

September 20, 2004

QD50 (04-051)

TO: Distribution

FROM: QD50/Rondal C. Mize

SUBJECT: Minutes of the MSFC Safety, Health, and Environmental Committee Meeting – August 25, 2004

The Safety, Health, and Environmental (SHE) Committee met at 2:00 p.m. on Wednesday, August 25, 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.

Tom Dollman/SD01, requested clarification of the STAR Consultants' Independent Third Party assessment of the MSFC SHE Program. Nance Jo stated that the first visit will be during the week of September 20, 2004. During this initial visit (Phase I) the auditor will review MSFC SHE Program requirements documents and interview senior management. A follow-up/field-verification visit (Phase II) will be performed later, date to be determined.

Safety Moment (Dennis Davis/QD50)

Dennis reported on a security incident that occurred several weeks ago. Following a suspicious package being identified near an entrance door, the responsible senior manager and a security guard made a decision to evacuate Intergraph 100. After being told by the security guard to evacuate the building, one employee refused to leave until told by the senior responsible manager. Another employee was belligerent toward a security guard after being instructed not to leave in his personal vehicle from the parking lot – as a standard procedure all personnel and vehicles were expected to remain until the incident was investigated. The main lesson learned is to remind all employees that they are required to obey security guards, other emergency responders, and responsible personnel during any emergency situations. Following an investigation, it was determined to be a false alarm. As requested by David King, Dennis will address this incident at the next Marshall Team Meeting (MTM) on September 7, 2004.

SHE Management Mentor (Robin Henderson/DE01)

Robin expressed her intent to support the SHE Committee and is trying to allocate time for a briefing from the SHE Enhancement subcommittee. Robin thanked all attendees for their attendance and participation in the SHE Committee.

SHE Committee Report (Nance Jo Ogozalek/Chairperson)

The minutes of the SHE Committee meeting held on July 28, 2004, were approved. Additional items discussed included: (1) SHE Program Improvements Targets – Corrective Actions (PITAs); (2) FY04 SHE budget status report; (3) SHE budget request for FY05; (4) SHE Committee attendance at Voluntary Protection Program Participants Association (VPPPA) Conference scheduled during August 29-September 2, 2004; (5) Third Party Assessment; and, (6) 2003 Final SHE Program Report status. The chart presentation is attached as Enclosure 2.

Special Report(s)

Performance Evaluation Profile (PEP) Survey Status (Dennis Davis/QD50)

Dennis reported on the annual PEP survey status. The last day to complete the survey is September 3, 2004. The chart presentation is attached as Enclosure 3.

Historical Mishap Metrics (Dennis Davis/QD50)

Dennis reported on MSFC historical mishap metrics covering the period 1999 through 2003. The chart presentation is attached as Enclosure 4.

Directorates and Offices Monthly SHE Reports

- **Office Of Chief Financial Officer**
No representative present.
- **Customer and Employee Relations Directorate (Susan Cloud/CD02)**
No report.
- **Office of the Director**
No representative present.
- **X-37 Program Office**
No representative present.
- **Space Shuttle Propulsion Office (Darlene Garner/MP71)**
Darlene reported on the Space Shuttle Propulsion Office to include a 100% completion of inspections/visits and meetings for August; no open safety concerns (SCRS); no SHEtrak open findings; a false alarm in Building 4202 (an unknown person pulled the fire pull) – Cathy Miller/AD62 is investigating; a small non-poisonous snake was discovered in a ground floor office immediately after re-entering building 4202 following the fire alarm evacuation; and, 100 boxes were removed from buildings 4202 and 4626 – some cleanup remains before the related finding can be closed.
- **Office of Chief Counsel (Phyllis Olinger/LS01)**
No report.
- **Procurement Office (Valerie Holmes/PS01)**
No report.
- **Equal Opportunity Office (Elia Ordonez/OS01)**
Elia reported that the Equal Opportunity Office had no open safety issues.
- **Safety and Mission Assurance Directorate (Dennis Davis/QD50)**
Dennis reported on the Safety and Mission Assurance Directorate. The chart presentation is attached as Enclosure 5.
- **Science Directorate (Tom Dollman)/SD01)**
Tom reported on the Science Directorate.

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.

Subcommittee/Team Reports

Occupational Health Team (David Thaxton/AD60)

David reported that planning is ongoing to administer annual flu shots to all Marshall Employees on October 26th and November 9th. Also, David stated the Medical Center is attempting to identify contractor company physicians and their preferred hospital – David asked Phil Robbins/Contractor Safety Forum Chairperson to assist in distributing this request.

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

Monte reported on MSAT activities to include: (1) donations of \$1300 received from various contractors for the MSAT sponsored “Jeopardy” prizes – the team is developing additional and fresh questions; (2) three companies have signed up to participate in the Jeopardy game; and, 3) Thank You letters were sent to companies that donated money for Jeopardy prizes.

Communications Team (Norma Horton/QD50)

Norma provided a brief summary of the communication team’s current activities to include a recent Shop Talk on vehicle air bags, planning for MSFC Family Fun Day and Fall Festival scheduled for October 2, and Safety Day scheduled for October 28, 2004. The Slips, Trips and Falls Annual Awareness Training is proposed as the Supervisor Safety Web Page (SSWP) required training topic for November. The chart presentation is attached as Enclosure 7.

Training Team (Judy Milburn/QD50)

Judy stated the team continues to work on multiple training topic modules and that the subcommittees, especially those with functional area expertise, will be asked to help.

Environmental Excellence Team

No representative present.

Open Actions (Dennis Davis/QD50)

Dennis reported on exiting actions. The chart presentation is attached as Enclosure 8. During the meeting, the status of two of the actions was addressed. See below for details:

SHE-04-014 is regarding backing in parking spaces, especially where a vehicle or vehicle accessories, like trailer hitches project over the walking surface/sidewalk. Cathy Miller/AD62 reported her research of MPG 1600.1B. Chapter 12, “Traffic Enforcement and Parking” does not prohibit backing into parking spaces. However, there are a few specific locations on the Center with signs prohibiting packing in parking spaces. Even though there is no MSFC policy prohibiting this practice, an awareness safety bulletin suggesting backing in is not a good practice, was prepared and posted on the SHE page. The safety bulletin was viewed during the meeting – attendees made several suggestions for improvement. Subsequent to the meeting, improvements were made - the improved bulletin can be viewed on the MSFC SHE page, Safety Bulletin, “Parked Vehicles Block Pedestrian Walkways” dated 8/24/04, at <https://msfcsma3.msfc.nasa.gov/she/bulletins/default.asp>. This is a “first step” and does not close this action.

SHE-04-015 is regarding a recent two-vehicle accident at Martin and Morris roads. Cathy Miller/AD62 reported she researched MPG 1600.1B. Chapter 12, “Traffic Enforcement and Parking” which only addresses the actions required in the event of a traffic accident – there are no instructions relative to trending and corrective action. Regarding traffic violations, this chapter refers to the MSFC assessment of points for specific offenses and that certain violations should be brought to the attention to the Army Provost Marshall’s Office (PMO) for issuance of a U. S. Magistrate’s Court citation, if warranted. The SHE committee stated that the action should be modified to include a requirement to contact the Redstone Arsenal PMO and request available trend information of the Martin Road and Morris Road intersection.

Old Business

Retirement Gift for Axel Roth (Nance Jo Ogozalek/Chairperson) – Nance Jo read a Thank You Note from Axel Roth. It read: *“Dear SHE Committee, I really enjoyed working with all of you. You have really made Safety, Health and Environment mean something at Marshall. Keep up the good work. I want to thank you for the gifts you gave me, the golf bag carrying case and all the goodies (safety stuff) in it. All of it will be put to good use. Thanks again for everything, Axel”*

Safety Day 2004 (Phil Robbins/Deputy Chairperson)

No report.

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

Judy Milburn/QD50 recognized Lesley Guerin/HEI for her consistent outstanding assistance provided to the SHE Communications and Training teams, and for performing numerous other SHE Program safety awareness requirements tasks.

Topics for Marshall Team Meeting (MTM)

- Energy Conservation Report (Cedreck Davis/AD22)
- Industrial Safety Report (Dennis Davis/QD50)
 - Emergency Personnel Authority
 - PEP Status
 - Summary Metrics 1999 – Present
 - Current Metrics
 - Sidewalk photographs (tripping hazards)
 - Third Party Assessment

The next SHE Committee Meeting will be the Practitioner Subcommittees and Directorates with Hazardous Operations meeting scheduled for Wednesday, September 8, 2004, at 2:00 p.m. in Building 4200, Room P110.

Original signed by

Rondal C. Mize
Manager
Industrial Safety Department

9 Enclosures

cc:
SHE Committee Members
SHE Web Page

Enclosure 1
SHE COMMITTEE MEETING
August 25, 2004
BUILDING 4200, P110, 2 pm **

Open Meeting (Nance Jo Ogozalek / Chairperson)

SHE Moment (Dennis Davis / QD50)

Senior Management Mentor (Robin Henderson / DE01)

SHE Committee Report (Nance Jo Ogozalek / Chairperson)

- . Meeting Minutes for July 28, 2004 Meeting
- . Budget Report
- . Third Party Assessment Status
- . VPPPA Conference

Special Reports

- . PEP Survey Status (Dennis Davis/QD50)
- . Historical Mishap Metrics (Dennis Davis / QD50)

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

- . Office of Chief Financial Officer (Janet Skinkunas / RS60)
- . Customer and Employee Relations Directorate (Beth Young / CD02)
- . Office of the Director (Sandy Such / DE01)
- . X-37 Program Office (Patsy Parmer / XP01)
- . Space Shuttle Propulsion Office (Darlene Garner / MP71)
- . Office of the Chief Counsel (Phyllis Olinger / LS01)
- . Procurement Office (Valerie Holmes / PS01)
- . Equal Opportunity Office (Elia Ordonez / OS01)
- . Safety and Mission Assurance (Dennis Davis / QD50)
- . Space Transportation Directorate (Jeff Hamilton / TD72)
- . Science Directorate (Tom Dollman / SD01)

SHE Organization Report

- . Industrial Safety Report (Dennis Davis / QD50)

Subcommittee and Team Reports

- . Occupational Health (David Thaxton / AD60)
- . MSAT (Monte Gravunder / HEI)
- . Communications Team (Norma Horton / QD50)
- . Training Subcommittee (Pat Schultz / CD20)
- . Environmental Excellence Team (Sharon Scroggins / AD10)

Topics for Marshall Team Meeting – September 7th (Tuesday)

Open Actions (Dennis Davis / QD50)

Old Business

- . Axel Roth's Retirement Party (Nance Jo Ogozalek / Chairperson)
- . Safety Day (Phil Robbins / Deputy Chairperson)

New Business (Nance Jo Ogozalek / Chairperson)

Review New Open Actions (Recorder)

NEXT MEETING – Practitioner Subcommittees & Directorates with Haz Ops – **September 8th**, 2 pm, P110

** P110 reserved beginning at 1:30 pm; please have files loaded into computer before 2 pm



Enclosure 2

SHE Committee Meeting

SHE Committee Status Report

■ Procedural

- Meeting minutes for July 28, 2004

■ SHE Program Improvement Targets - Corrective Actions (PITAs)

- SHE-1.8B:
 - 2003 Final Report – work in progress by HEI
Partial draft sent to Planning Team for review 8-16-04
 - 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

Expenditures Completed

• SHE Communications Team (Take Children To Work Day)	\$ 610.73
• OMEH, Health & Fitness Expo (self exam cards)	\$ 1,790.00
• VPPPA Membership Fee	\$ 1,250.00
• Wellness & Ergonomics Subcommittee (stress balls)	\$ 936.78
• SHE Committee Administrative and Tech Writing Support	\$ 25,000.00
• VPPPA Conference (4 civil service employees)	\$ 4,509.00
• Machine Shops Subc. (R-T-K labeled bottles)	\$ 186.81
• SHE Communications Team, Family Fun Day	\$ 327.75
• SHE Committee – Third Party Assessment, Phase 1	\$ 24,975.00
• WERG & Flight Projects (pedometers)	\$ 4,060.00
• VPPPA Conference, 4 contractors	\$ 6,474.00
• Chemical Ops Subc., Safety Day	\$ 285.41
• SHE Committee, Emergency Id Badge supplies	\$ 86.00
• Flight Projects (step stools, carpet mats, etc)	\$ 609.15
• Lockout Tagout Subc. (lock sleeves)	\$ 2,352.00

Total Expenditures as of 08/11/04

\$ 73,452.63



SHE Committee Meeting

SHE Committee Status Report

■ SHE Budget FY2004

	<u>In Progress</u>	<u>Expected</u>
• SHE Communications Team (Safety Day)	~ \$ 560.	
• Chemical Operations Subcommittee (Safety Day)	~ \$ 800.	
• Building Managers Subcommittee (7 AEDs)	\$ 14,511.00	
• SHE Committee Safety Day (promotional Items)	~ \$ <u>962.</u>	
• SHE Awards Subcommittee		~ \$ 2,000
• FY 2005 Technical Writing Support		TBD
Total Purchases In Progress	~ \$ 16,833	

■ SHE Budget FY2004 -- Overall Summary

• Total Expenditures as of 08/11/04	\$ 73,452.63
• Total Purchases In Progress	~ \$ 16,833
• Total Expected in Aug/Sept, FY2005	~ \$ <u>2,000</u> ++
Grand Total as of 08/23/04	~ \$ 92,285.63 ++

* Reduction



SHE Committee Meeting

SHE Committee Status Report

- **SHE Budget Request FY2005 Submitted – no change**
 - \$ 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

- **Voluntary Protection Program Participants’ Association Conference**
 - August 29 through September 2
no change

- **Third Party Assessment - no change**
 - Week of September 20th – documentation review and executive interviews

Enclosure 3 MSFC PEP Survey Participation August 20, 2004

Organization	Division	Employee	Managers
Center Operations Directorate	AD01,04, 10	50	67
Center Operations Directorate	AD04	44	0
Center Operations Directorate	AD10	100	100
Center Operations Directorate	AD20	92	80
Center Operations Directorate	AD30	60	83
Center Operations Directorate	AD40	70	75
Center Operations Directorate	AD50	60	100
Center Operations Directorate	AD60	41	50
CAER	CD01	33	50
CAER	CD02	73	0
CAER	CD03	100	0
CAER	CD10	36	0
CAER	CD20	38	100
CAER	CD30	21	0
CAER	CD40	80	100
CAER	CD50	50	0
CAER	CD60	80	100
CAER	CD70	50	100
Engineering Directorate	ED01	78	0
Engineering Directorate	ED02	60	100
Engineering Directorate	ED03	83	
Engineering Directorate	ED04	25	
Engineering Directorate	ED10	51	57
Engineering Directorate	ED20	35	31
Engineering Directorate	ED30	44	50
Engineering Directorate	ED40	51	67
Equal Opportunity Office	OS	100	100
Flight Directorate	FD	55	50
NGLT	NP	0	0
Chief Counsel	LS	62	100
Office of CFO	RS	47	40
Office of the Director	DA/DD/DE	47	50
Orbital Space Plane	UP	28	0
Procurement Office	PS	56	60
S&MA	QD	76	56
Science Directorate	SD	55	43
Space Shuttle Project Office	MP	86	73
Space Transportation Directorate	TD	59	53
X-37	XP01	29	0

White – 0-49% Yellow – 50-74% Light Green – 75-99% Green – 100% Black – N/A

Organization	Division	Emp %	Mgr %
AJT-Medical		53	100
AJT		96	100
ASRI	CAER Support	80	100
BAE Systems	RAES SD	58	0
bd Systems		87	100
Boeing		56	62
Boeing Rocketdyne		30	60
CNI		92	100
CIS		81	67
Colsa	CDM	37	0
Colsa		100	
Colsa	HOSC	65	50
Colsa	TD	17	
Eagle	PD	90	0
EG&G	Coss	72	50
EG&G	Logistics	49	88
Gray Research		60	50
HEI		75	70
ICRC		92	50
Joppa		0	0
KHOTOL		0	0
LSSI	AD40	70	100
Madison Research		50	100
Mainthia Technologies		96	100
NASA Exchange		100	100
ODIN		64	100
Optical Sciences Corporation (OSCORP)		100	100
Pace & Waite	SD30	0	
QTEC		100	
R.W.Beck	AD23	80	100
S3	SD30	0	
SAIC	ISPT	0	
SAIC		62	100
Sierra Lobo Inc		51	40
Sverdrup	ME	70	95
Sverdrup	MF	64	80
Sverdrup	MP	74	75
Sverdrup	MR	77	50
Sverdrup	MS	69	83
Sverdrup	MT	77	100
TBE PP&C	ERC	67	100
TBE PP&C	MEI	100	
TBE PP&C	SMITHLAINE	100	100
TBE PP&C	TBE	72	71
TBE SDOS		73	
Thiokol		0	0
UAH		50	
UNITeS		87	85
USA		67	67
USRA		100	

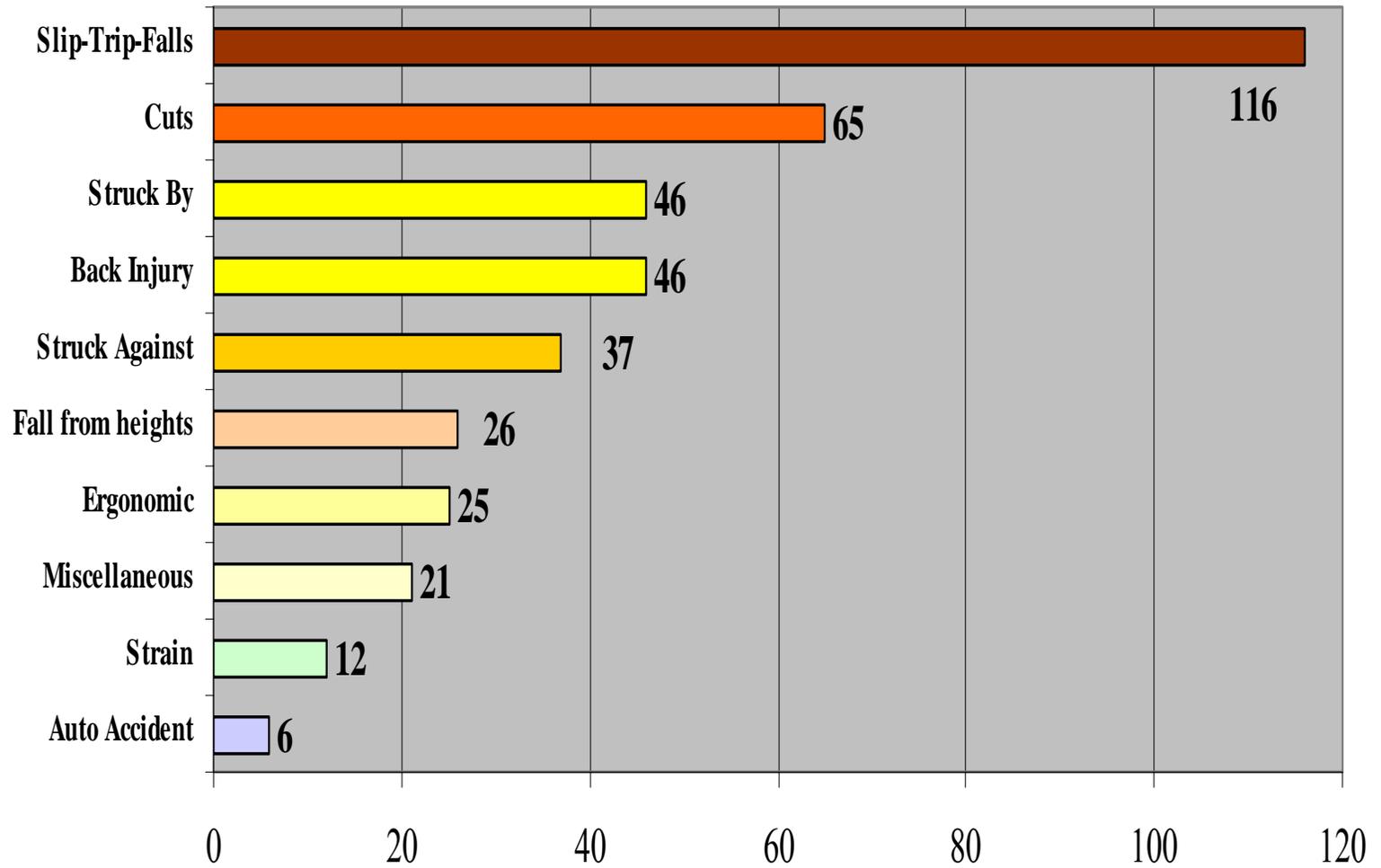
MSFC Team Scores: Emps – 4.3 Mgrs – 4.6

Enclosure 4

1999 through 2003

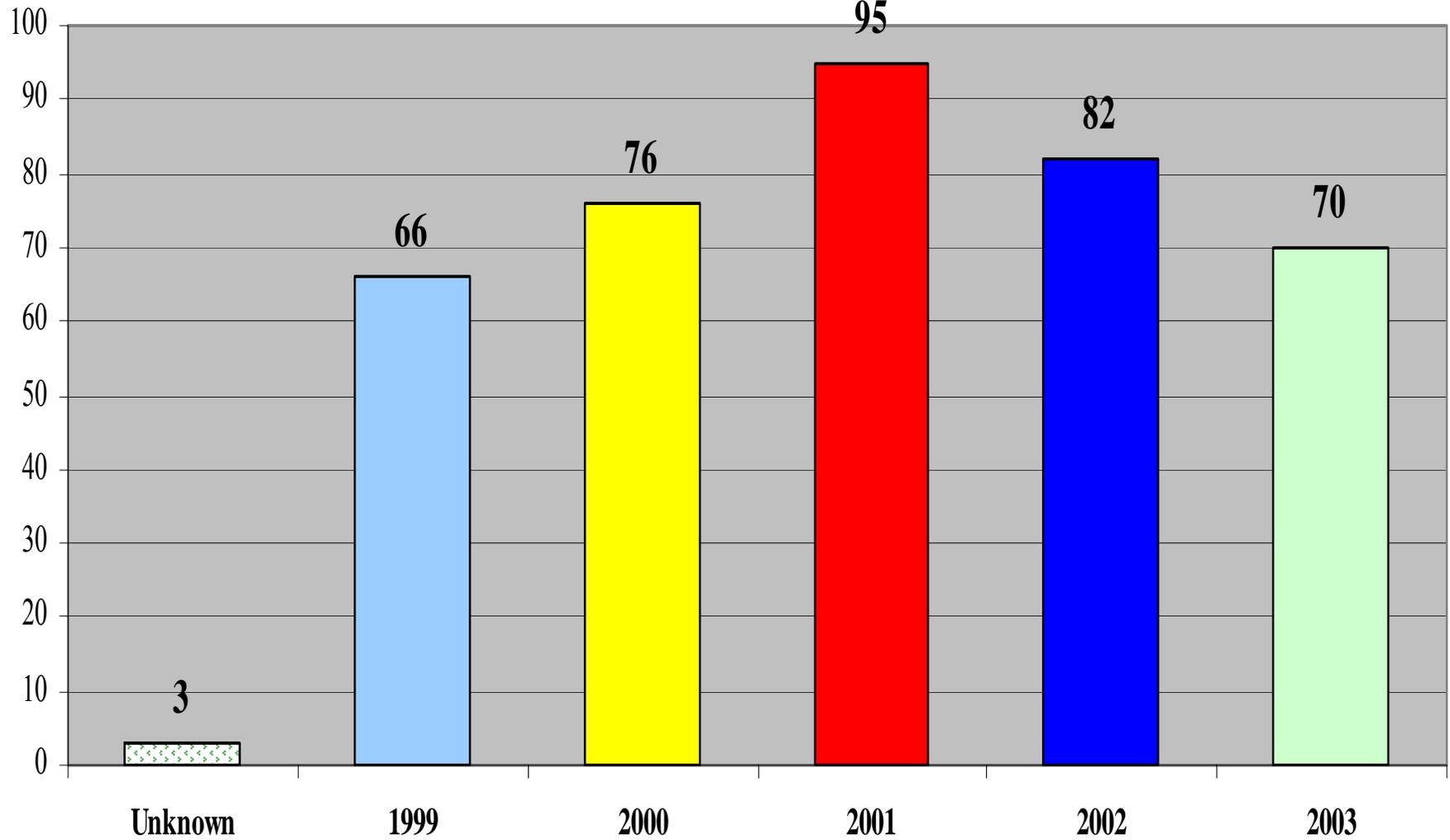
392 Incidents

Mishaps By Category



Mishaps By Calendar Year

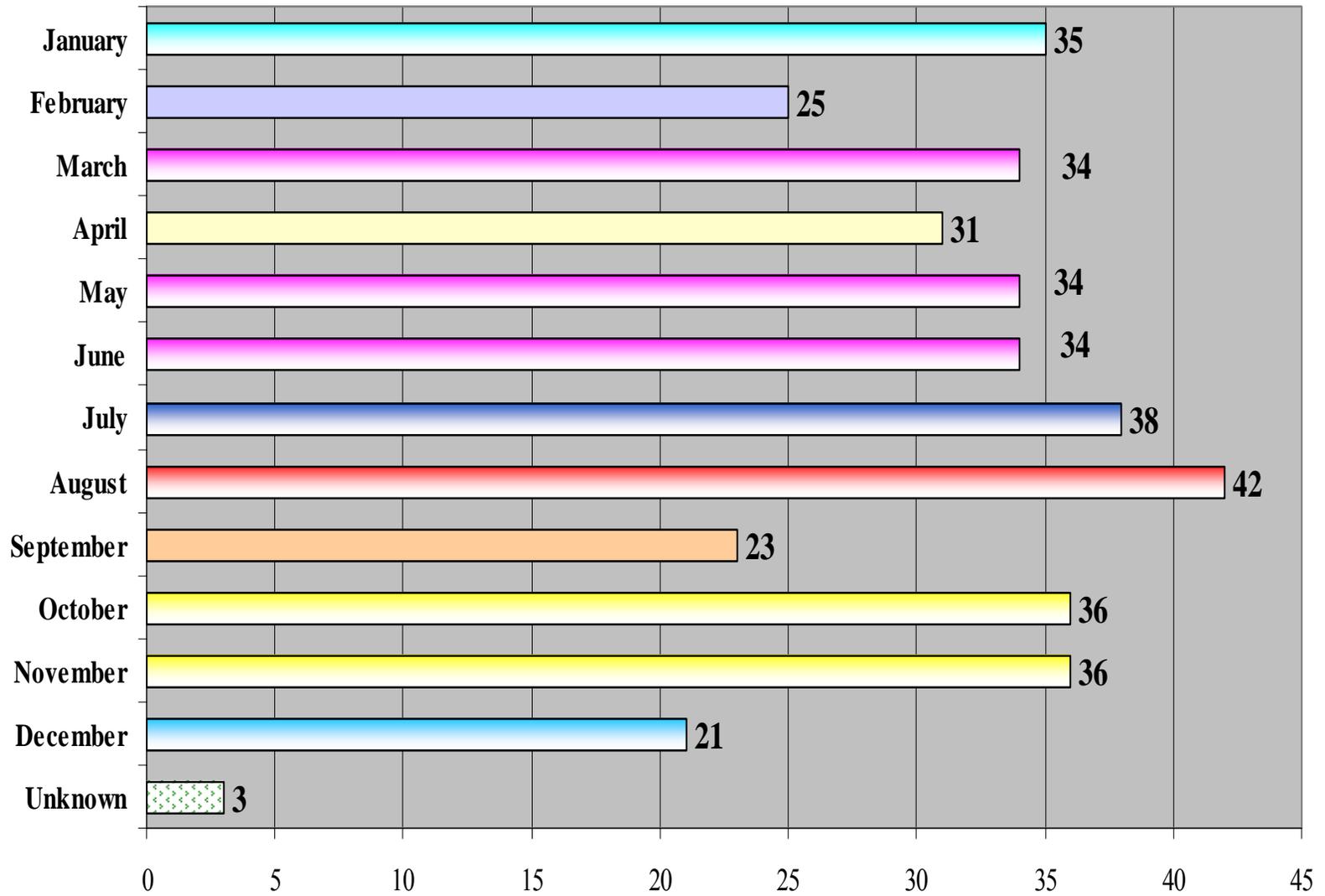
392 Incidents



1999 through 2003

Mishaps By Month

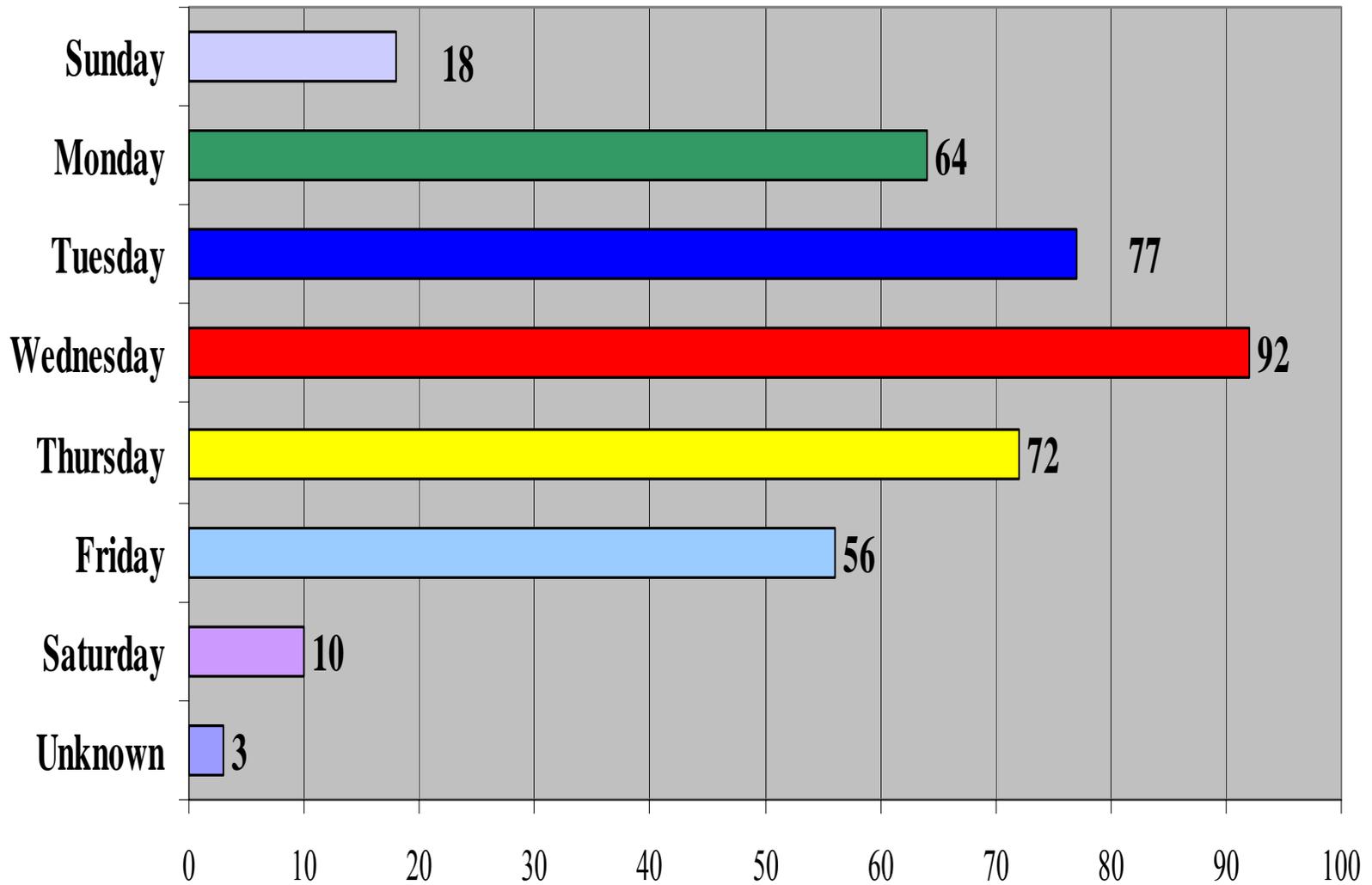
392 Incidents



1999 through 2003

392 Incidents

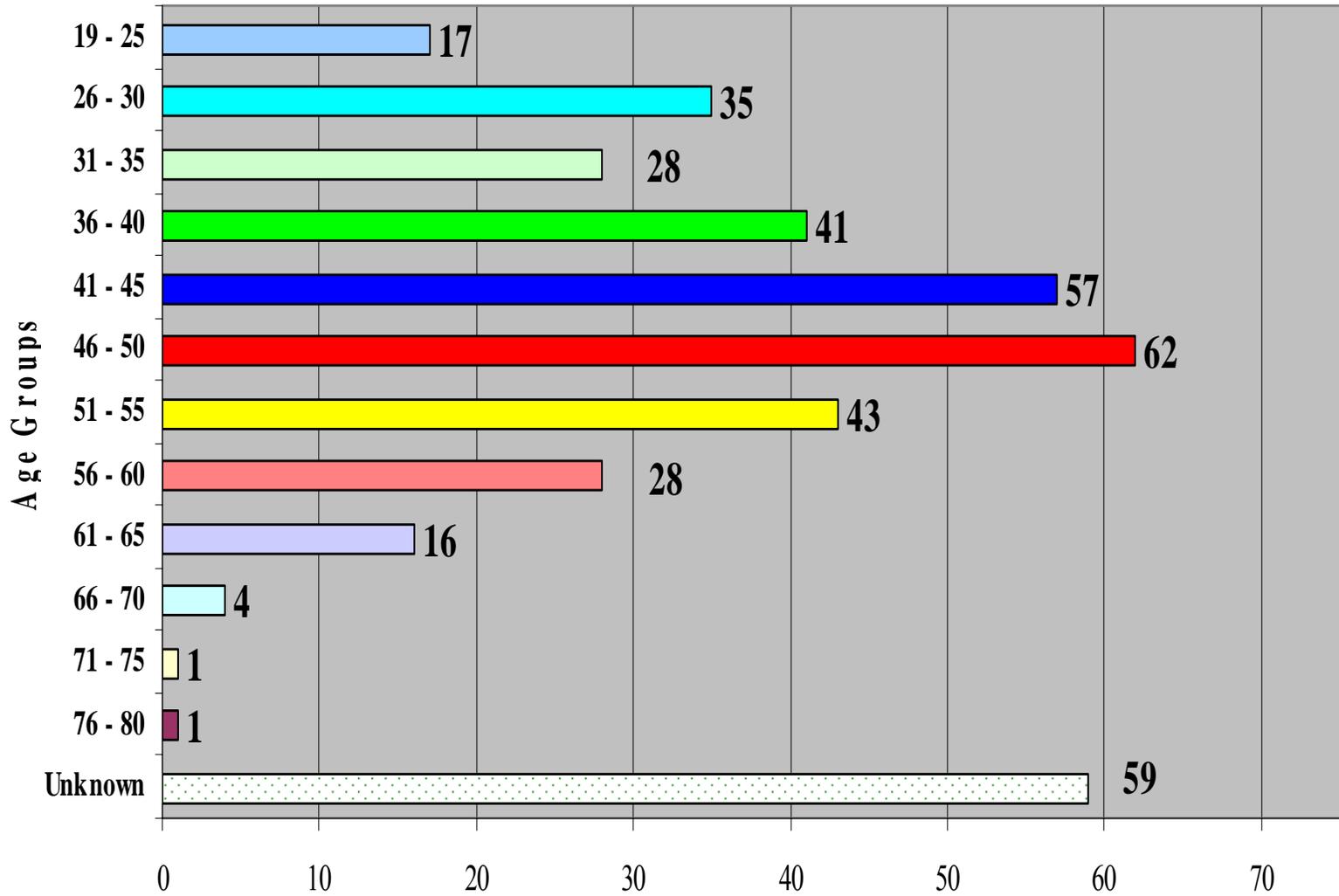
Mishaps By Day of the Week



1999 through 2003

Mishaps By Age Distribution

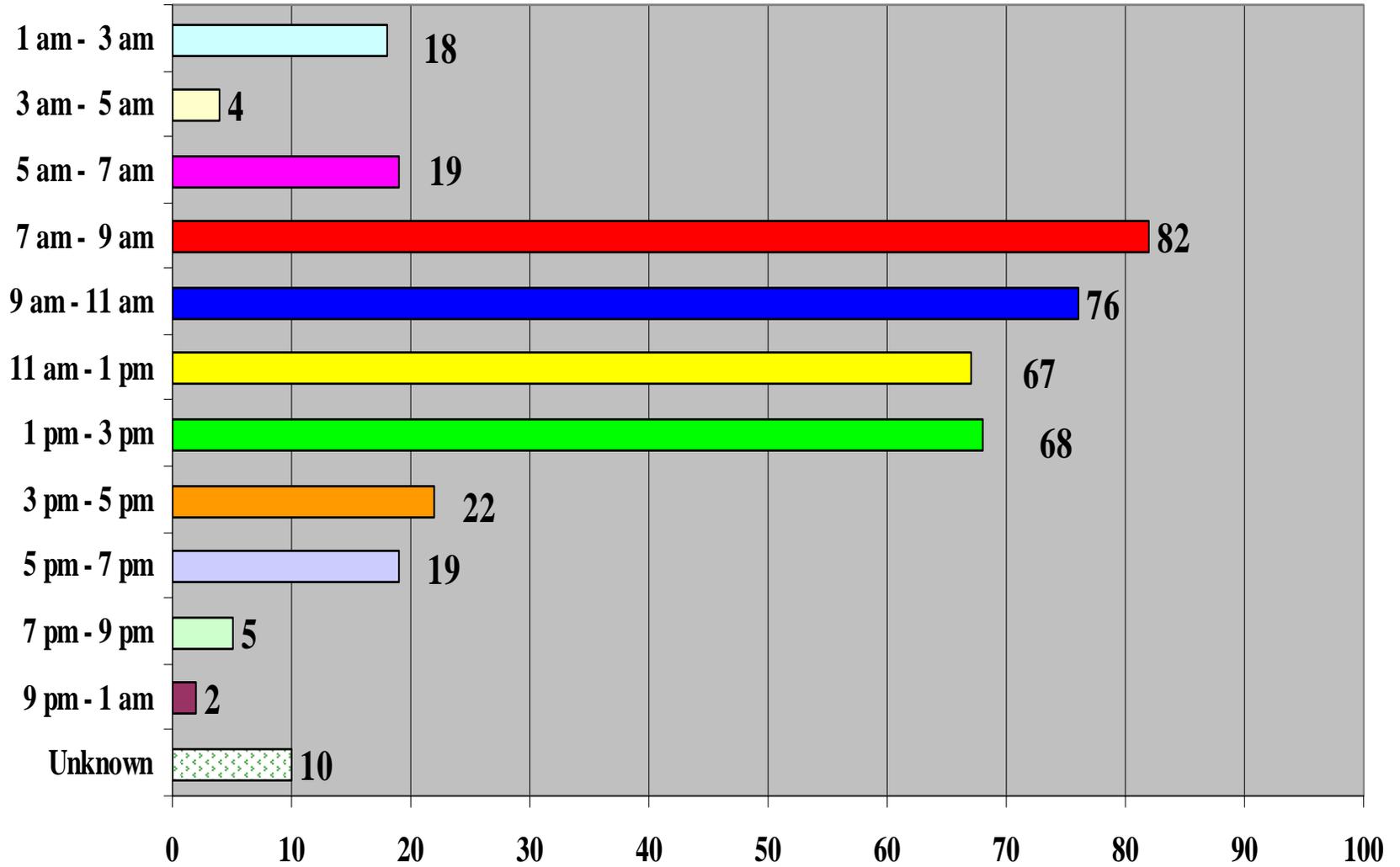
392 Incidents

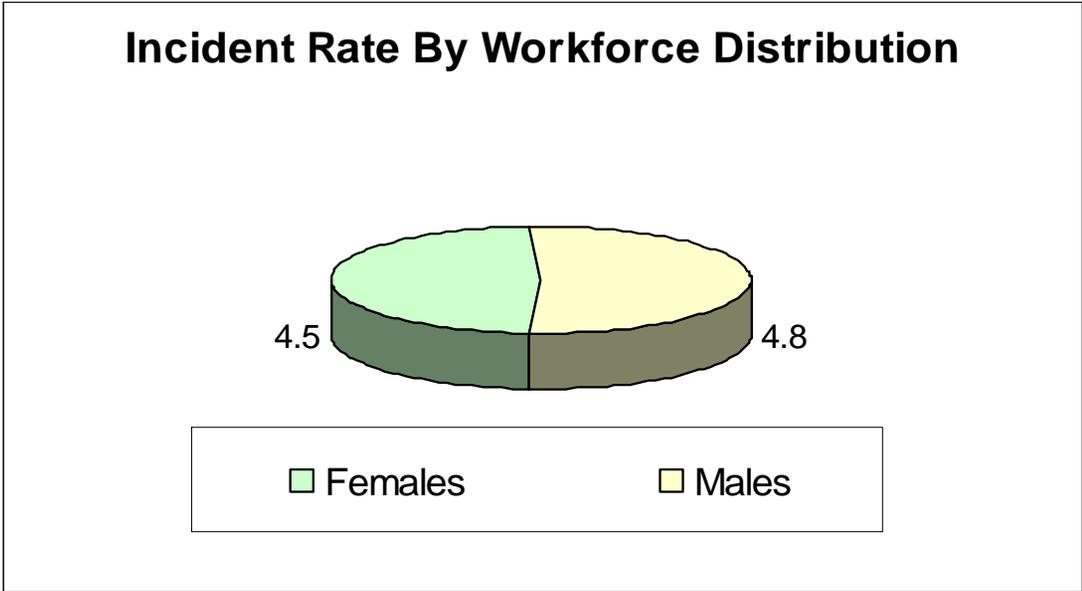
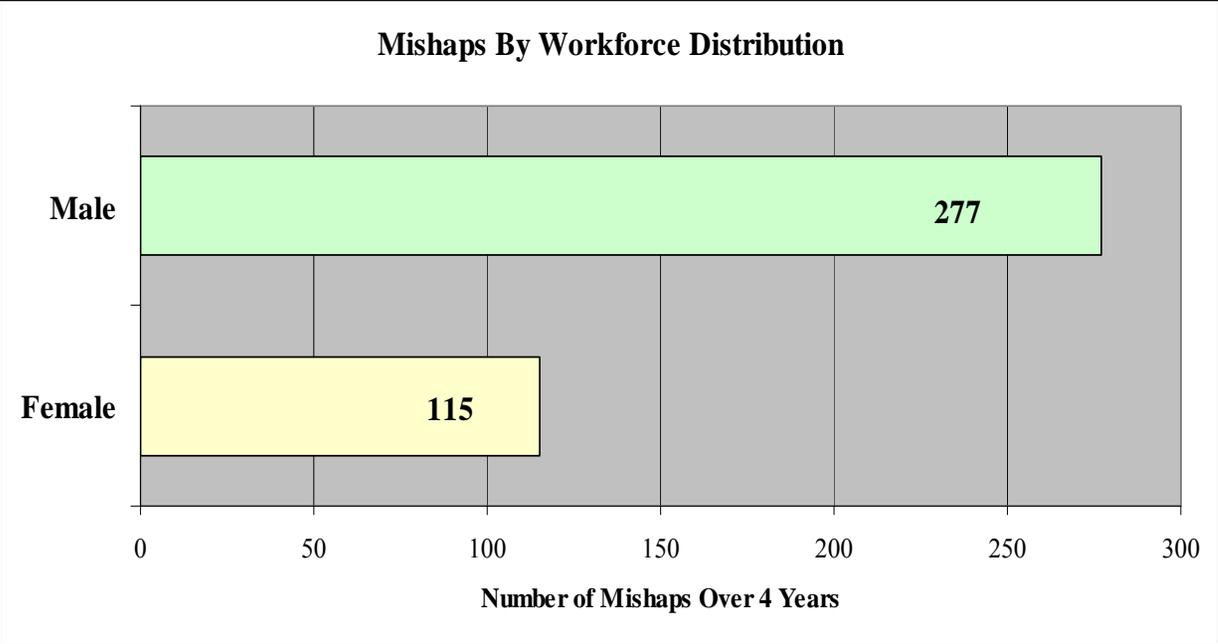


1999 through 2003

392 Incidents

Number of Mishaps By Time of Day





Rate based on current workforce distribution

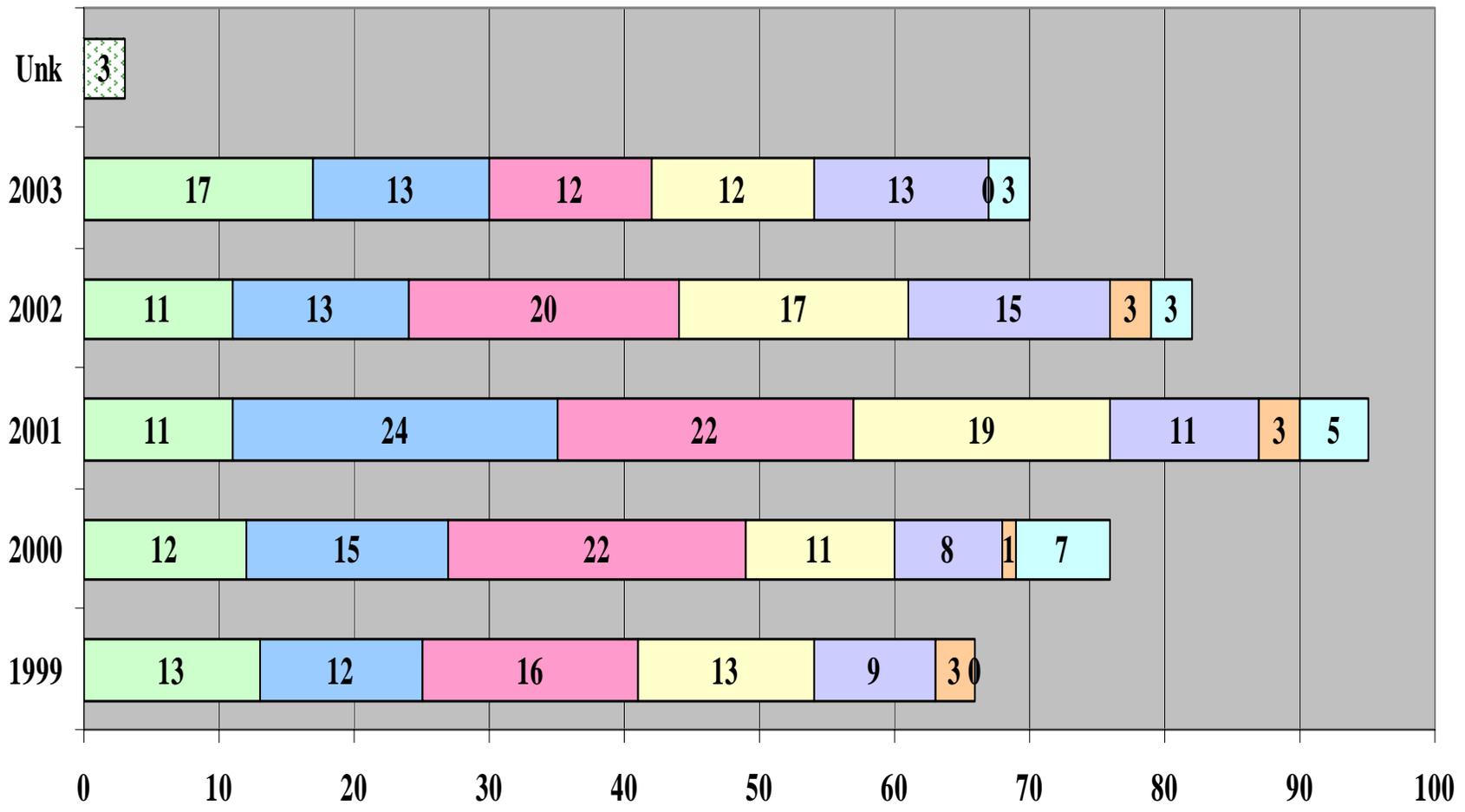
Significant Findings

- **There are a relatively high number of mishaps on Sundays**
 - **Recommended Action:** Increase supervisory and safety surveillance of week end days.
- **There are a relatively high number of mishaps on 3rd shift.**
 - **Recommended Action:** Increase supervisory and safety surveillance during off hour shifts.
- **Cuts, the number 2 type mishap, has not been well publicized.**
 - **Recommended Action:** Increase awareness of cut hazards and preventive measures.
- **Total Number of mishaps per year is trending down since 2001.**

Back-up Charts

Mishaps By Day of the Week

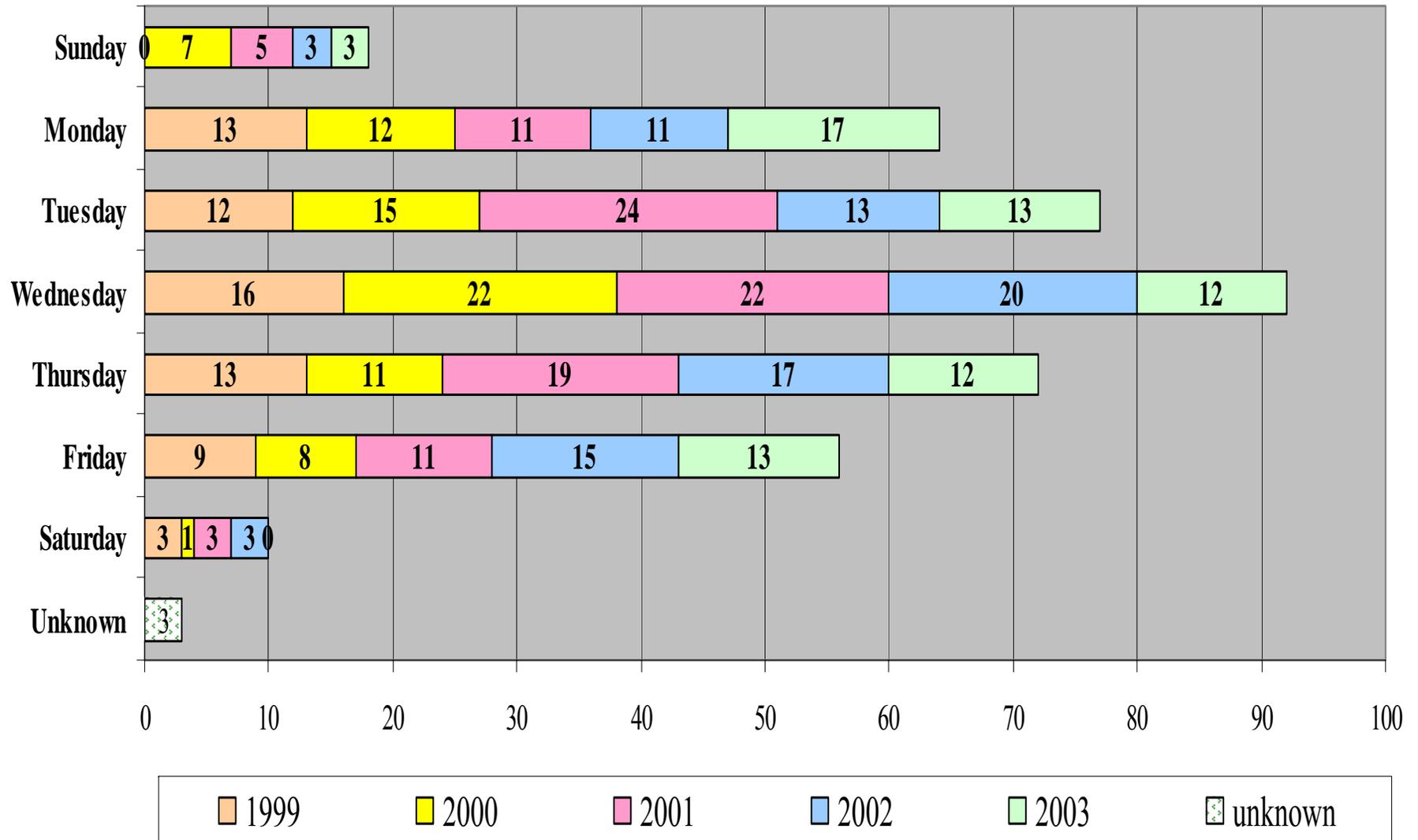
392 Incidents



Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday
 Sunday
 Unknown

Mishaps By Calendar Year

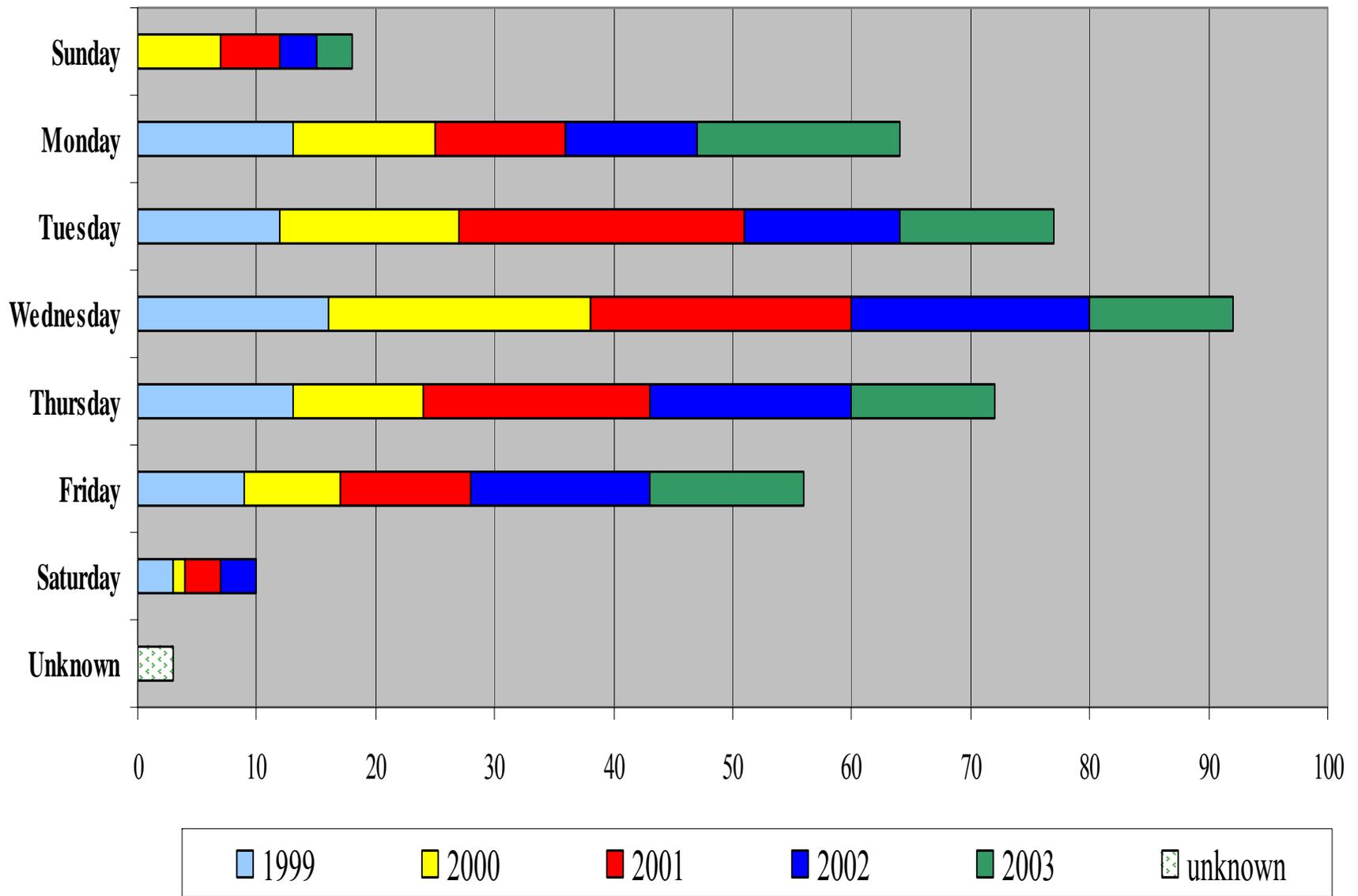
392 Incidents



1999 through 2003

392 Incidents

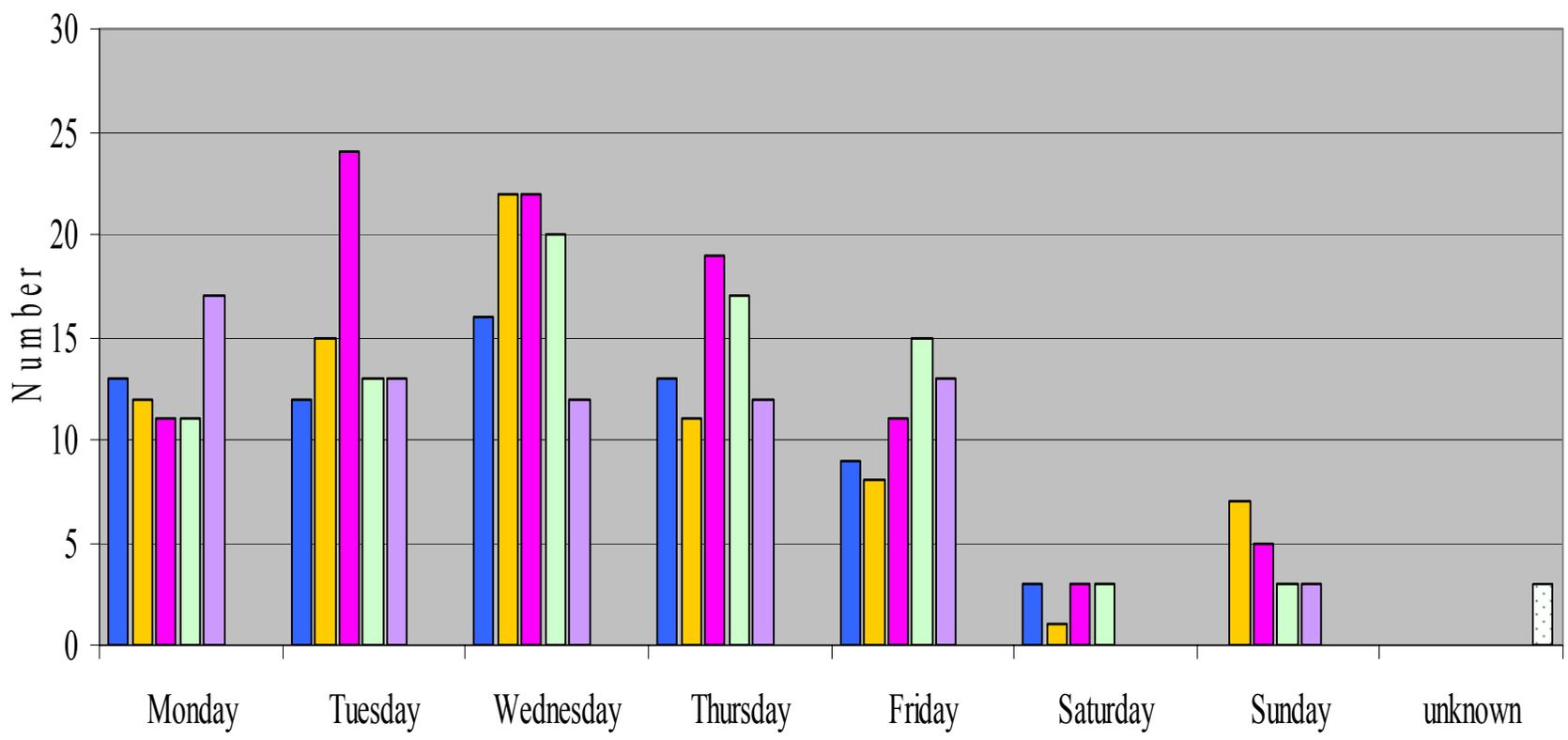
Mishaps By Calendar Year



1999 through 2003

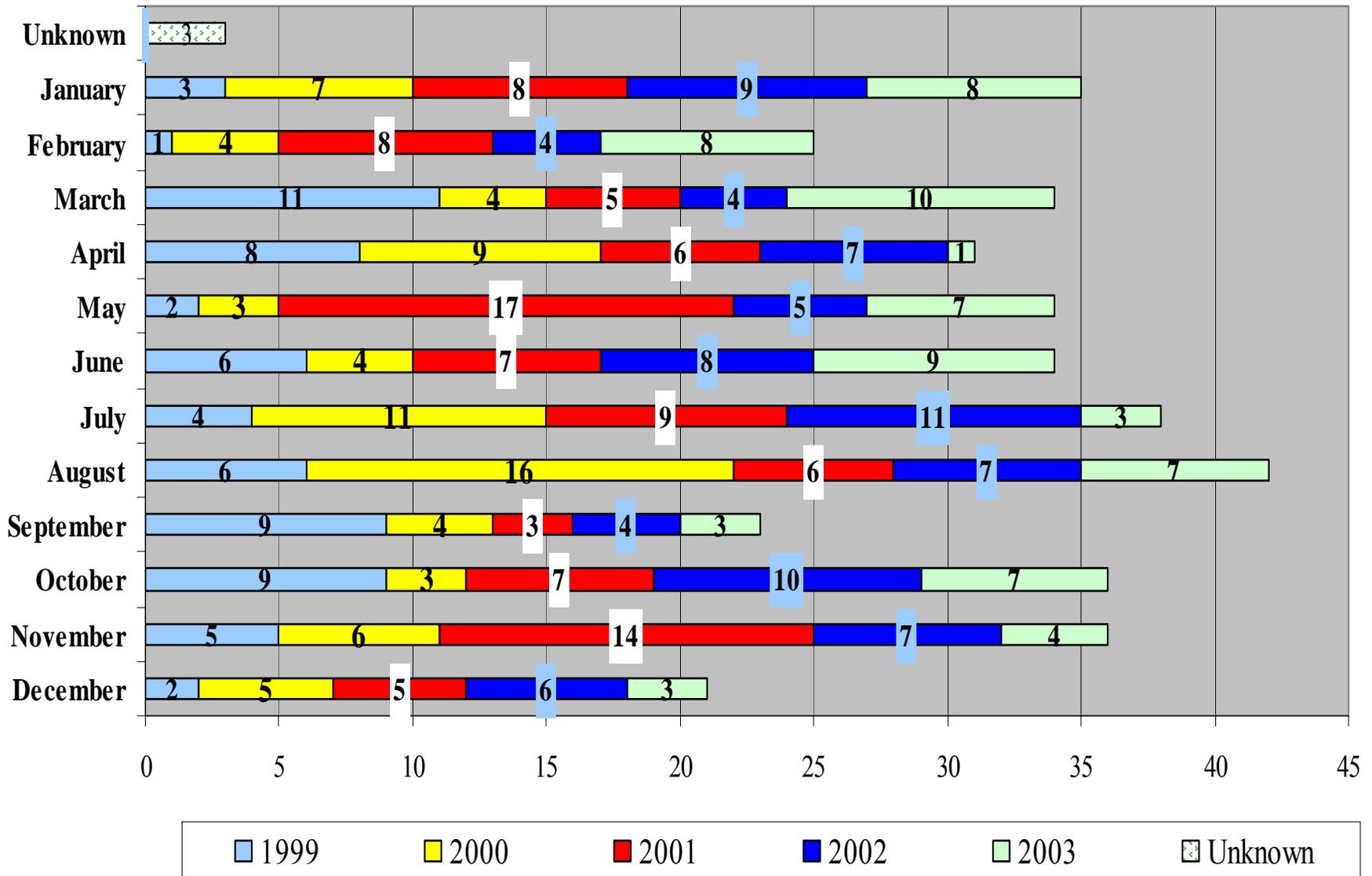
392 Incidents

Mishaps by Day of the Week 1999 through 2003



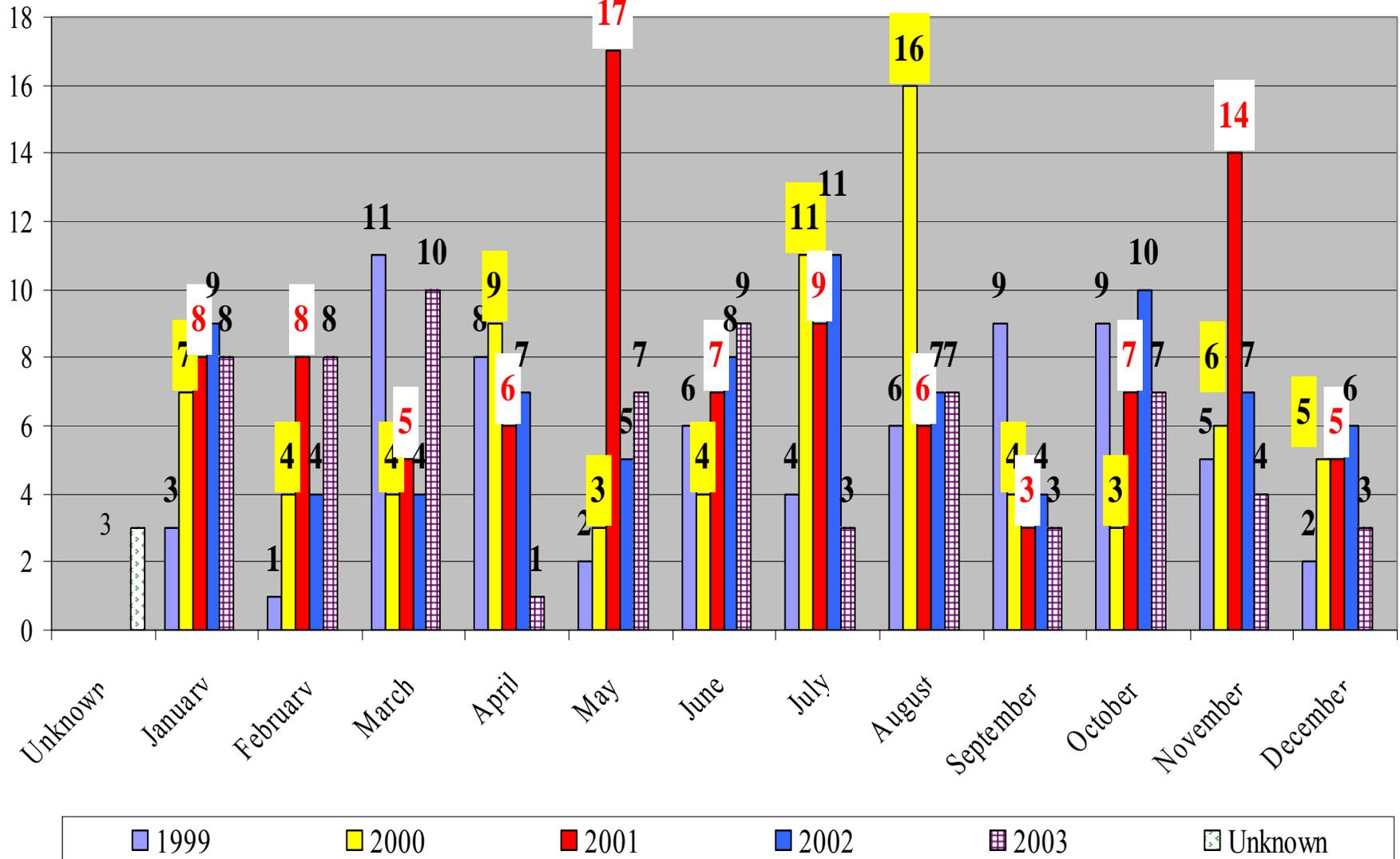
■ 1999 ■ 2000 ■ 2001 ■ 2002 ■ 2003 ■ 2004 ■ unknown

Mishaps By Month



Mishaps By Month Per Year

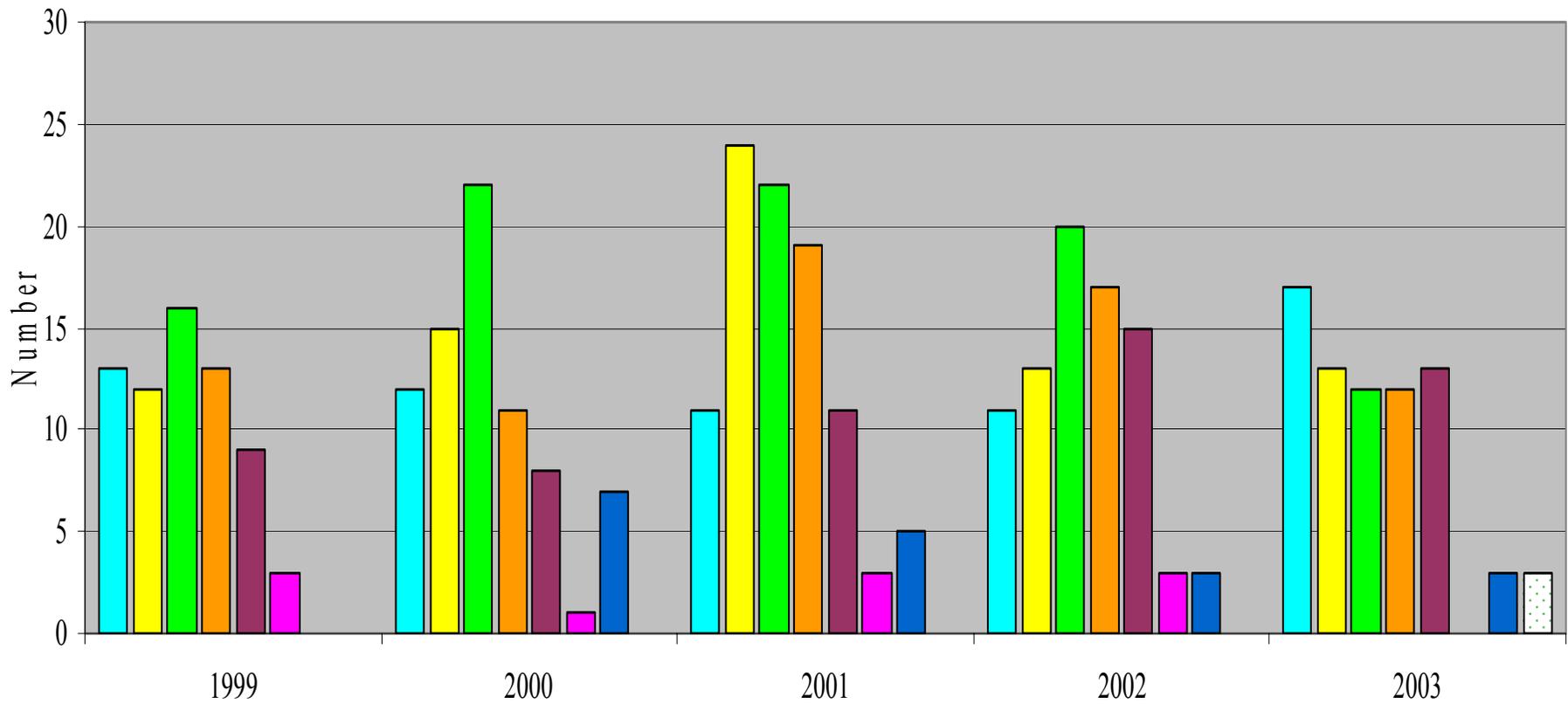
392 Incidents



1999 through 2003

Mishaps by Calendar Years - 1999 through 2003 by Days of the Week

392 Incidents

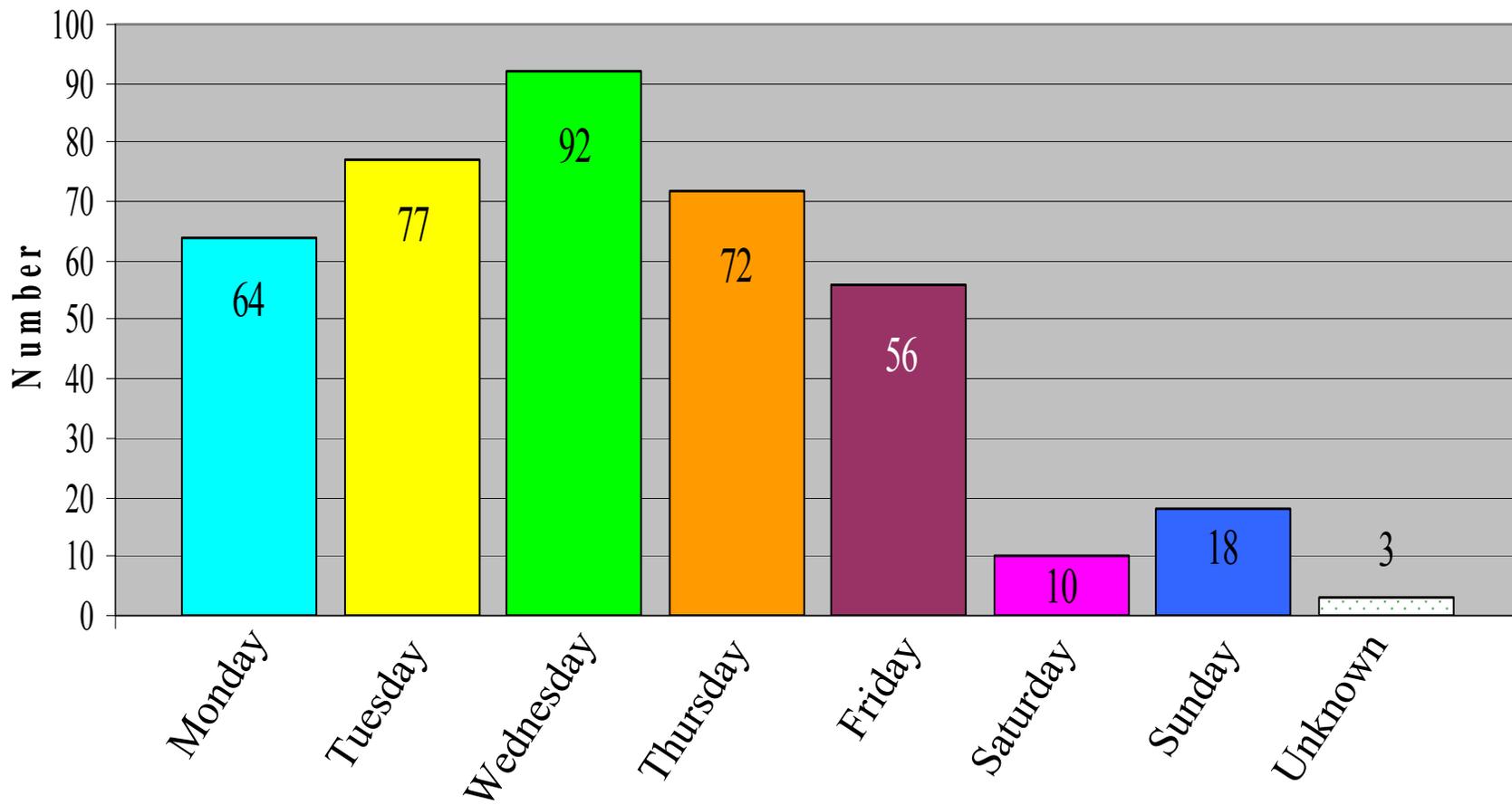


Monday Tuesday Wednesday Thursday Friday Saturday Sunday unknown

1999 through 2003

Mishaps by Day of the Week 1999 through 2003

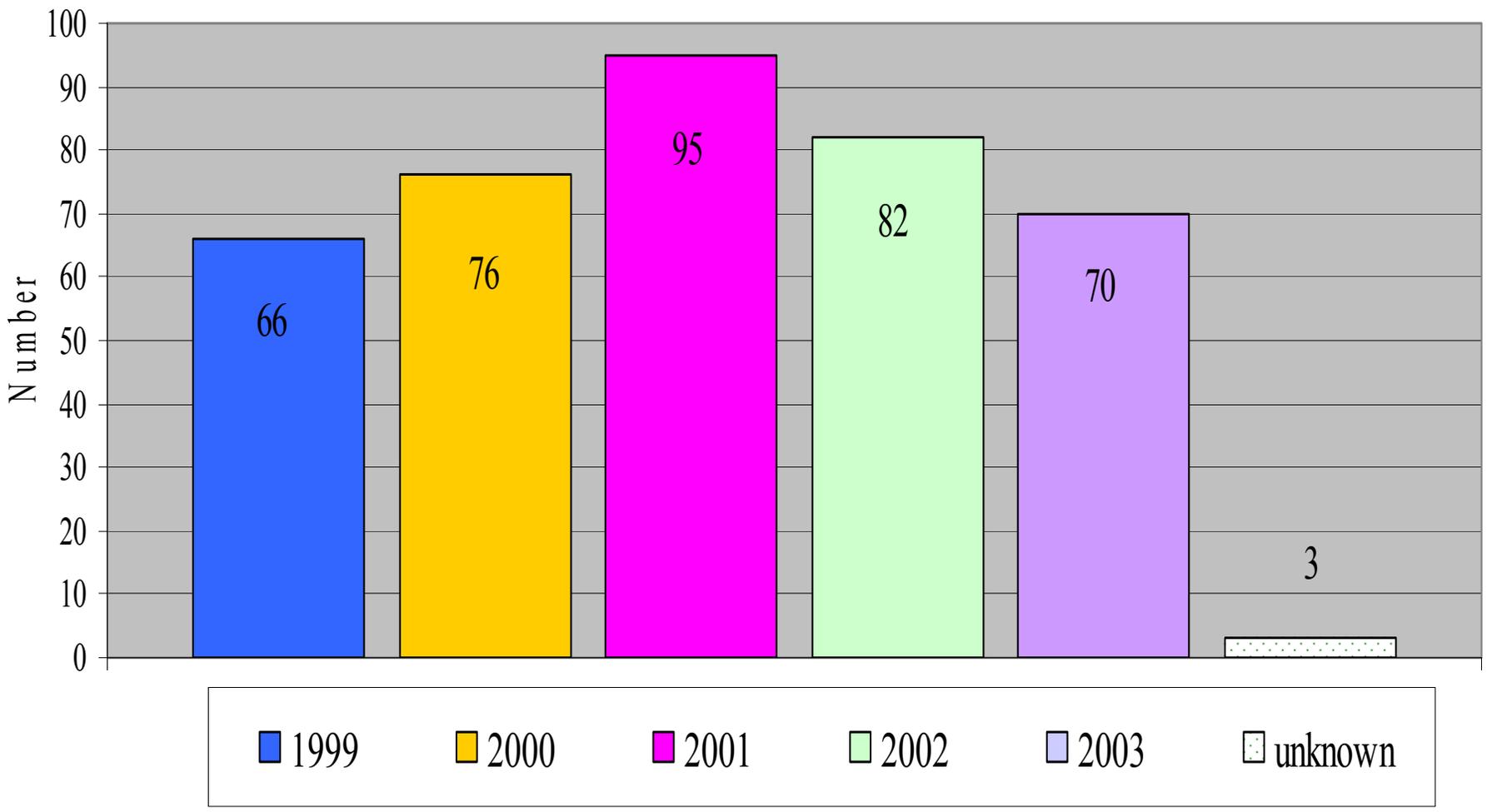
392 Incidents



1999 through 2003

Mishaps by Calendar Year

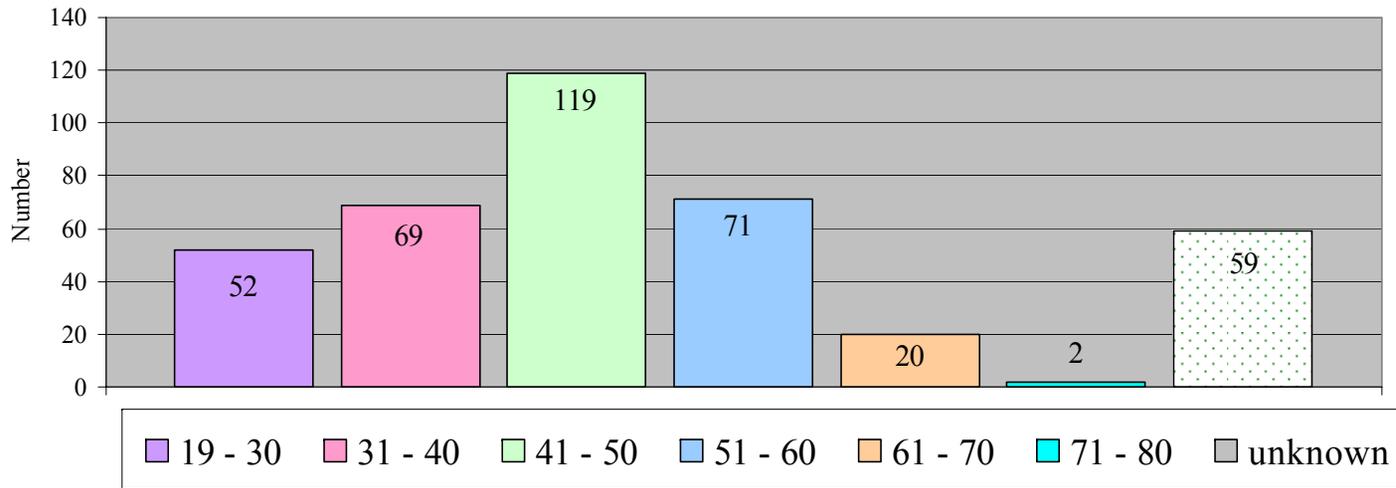
392 Incidents



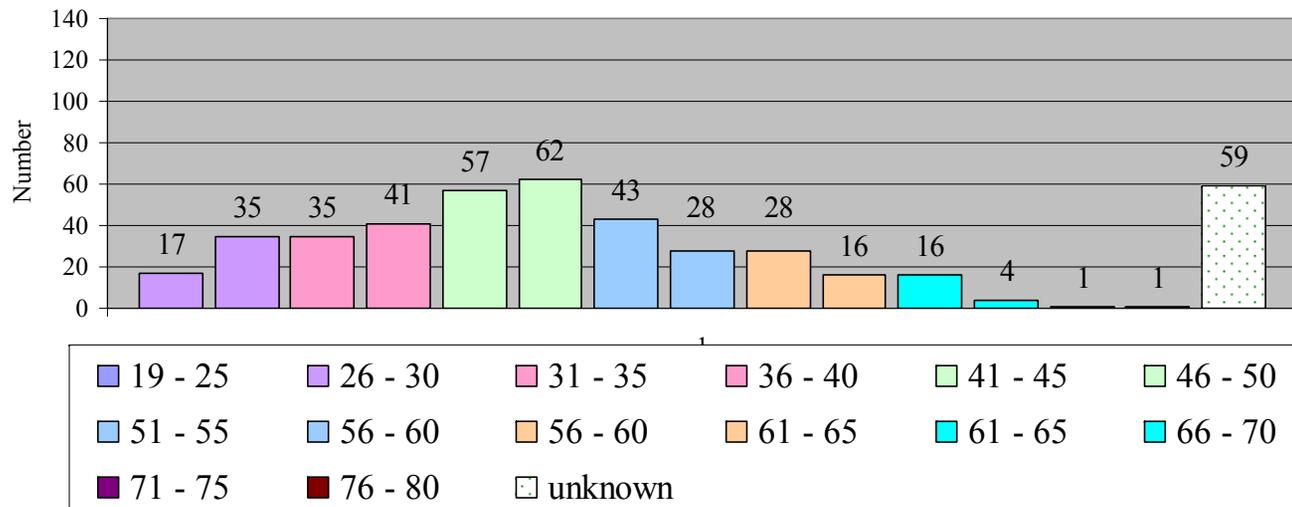
1999 through 2003

**Age Distribution
1999 through 2003**

392 Incidents



**Age Distribution
1999 through 2003**





Enclosure 5 **SHE Committee Meeting**

Safety and Mission Assurance D. Davis/QD50

Action Status

- Mishaps 0 Open
- SCRS 5 Open 1 Late
- SHEtrak 0 Open
- PITA 8 Open 8 Late

MSFC Safety Data for FY04

(Current as of August 25, 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

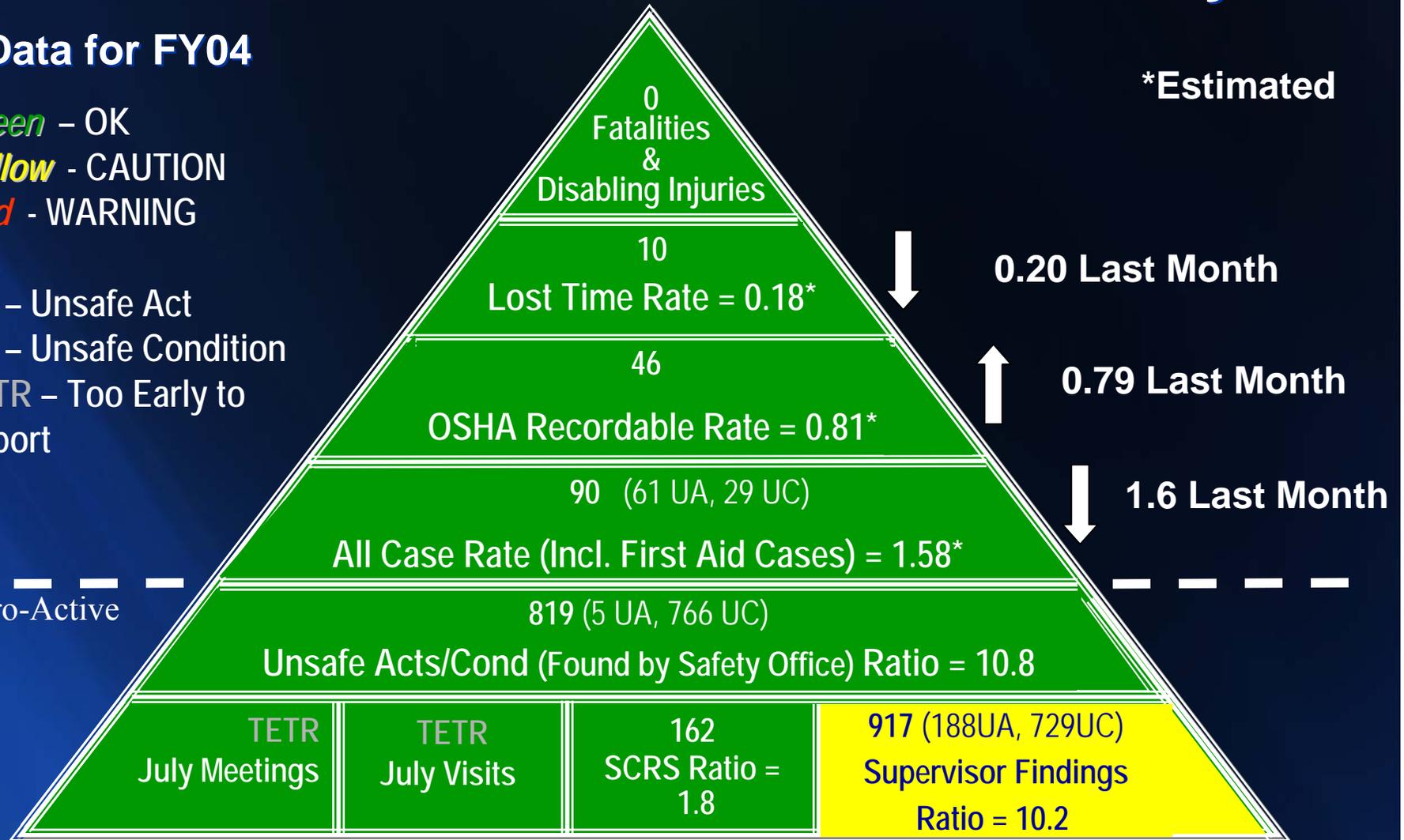
Data for FY04

Green - OK
Yellow - CAUTION
Red - WARNING

UA - Unsafe Act
 UC - Unsafe Condition
 TETR - Too Early to Report

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 (08-25-04)

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	0
CD	100	100	16	64	?	?	0	0	4	4	1	0	2	0.80	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	95.2	95.2	10	N/A	?	?	0	0	0	0	5	1	1	0.56	0	
RS	88.9	88.9	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	
OS	0	100	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	100	100	1.1	75	?	?	10	0	16	4	14	0	35	1.72	141	
ED	100	100	152	50	?	?	3	1	3	0	4	1	3	0.28	17	
FD	100	100	72	85	?	?	6	6	2	0	1	0	1	0.14	0	
SD	100	100	63	30	?	?	2	2	14	12	1	1	2	0.59	0	
TD	73.0	64.9	N/A	31	?	?	3	3	6	4	0	0	0	0	0	

What Employee Reported in Past Month (08-25-04)



SCRS

- Traffic/Roadway Issues -4
- Crosswalk Issues - 2
- Inadequate Emergency Lighting – 1
- Slip/Trips Hazard -1
- Unsanitary Phone - 1
- Wheelchair Access – 1
- Inadequate fall protection – 1
- Fumes entering building - 1
- Improper waste in “foam only” dumpster – 1
- Locked exit doors – 1
- Inadequate lighting – 1
- Rough handrail – 1
- Potential crane striking personnel hazard – 1
- Tobacco chewing sanitary issue -1
- Potential Asbestos Exposure – 1
- Not using seatbelt on tractor - 1



SOS

- Not using turn signals - 2
- Running Stop Light or Sign – 1
- Child running in hall - 1

FY04 Lost-Time Mishaps (08-25-04)

NO NEW LOST TIME CASES

- 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

Communications Team

Norma Horton/QD50

❖ **Current Initiatives**

- **Planning for MSFC/Family Fun Day – October 2nd**
 - ❑ SHE Mascots will participate in the children's parade
 - ❑ SHE Bean Bag Toss Game
 - ✓ Safety Questions and answers for children of all ages (Hiking, Bicycle, Fishing, Inline Skating, Skateboarding, Scooter and general questions)
 - ✓ Every child wins a prize while learning to be safe (No wristband or ticket required)
- **Planning for Safety Day – October 28th**
 - ❑ SHE Mascots will distributed (Sunglasses Visor Clip)
 - ❑ Safety Day 'Return to Flight'

❖ **SHE Actions Status**

- SHE 04-012 – Slips, Trips, & Falls Annual Awareness Training proposed for November 2004 (SSWP)

❖ **Next Meeting Date**

- August 31st at 9:00 a.m.



Enclosure 8 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 10-27-04	Fire Rescue spots being identified on every floor above or below level of exit discharge. FWO 319826 about 90% 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 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 Committee Meeting

Open 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 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.
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	10-01-04	Slips, trips, and falls will be the required SSWP topic for October.
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	



SHE Committee Meeting

Open Actions

ACTION NO.	ISSUE/CONCERN	POINT OF CONTACT	ACTIONEE	FINAL PRODUCT	DATE OPEN	ECD	STATUS
SHE 04-014	Jeff Hamilton discussed a SCRS concerning a trailer hitch projecting into sidewalk/walkway.	Nance Jo Ogozalek/ ED33	Kathy Miller/ AD62	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.	08-11-04	12-01-04	
SHE 04-015	Kevin Primm discussed a vehicle accident he witnessed at Morris and Martin. He was aware of several other accidents at this intersection.	Nance Jo Ogozalek/ ED33	Kathy Miller/ AD62	Coordinate with MSFC Security and RSA regarding the feasibility of traffic engineering improvements in the vicinity of the Morris and Martin Road intersection.	08-11-04	12-01-04	