

October 21, 2004

QD50 (04-056)

TO: Distribution

FROM: QD50/Rondal C. Mize

SUBJECT: Minutes of the MSFC Safety, Health, and Environmental Committee Meeting – September 8, 2004

The Safety, Health, and Environmental (SHE) Committee met at 2:00 p.m. on Wednesday, September 8, 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 (Dennis Davis/QD50)

Dennis reported on the effects of the West Nile Virus (WNV). There is a misconception that only young children are affected; however, research studies show that people over the age of 50 are at a higher risk of the WNV. The chart presentation is attached as Enclosure 2.

Special Reports

Preliminary Performance Evaluation Profile (PEP) Survey Report Results

(Dennis Davis/QD50)

Dennis reported that as of September 7, 2004, the MSFC PEP team scores are Employees 4.3 and Managers are 4.5. These scores are the same as for the past two years. The chart presentation is attached as Enclosure 3.

Directorates with Hazardous Operations

Facilities (Jimmy Cobb/AD24)

Cathy Miller included the Facility activities in the Center Operations report.

Center Operations (Cathy Miller/AD62)

Cathy reported on Center Operations. The chart presentation is attached as Enclosure 4.

Engineering Directorate (Wendell Colberg/ED30)

Wendell reported on the Engineering Directorate. The chart presentation is attached as Enclosure 5.

Flight Projects Directorate

No representative present.

Science Directorate

No representative present.

Space Transportation Directorate (Jeff Hamilton/TD72)

Jeff discussed an action to revise the access control procedure concerning the Building 4250 access gate SHEtrak finding. Once approved, the action will be closed. A maintenance work order/trouble ticket was submitted for an emergency light that only lasted 15 minutes during a recent power outage. OSHA regulation require emergency lighting in evacuation routes to be tested once a month for 30 seconds and once annually for 90 minutes. The chart presentation is attached as Enclosure 6.

Subcommittee ReportsBuilding Managers (Kevin Vellacott-Ford/NSSTC)

No representative present.

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

Phil reported that due to the Voluntary Protection Program Participants Association (VPPPA) Conference, no meeting was held for the month of August. David Thaxton was working on obtaining an update of current contractor point-of-contacts for use when distributing Occupational Health information.

Cryogenics (Bill Malone/ERC)

Bill reported that their current activity was member recruitment. The chart presentation is attached as Enclosure 7.

Chemical Operations (Nance Jo Ogozalek/ED33)

Nance Jo reported that due to the VPPPA Conference, a meeting was not held for this month. The team is currently working Safety Day actions. The chart presentation is attached as Enclosure 8.

As a related item, Dennis Davis reported that during a recent safety visit in a machine shop where he accompanied the Center Director, David King, one employee was asked if he knew about the drill press operation lost-time mishap that occurred at MSFC earlier this year. The employee had no knowledge of the incident. Dennis emphasized the need for better communication to the lowest employee level.

Lifting Devices and Equipment (Kevin Primm/AD24)

Kevin reported on new requirements for mobile crane certifications, and hopes to have these requirements added to the future contracts.

Lockout/Tagout

No representative present.

Machine Shops

No representative present.

Pressure Operations (Jack Caudle/AD22)

Jack reported on the pressure system subcommittee activities. Jack briefly discussed ongoing actions regarding a temporary cryostat system and gauge calibration requirements. The chart presentation is attached as Enclosure 9.

Radiation

No representative present.

Safety Assessment

No representative present.

Wellness and Ergonomics

No representative present.

Existing Actions (Dennis Davis/QD50)

Dennis recommended closure to SHE-04-014. This action concerned vehicles with trailer hitches backing into parking spaces and the trailer hitches extending over the sidewalks. This action was closed.

As an update to SHE-04-015, the Army Traffic Engineer stated that there has to be five or more accidents within one year to justify the installation of a traffic light. A follow up with HEMSI and the Redstone Arsenal will be conducted to show historical data at the Morris and Dodd intersection. The chart presentation is attached as Enclosure 10.

Old Business (Nance Jo Ogozalek/Chairperson)Third Party Assessment – Phase I (Nance Jo Ogozalek/Chairperson)

Nance Jo reported that due to the MSFC reorganization, the dates have been changed from September 20th to the week of October 25th for the first round/Phase I of employee interviews (5%) and partial document review by the Star Consultant. The second round/Phase II of management interviews and conclusion of document reviews will be conducted the following week, beginning November 1st.

Safety Day 2004 (Nance Jo Ogozalek/Chairperson)

Nance Jo reported numerous planning and preparation actions were being worked.

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

Nance Jo reported that MSFC was well represented at the VPPPA Conference. The consensus throughout the conference was “Management Commitment.” Another item addressed was the importance of employee involvement preparing Job Hazard Analysis.

Program Improvement Target Actions (PITA’s) for 2003 (Nance Jo Ogozalek/Chairperson)

Nance Jo reported that all current open PITA’s are to be closed and reissued after the reorganization to ensure proper assignment. This action will also enable the finalization of the SHE 2003 report. A new tracking system is currently being created for better tracking of PITA’s and SHE actions. Publication of the new tracking system is to be announced after the reorganization and third assessment final report.

Speed Limit on Morris road (Jeff Hamilton/TD72)

Jeff reported that he observed a change of posted speed limits on Morris and Dodd Roads to 35 MPH. Hamilton expressed his concern at this unannounced change. Dennis Davis/QD50 reported the reduction in speed limit was to accommodate the new low speed vehicles (LSV). Jeff indicated he would ask for a clarification on the issue.

Meeting attendance (Nance Jo Ogozalek/Chairperson)

Nance Jo and numerous other members observed that meeting attendance needs to be improved.

The next SHE Committee Meeting is scheduled for September 29, 2004, at 2:00 p.m. in Building 4200, Conference Room P110.

Original signed by

Rondal C. Mize
Manager
Industrial Safety Department

10 Enclosures

Distribution:

SHE Committee Members
SHE Web Page

ENCLOSURE 1

SHE Practitioner Subcommittee and Directorates with Hazardous Operations
MEETING AGENDA - **Wednesday, September 8, 2004**
2 pm, Building 4200, P110

Open Meeting (Nance Jo Ogozalek / Chairperson)

SHE Moment (Dennis Davis/QD50)

Management Mentor Comments (Robin Henderson/DE01)

Special Reports

Preliminary PEP Survey Report (Dennis Davis/QD50)

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)

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

Subcommittee Reports

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

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

Existing Actions (Dennis Davis)

Old Business

- ❖ **Third Party Assessment - Phase I**
- ❖ **Safety Day - October 28th**

New Business

New Actions (Recorder)

Meeting Schedule -

September 29 - Full Committee - 2 pm, Building 4200, P110

Enclosure 2

West Nile Virus

Dennis Davis
Industrial Safety Department
SHE Committee Meeting
September 8, 2004

WEST NILE VIRUS IS A RISK YOU CAN DO SOMETHING ABOUT WITH A FEW SIMPLE STEPS.

West Nile virus is now in most of the United States. The most important way people become infected is through the bite of an infected mosquito. You can reduce your chance of getting infected by avoiding mosquito bites.





ADULTS ARE AT HIGHEST RISK

People over age 50 have a higher risk for becoming seriously ill when they get infected with West Nile virus. People under age 50 can also become sick, but it is less likely.

WHAT HAPPENS IF I GET INFECTED?

Most people who get infected with West Nile virus do not have any symptoms. Some people develop a mild illness called **West Nile Fever**. This mild illness gets better on its own. No treatment is needed.

A small number of people (less than 1 out of 100) who get infected with West Nile virus develop severe disease, called **West Nile encephalitis** or **West Nile meningitis** (inflammation of the brain or the area around the brain). This severe disease usually requires hospitalization. In some cases, especially among older persons, it can result in death.

Symptoms of severe illness include headache, high fever, stiff neck, mental confusion, muscle weakness, tremors (shaking), convulsions, coma, and paralysis. **See your doctor if you develop these symptoms.**

There is no specific treatment for the West Nile virus infection. There is no vaccine available for people.

THREE WAYS TO REDUCE YOUR WEST NILE VIRUS RISK

AVOID MOSQUITO BITES!



Spray! Spray insect repellent containing DEET (*Look for N, N-diethyl-m-toluamide*) on exposed skin when you go outdoors. Spray clothing with repellents containing DEET or permethrin. Products with a higher percentage of DEET (up to 50%) give longer protection.

Don't spray repellent on skin under clothing.

Don't use permethrin on skin.

Use Repellent Carefully! Repellents containing DEET are very safe for adults and children when used according to directions. Don't put repellent on kid's hands because it may get in their mouth or eyes.



AVOID MOSQUITO BITES! (CONT.)



Cover Up! Wearing long sleeve shirts, long pants and socks sprayed with repellent while outdoors can further help prevent mosquito bites.

Avoid Mosquitoes! Many mosquitoes bite between dusk and dawn. Limit time outdoors during these hours, or be especially sure to use repellents and protective clothing.



MOSQUITO-PROOF YOUR HOME!

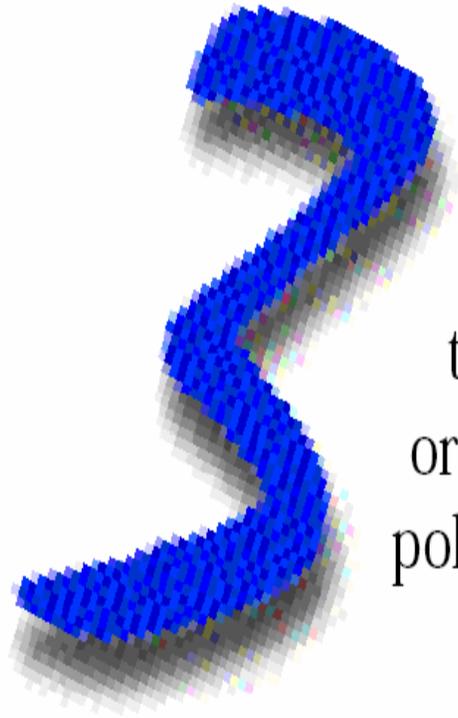
Screens: Keep mosquitoes outside by fixing or installing window and door screens.

Drain Standing Water:

Don't give mosquitoes a place to breed. A small amount of standing water can be enough for a mosquito to lay her eggs.

Look around every week for possible mosquito breeding places. Empty water from buckets, cans, pool covers, flower pots and other items. Throw away or cover up stored tires and other items that aren't being used. Clean pet water bowls weekly. Check if rain gutters are clogged. If you store water outside or have a well, make sure it's covered up. Encourage your neighbors to do the same.





HELP YOUR COMMUNITY!

Dead birds help health departments track West Nile virus. Check with local or state health department to find out their policy for reporting dead birds.

MSFC PEP Survey Participation

Enclosure 3 September 7, 2004

MSFC Team Scores: Emps – 4.3 Mgrs – 4.5

Organization	Division	Employee	Managers
Center Operations Directorate	AD01,04, 10	50	100
Center Operations Directorate	AD04	52	0
Center Operations Directorate	AD10	100	100
Center Operations Directorate	AD20	100	100
Center Operations Directorate	AD30	88	100
Center Operations Directorate	AD40	93	100
Center Operations Directorate	AD50	87	100
Center Operations Directorate	AD60	76	50
CAER	CD01	100	100
CAER	CD02	100	100
CAER	CD03	100	100
CAER	CD10	100	100
CAER	CD20	100	100
CAER	CD30	100	100
CAER	CD40	100	100
CAER	CD50	100	100
CAER	CD60	100	100
CAER	CD70	100	100
Engineering Directorate	ED01	100	100
Engineering Directorate	ED02	100	100
Engineering Directorate	ED03	100	
Engineering Directorate	ED04	67	
Engineering Directorate	ED10	73	93
Engineering Directorate	ED20	93	100
Engineering Directorate	ED30	82	88
Engineering Directorate	ED40	87	100
Equal Opportunity Office	OS	100	100
Flight Directorate	FD	90	73
NGLT	NP	29	0
Chief Counsel	LS	100	100
Office of CFO	RS	80	90
Office of the Director	DA/DD/DE	80	75
Orbital Space Plane	UP	45	20
Procurement Office	PS	82	60
S&MA	QD	94	100
Science Directorate	SD	80	79
Space Shuttle Project Office	MP	100	100
Space Transportation Directorate	TD	79	85
X-37	XP01	58	100

Organization	Division	Emp %	Mgr %
AJT-Medical		100	100
AJT		100	100
ASRI	CAER Support	100	100
ASRI	SOMTC	100	
BAE Systems	RAES SD	100	100
bd Systems		87	100
Boeing		79	95
Boeing Rocketdyne		71	60
CNI		100	100
CIS		99	100
Colsa	CDM	98	100
Colsa		100	
Colsa	HOSC	100	100
Colsa	TD	17	
Eagle	PD	90	0
EG&G	Coss	100	100
EG&G	Logistics	95	100
Gray Research		95	100
HEI		100	100
ICRC		100	100
Joppa		100	100
KHOTOL		100	100
LSSI	AD40	100	100
Madison Research		100	100
Mainthia Technologies		100	100
NASA Exchange		100	100
Nicks Lawn Service		100	100
ODIN		79	100
Optical Sciences Corporation (OSCORP)		100	100
QTEC		100	
R.W.Beck	AD23	100	100
S3	QD	100	
S3	SD30	0	
SAIC	ISPT	100	
SAIC		85	100
SAIC	NP	0	
Sierra Lobo Inc		95	80
Sverdrup	ME	100	100
Sverdrup	MF	100	100
Sverdrup	MP	100	100
Sverdrup	MR	100	100
Sverdrup	MS	100	100
Sverdrup	MT	100	100
TBE PP&C	ERC	100	100
TBE PP&C	MEI	100	
TBE PP&C	SMITHLAINE	100	100
TBE PP&C	TBE	100	100
TBE SDOS		100	
Thiokol		66	0
UAH		80	
UNITeS		100	100
USA		86	100
USRA		100	

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



Enclosure 5
**SHE Practitioner Subcommittee and
Directorates with Hazardous Operations**

Engineering Directorate

SCRS

- 9 Open; None late.

SHetrak – 15 Open

- 8 w/Building Managers; 7 w/Facilities Engineering Department

Mishaps/Close Calls – last month

- 3 total mishaps for ED – 2 have been requested for closure; 1 ED has completed, TD still working.

Self Evaluation Open Corrective Actions – SHE Program Improvement Targets: 27 Assigned to ED

- 1 open action (SHE 2.5A)
- No changes since last report



Enclosure 6
**SHE Practitioner Subcommittee and
Directorates with Hazardous Operations**

TD SAFETY OPEN ITEMS

□ Open Findings – Shetrak - 8

- **4203 HALL NEAR ROOM 6308**
CORRIDOR OR PASSAGEWAY WIDTH LESS THAN 36 INCHES
Abatement Plan Approved
- **4203 4130**
AREA NOT MAINTAINED IN AN ORDERLY MANNER Abatement Plan
Approved
- **4520 ACCESS GATE**
PERSONNEL ENTERED RESTRICTED AREA DUE TO INADEQUATE
CONTROL BARRICADE
- **4553 102 EAST WALL**
ELECTRICAL PANEL HAS SWITCH/BLANK MISSING EXPOSING LIVE
CIRCUIT



SHE Practitioner Subcommittee and Directorates with Hazardous Operations

TD SAFETY OPEN ITEMS (*cont.*)

□ Open Findings – Shetrak - 8

- **4586 EAST WALL**
ELECTRICAL JUNCTION/PULL BOX DEFECTIVE
- **4674 208 CHASE WAY NEXT TO ROOM 208F**
CORDS FROM EQUIPMENT, TELEPHONES, OR OTHER ELECTRICAL/DATA LINES CREATE TRIPPING HAZARDS
- **4674 E-1 EQUIPMENT ROOM USED FOR STORAGE**
- **4674 208J EAST WALL**
POWER STRIP IS TYPE THAT IS NOT TO BE USED BECAUSE IT CAN CAUSE A FIRE

Closed Findings - 24 within past 60 days



SHE Practitioner Subcommittee and Directorates with Hazardous Operations

TD Safety OPEN items (cont.)

☐ Open Findings - SCRS - 1

- 4566 Emergency lights did not work more than 15 minutes during power outage.

☐ Closed Findings - 3 within past 60 days

- 4203 woods - Poison Ivy and uneven ground between 4203 and PRL
- 4566 - Berry Juice hazard
- 4203 - Lobby/loading dock/freight elevator



SHE Practitioner Subcommittee and Directorates with Hazardous Operations

TD Safety OPEN items (cont.)

Open Findings - 5

- 12/16/2003 Eye irritation after exposure to bar code scanner beam (Incident)
- 7/29/2003 bldg 4590 mislabeled power panel not properly locked out (Close Call)
- 7/1/2003 LHe trailer parked on unstable soil (Close Call)
- 6/20/2003 Persistent right shoulder and neck pain (Incident)
- 6/26/2002 ARF Burst disc ruptured during test (Incident)

Closed Findings - 0 within past 90 days



SHE Practitioner Subcommittee and Directorates with Hazardous Operations

Safety Meetings & Visits

<input type="checkbox"/> SSWP Safety Meetings	63.2%
<input type="checkbox"/> Visits	55.3%



Enclosure 7

SHE Practitioner Subcommittee and Directorates with Hazardous Operations

Cryogenics Subcommittee

Activities

- Subcommittee meeting scheduled for September 2nd cancelled due to schedule conflict.
- Next regularly scheduled meeting October 7th.

SHE Actions Status

- No actions.

Subcommittee Issues

- Still holding a membership drive.



Enclosure 8

SHE Practitioner Subcommittee and Directorates with Hazardous Operations



Chemical Operations Subcommittee

Current Initiatives

▪ Planning for Safety Day – October 28th

- Subcommittee Point of Contact is Nathan Coffee, 4-6007
- Chemical labels have been purchased and will be distributed at the event
- Door prizes have been purchased
- Promotional Items have being purchased
- Members working various actions
- Industry partner is VWR International

▪ Subcommittee Website will be developed

- Point of Contact is Allen Elliott, 4-0662
- Preliminary research for the site has been completed

▪ Charter – combining charter for the two subcommittees in progress

- Point of Contact is James Colebaugh, 4-2358

▪ Logo – Subcommittee will retain same logo and incorporate new name

Procedural

- Allen Elliott is new Recorder

Next Meeting Date

- Date not established at this time



Enclosure 9

SHE Practitioner Subcommittee and Directorates with Hazardous Operations

Pressure System Committee Report

- ❑ **Status of Current Initiative(s) Building 4436 high pressure panels has been disconnected from the system and the cracked cryostat in Building 4628 was repaired for temporary use.**
- ❑ **Working issues in Building 4711 piping systems**

SHE Actions Status – None



Enclosure 10

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 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 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 Practitioner Subcommittee and Directorates with Hazardous Operations

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 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	