least 10 feet from all power lines.
- Never count on a power line to be insulated, no matter what it looks like.
- Do not use metal ladders near electrical lines.
 - Use ladders with non-conductive side rails
 - Fiberglass ladders are best
- Before you use a ladder, check the area carefully for power lines or other electrical equipment.
- Pick a safe route to carry the ladder to the work area, then carry it horizontally--never upright.

Summary

- Most ladder accidents are the result of careless or improper ladder usage
- Before climbing:
 - Always inspect a ladder for damage
 - Secure the ladder if unstable or unsafe
- As a guide, always keep your belt buckle inside the rails of the ladder



Enclosure 3 SHE Practitioner Subcommittee and Directorates with Hazardous Operations

SHE COMMITTEE STATUS REPORT

▲ Procedural

- Meeting minutes for July 14, 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 Practitioner Subcommittee and Directorates with Hazardous Operations

SHE COMMITTEE STATUS REPORT

SHE Budget FY2004

	<u>Expenditures Completed</u>
<input type="checkbox"/> SHE Communications Team	\$ 610.73
<input type="checkbox"/> OMEH	\$ 1,790.00
<input type="checkbox"/> VPPPA Membership Fee	\$ 1,250.00
<input type="checkbox"/> Wellness & Ergonomics Subcommittee	\$ 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 Subc. (R-T-K labeled bottles)	\$ 186.81
<input type="checkbox"/> SHE Communications Team, Family Fun Day	\$ 327.75
<input type="checkbox"/> SHE Committee – Third Party Assessment, Phase 1	\$ 24,975.00
<input type="checkbox"/> WERG & Flight Projects (pedometers)	\$ 4,060.00
<input type="checkbox"/> VPPPA Conference, 4 contractors	\$ 6,200.00
<input type="checkbox"/> Chemical Ops Subc., Safety Day	\$ 285.41
<input type="checkbox"/> SHE Committee, Emergency Id Badge supplies	<u>\$ 86.00</u>

Total Expenditures as of 08/11/04

\$ 70,217.48



SHE Practitioner Subcommittee and Directorates with Hazardous Operations

SHE COMMITTEE STATUS REPORT

❑ SHE Budget FY2004

Purchases in Progress

❑ Flight Projects Directorate (step stools, carpet mats, and extension cord covers)	~ \$ 620.00
❑ SHE Communications Team (Safety Day)	~ \$ 560.00
❑ Lockout – Tagout Subcommittee (lock sleeves)	\$ 2,352.00
❑ Chemical Operations Subcommittee (Safety Day)	~ \$ 800.00
❑ Building Managers Subcommittee (7 AEDs)	<u>\$ 14,511.00</u>

Total Purchases In Progress ~ \$ 18,843.00

Additional Purchases Expected

❑ SHE Awards Subcommittee	~ \$ 2,000.00
❑ SHE Committee Safety Day (promotional items)	~ <u>\$ 1,000.00</u>

Total Additional ~ \$ 3,000.00



SHE Practitioner Subcommittee and Directorates with Hazardous Operations

SHE Budget FY2004 -- Overall Summary

<input type="checkbox"/> Total Expenditures as of 08/11/04	\$ 70,217.48
<input type="checkbox"/> Total Purchases In Progress	~ \$ 18,843.00
<input type="checkbox"/> Total Expected in August -September	~ <u>\$ 3,000.00</u>
Grand Total as of 08/11/04	~ \$ 92,060.48

SHE Budget Request FY2005 Submitted

- \$ 30K for SHE Program improvements, consultant services
- \$ 50K for purchases by Subcommittees and Teams & contractor services
- \$ 12K for corrective actions “fixes”
- \$ 8K for civil service travel



SHE Practitioner Subcommittee and Directorates with Hazardous Operations

SHE COMMITTEE STATUS REPORT

☐ Voluntary Protection Program Participants' Association (VPPPA)

- ☐ Conference is August 29 through September 2 in Las Vegas
- ☐ **Update:** Will be meeting with Paul Esposito, STAR Consultants, to discuss upcoming Third Party Assessment, Phase 1, Sept. 20th onsite effort, documentation review, and the October onsite effort, employee interviews

☐ Contractors selected to attend the conference:

Phillip Robbins	UNITeS	Deputy Chairperson & Chairperson, Contractor Safety Forum
Linda Myszka	Morgan	Safety Assessment Subcommittee
Monte Gravunder	HEI	MSAT Chairman
Lisa Zandler HEI		Recorder & Technical Support

☐ Civil Service employees 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 Chemical Operations Subcommittee



Enclosure 4 SHE Practitioner Subcommittee and Directorates with Hazardous Operations

TD SAFETY OPEN ITEMS

- Open Findings – Shetrak - 4
 - 4553/102 Electrical panel cover missing
 - 4674/E-1 improperly used for storage
 - 4674/208 improper use of Dataguard 206 power strip
 - 4674/208F power cords tripping hazard



SHE Practitioner Subcommittee and Directorates with Hazardous Operations

TD Safety OPEN items (cont.)

SCRS (2 open, 1 in closure review)

- Pickup truck parked outside 4201 has trailer hitch overhanging parking lot.
- Gift shop offering school items embroidered with children's names. May present hazard to children if strangers can call them by name. In closure review.



SHE Practitioner Subcommittee and Directorates with Hazardous Operations

Safety Meetings & Visits

- SSWP Meetings** **73 %**

- Visits** **65 %**
 - 4570, 12 findings
 - 4203 6th floor, 40 findings (overhead leaks, dangling kick plates, permits)



Enclosure 5 SHE Practitioner Subcommittee and Directorates with Hazardous Operations

Flight Projects Report

- ❑ **SCRS** 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

1 Open - North Elevator in 4708 door concern

- ❑ **SHETRAK** Safety violations found during the annual facility safety inspections (Includes environmental violations)

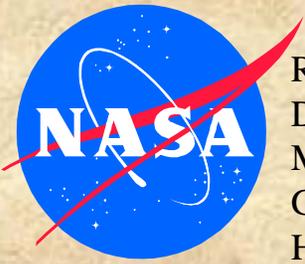
Currently 2 Open (Bldg. 4610 & 4708)

- 1 assigned to Facilities (Ceiling Tile Falling)
- 1 assigned to Bldg. Manager in Bldg. 4610

Lacking floor pullers in room 4015 (cost to procure @ \$30)

No New Close Calls or Mishaps this period

2 “Old mishaps” that need to be closed



Ralph Carruth
Deputy Manager
Materials, Processes and Manufacturing Department
George C. Marshall Space Flight Center
Huntsville, Alabama 35812

Enclosure 6



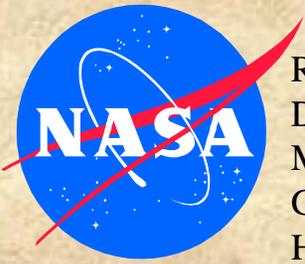
Engineering Directorate (ED) SHE Status

Safety Concerns Reporting System (SCRS)
Open: 3; Closed: 1; No due dates in database

SHetrak Findings
Open: 39; Closed: 85; 0 Overdue

Facilities Management Records
Open: 18; Closed: 42; Facilities Time Line

Note: All closed items were recorded within the last 60 days.



Ralph Carruth
Deputy Manager
Materials, Processes and Manufacturing Department
George C. Marshall Space Flight Center
Huntsville, Alabama 35812



Engineering Directorate (ED) SHE Status

SHEtrak Health Items

Open: 2; Closed: 3; 0 Overdue

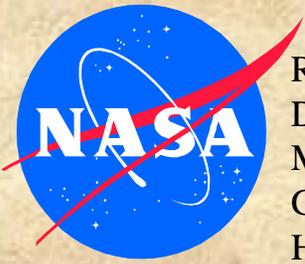
Environmental Management Items

Open: 0; Closed: 0

Incident Reporting Information System (IRIS)

Open: 5; Closed: 1; No due date in database

Note: All closed items were recorded within the last 60 days.



Ralph Carruth
Deputy Manager
Materials, Processes and Manufacturing Department
George C. Marshall Space Flight Center
Huntsville, Alabama 35812



Engineering Directorate (ED) SHE Status

Supervisors Safety Web Page (SSWP)

*1 Open finding at the Directorate level
ED is at 21% for Safety Meetings in August
ED is at 10% for Safety Visits in August*

This is on track for the Honor Roll!



Enclosure 8 **SHE Practitioner Subcommittee and Directorates with Hazardous Operations**

Pressure System Committee Report

- Status of Current Initiative(s)**
 - ✓ **Currently working certification issues in Building 4436 (high pressure panels) and Building 4628 (cracked cryostat)**

- SHE Actions Status – None**



Enclosure 9

SHE Practitioner Subcommittee and Directorates with Hazardous Operations



Chemical Operations Subcommittee

Current Initiatives

- **Bldg 4481 Chemical Container Rupturing Incident**
 - ✓ Subcommittee assisted with developing corrective action plan
 - ✓ SD46 Group Safety Meeting attended
- **Planning for Safety Day – October 28th**
 - ✓ Subcommittee Point of Contact is Nathan Coffee
 - ✓ Chemical labels have been purchased and will be distributed at the event
 - ✓ Door prizes have been purchased
 - ✓ Promotional Items are being purchased
- **Subcommittee Website will be developed**
 - ✓ Point of Contact is Allen Elliott
 - ✓ Preliminary research for the site has been completed
- **Charter – combining charter for the two subcommittees in progress**
 - ✓ Point of Contact is James Colebaugh
- **Logo – Subcommittee will retain same logo and incorporate new name**

Next Meeting Date

- Date not established at this time



Enclosure 10

SHE Practitioner Subcommittee and Directorates with Hazardous Operations

Cryogenics Subcommittee

Activities

- ✓ Supporting corrective action team addressing a close call with a liquid nitrogen overflow Friday, July 23 in building 4464.
- ✓ Held a subcommittee meeting August 5th, scheduled for first Thursday of every month.

SHE Actions Status

- ✓ No actions.

Subcommittee Issues

- ✓ Still holding a membership drive.
 - Checking with Teledyne Brown Engineering.
 - Need someone from Science Directorate.



Enclosure 11

SHE Practitioner Subcommittee and Directorates with Hazardous Operations

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 90% complete. Asbestos work required in some areas to install phone lines. Evac chairs provided to all known physically impaired employees.
SHE 03-021	Edwin Jones reported that the Medical Center did not have pass/fail criteria for the personnel certification physicals.	Nance Jo Ogozalek/ ED33	Joyce Eagan/ AD60 & Dennis Davis/QD50	Investigate and publish physical/medical requirements/guidelines for each related certification identified in MWI 3410.1.	08-27-03	02-15-04 08-11-04 10-01-04	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 10-27-04	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 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 09-29-04	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.



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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 08-31-04	Have not received request forms from Wendell Colberg, Valerie Holmes, Tom Dollman, and Robert Werka. All others in set-up process.
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	Survey sent to Building Managers.
SHE 04-012	Kevin Vellacott-Ford presented a slip and fall mishap.	Nance Jo Ogozalek/ ED33	Norma Horton/ QD50	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.	07-28-04	08-11-04	
SHE 04-013	The Committee voted to have a booth at Safety Day. Ideas for handouts were requested.	Nance Jo Ogozalek/ ED33	Allen Eliot/ AD10	Research ideas for handouts on Safety Day.	07-28-04	08-11-04	