

November 3, 2003

QS50 (03-73)

TO: Distribution

FROM: QS50/David J. Spacek

SUBJECT: Minutes of the MSFC Safety, Health, and Environmental Committee Meeting – October 1, 2003

The Safety, Health, and Environmental (SHE) Committee met at 2:00 p.m. on Wednesday, October 1, 2003, in Building 4200, Conference Room P110. The attendance list is maintained on file in the Industrial Safety Department (4202/307). The agenda for the meeting is attached as Enclosure 1.

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

The voting members approved the minutes as recorded for the August 27, 2003 meeting. Nance Jo reported that the 2002 SHE Program Final Report is almost completed, and the 2003 plan will be out soon for review.

**Safety Moment (Dennis Davis/QS50)**

Dennis reported on reactionary type mishaps. As an illustration, Dennis reported on incident in which he was cutting a piece of fruit. When the fruit slipped out of his hand, he cut his finger trying to catch it. He also reported of another family member who cut two fingertips off when reacting to a board kicking back while using a table saw. Dennis used these examples to remind everyone to be aware of their reactions during hazardous situations.

**Special Report(s)**

**"Switch-It-Off" Campaign (Cedreck Davis/AD22)**

Cedreck discussed details of the "Switch-It-Off" campaign. The campaign is being held as an attempt to reduce energy waste at MSFC. The chart presentation is attached as Enclosure 2.

**Performance Evaluation Profile (PEP) Survey Results (Kristie French/QS50)**

Kristie reported on the results of the 2003 MSFC PEP Survey. The chart presentation is attached as Enclosure 3. A concern was raised that the reason for the low scores on some questions was the wording of the question. Axel Roth asked Kristie to see if other Centers scored low on the same questions.

**ACTION SHE-03-024: Check with other Centers to determine which PEP questions they scored lowest on. Request question wording changes as appropriate: (Kristie French; Due 10-29-03)**

Safety Day 2003 (Judy Milburn/QS50)

Judy reminded the Committee that Safety Day would be held on October 8, 2003. The mandatory topic video, "Speak Up! Commit to Give Feedback" can be checked out if anyone is unable to view it at the designated times on Center Television. More details about Safety Day can be found on the MSFC home page. In addition to the fun part of Safety Day, Axel Roth/DE01 encouraged organizations to review internal organization safety procedures.

**Directorates and Offices Reports on Program Improvement Target Correct Actions**

- Office of the Director  
No Report
- Second Generation RLV Program Office  
No Report
- Space Shuttle Propulsion Office  
Completed open items
- Systems Management Office  
No Report
- Equal Opportunity Office  
No Report
- Office of Chief Financial Officer  
No Report
- Office of Chief Counsel  
No Report
- Procurement Office  
No Report
- Safety and Mission Assurance Directorate  
No Report
- Customer and Employee Relations Directorate  
Completed open items

**SHE Organization Reports**

Industrial Safety Report (Dennis Davis/QS50)

Dennis presented the Industrial Safety Metrics. The chart presentation is attached as Enclosure 4.

## **Non-Voting Sub-Committee/Team Reports**

### **Environmental Excellence Team (Sharon Scroggins/AD10)**

Sharon reported on the Environmental Excellence Team (EET) and noted that they would like for environmental safety to become an annual mandatory safety topic. Sharon stated she would be happy to attend any organization's monthly safety meeting to address EET. The chart presentation is attached as Enclosure 5.

### **Contractor Safety Forum (CSF) (Glenn Owens/LB&B)**

Glenn announced that the CSF met and elected officers on September 26, 2003. Phil Robbins/CSC will continue to serve as Chairperson, Glenn Owens/LB&B will continue to serve as Deputy Chairperson, and Curtis Lewis/TBE will serve as Secretary.

### **Training (Pat Schultz/CD20)**

No Report

### **Communications (Judy Milburn/QS50)**

No Report

### **Marshall Safety and Health Action Team (MSAT) (Glenn Owens/LB&B)**

Glenn reported on the recent successful Safety Jeopardy. The MSAT awarded employees for reporting a close call/mishap. He informed everyone that they could go to the MSAT website to nominate others for this type of award. The MSAT will be hosting a Fire Safety booth on October 7, 2003, where employees can bring in their fire extinguishers from home for inspection or refill. The MSAT will also be making "I work safe because..." badges at their booth on Safety Day.

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

The Industrial Safety Report and the "Switch-It-Off" campaign will be presented at the next MTM, scheduled for October 6, 2003.

### **Open Actions (Dennis Davis/QS50)**

Dennis reviewed all the open action items. The chart presentation is attached as Enclosure 6.

Axel Roth/DE01 reported on his action to find out who was in charge of Center bulletin boards. His findings were that no one is currently responsible for them, except for the ones in the basement of 4200, which are used for union information.

### **New Business - Open Floor (Nance Jo Ogozalek)**

Dennis reported that the SHETrak will replace HAZTRAK as the industrial safety finding tracking system, and it will include environmental health and environmental issues as well. The new system will be demonstrated on Safety Day.

The next SHE Committee Meeting will be a working meeting scheduled for Wednesday, October 15, 2003, at 2:00 p.m. in Building 4202, Conference Room 326A.

*Original signed by*

David J. Spacek  
Manager  
Industrial Safety Department

6 Enclosures

cc:  
SHE Committee Members  
SHE Web Page

## Enclosure 1

### **SHE COMMITTEE AGENDA** Building 4200, Conference Room P-110 2:00 pm, Wednesday, October 1, 2003

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

- ✓ Approval of Meeting Minutes - August 27<sup>th</sup> and September 10<sup>th</sup>
- ✓ 2002 SHE Program Final Report

#### **SHE Moment (Dennis Davis/QS50)**

#### **Management Mentor (Axel Roth/DE01)**

#### **Special Report(s)**

- ✓ "Switch-It-Off" Campaign - Cedreck Davis/AD22
- ✓ PEP Survey Results - Kristie French/QS50
- ✓ Safety Day 2003 – Judy Milburn/QS50

#### **Directorates and Offices Reports on Program Improvement Target Correct Actions**

- ✓ Office of the Director
- ✓ Second Generation RLV Program Office
- ✓ Space Shuttle Propulsion Office
- ✓ Systems Management Office
- ✓ Equal Opportunity Office
- ✓ Office of Chief Financial Officer
- ✓ Office of Chief Counsel
- ✓ Procurement Office
- ✓ Safety and Mission Assurance Directorate
- ✓ Customer and Employee Relations Directorate

#### **SHE Organization Reports**

- Industrial Safety Report (Dennis Davis/QS50)

#### **Non-Voting Sub-Committee/Team Reports (as time allows):**

- Environmental Excellence Team (Sharon Scroggins/AD10)
- Training (Pat Schultz/CD20)
- Communications (Judy Milburn/QS50)
- MSAT (Glenn Owens/LB&B)

#### **Topics for Marshall Team Meeting (MTM) - September 2<sup>nd</sup>**

#### **Open Actions (Dennis Davis/QS50)**

#### **New Business - Open Floor (Nance Jo Ogozalek)**

#### **Review New Open Actions (Recorder)**

**NEXT MEETING – Voting Members Working Meeting, October 15, 2003, 2:00 pm  
Building 4202/Conference Room 326A**

# SWITCH-IT-OFF

# What Is “Switch-It-Off?”

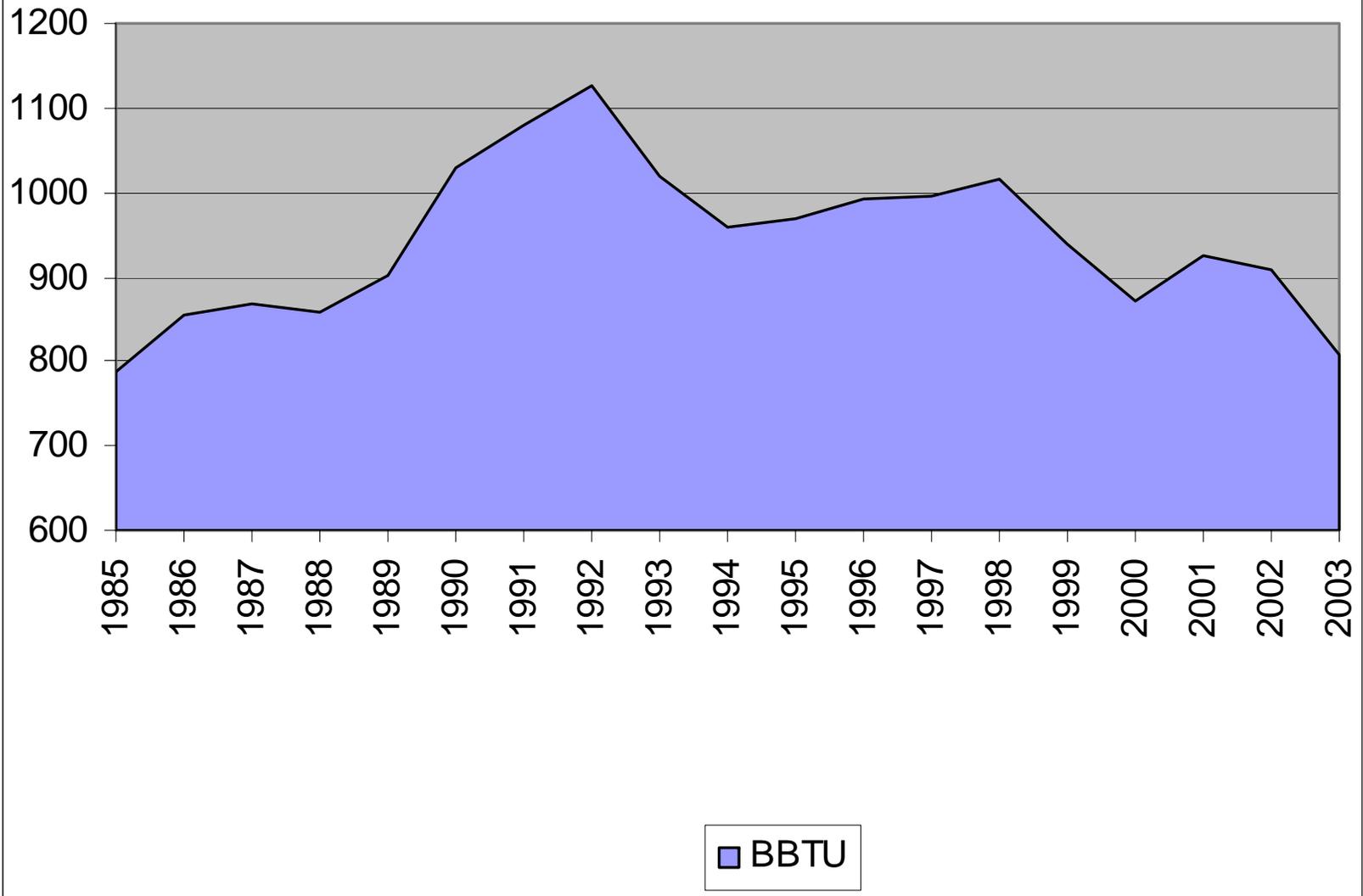
“**Switch-It-Off**” is a campaign to reduce energy waste, where each MSFC employee will be asked to be a good steward of our planet by “**Switching-Off**” any electrical appliance/apparatus in their office area at the end of each workday

# “Switch-It-Off” Will Work

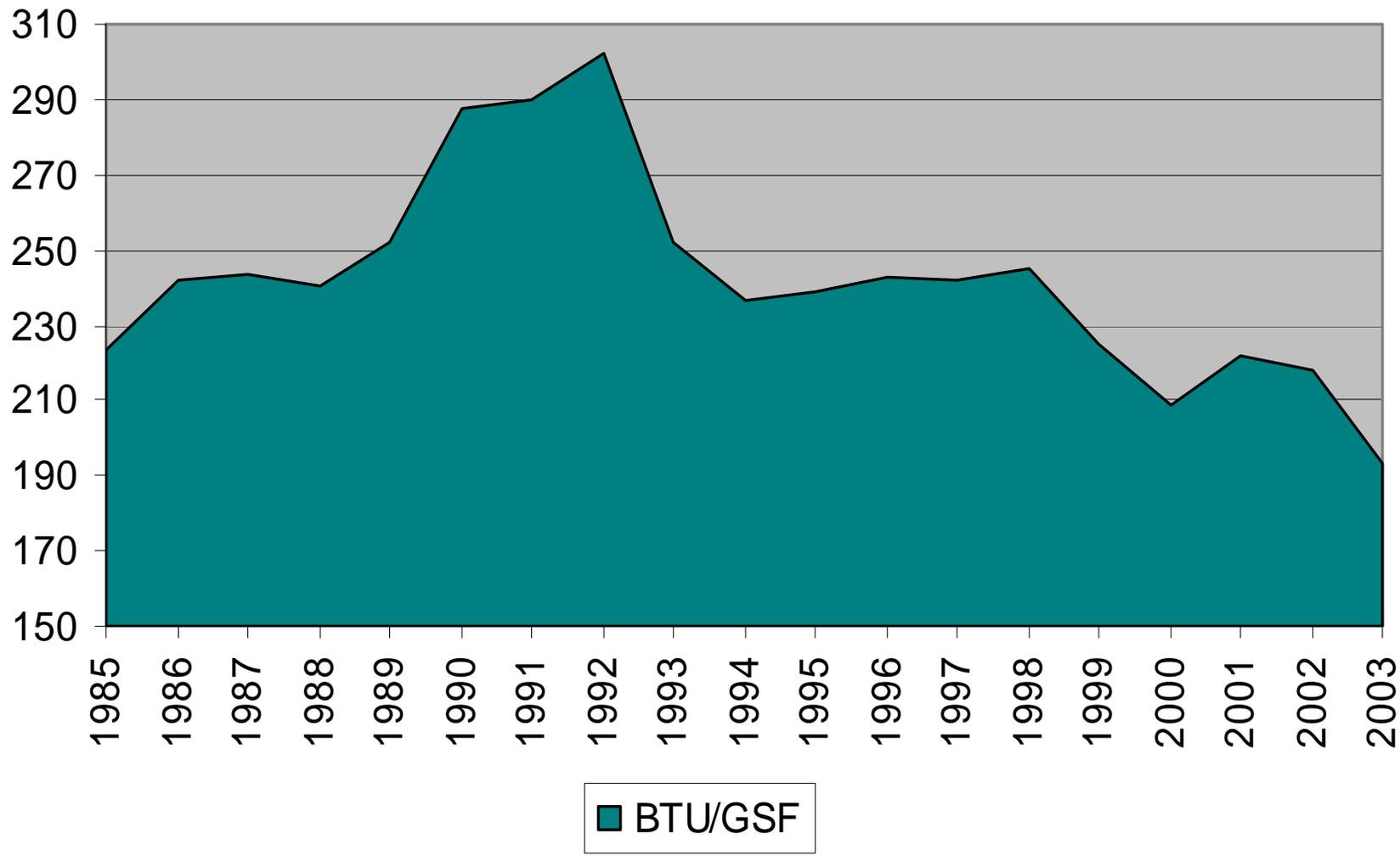
- There are **6,000 offices** occupied at MSFC
- Employees spend approximately **50 hrs/wk – 2,500 hrs/yr** in the office
- The average “**Non-Use**” office time is **118 hrs/wk – 6,260 hrs/yr**
- It cost approx. **\$0.05/hr** to operate lights, electrical appliances/apparatuses in each office
- Electricity costs approximately **\$125.00/yr/office** if employees “**Switch-Off**” appliances/apparatuses at the end of each workday – it costs approximately **\$435.00/yr/office** if appliances/apparatuses are left on continuously and allowed to “**WASTE**” energy (*Potential Savings = \$1.8M*)

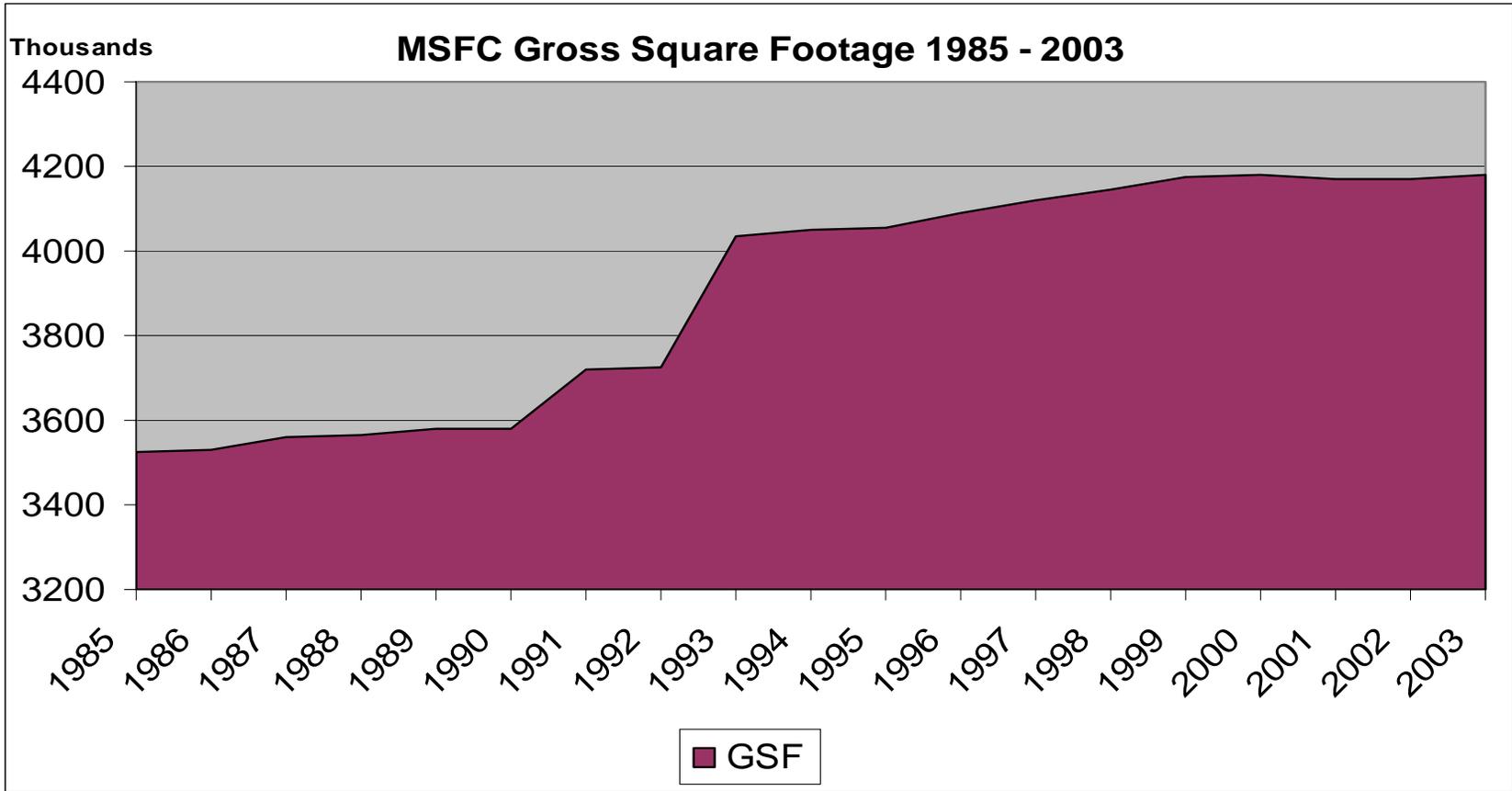
Energy Consumption  
vs  
Center Square Footage  
1985 - 2003

**MSFC Consumption (BBTU) 1985 - 2003**



**MSFC BTU/GSF 1985 - 2003**





# What Can We Do About Energy Conservation?

**Together We Can Accomplish  
Our Mission For the Good Of  
MSFC And The Good Of  
Mankind!**

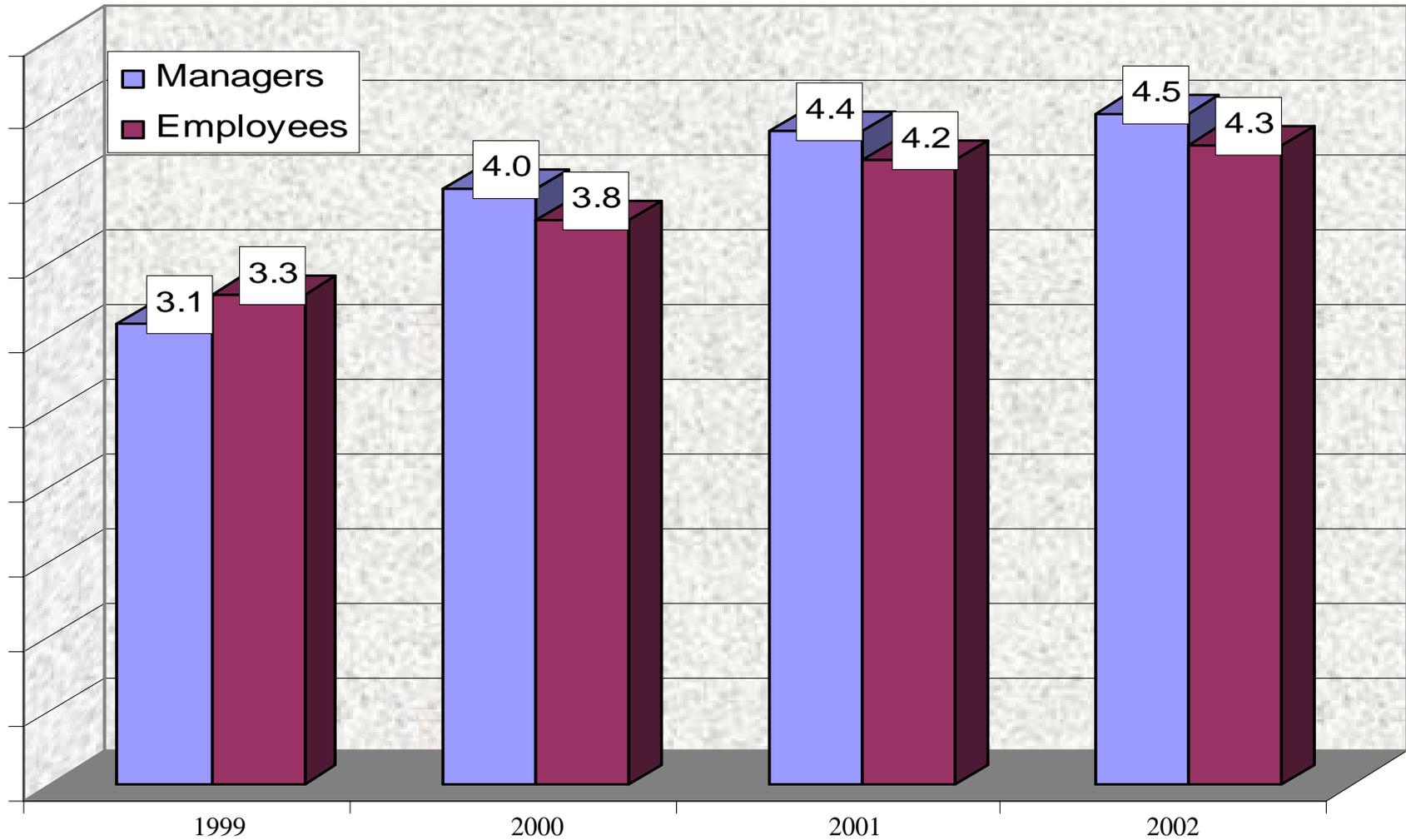
# How Does The Entire Center Fit In?

- **The EET** (*Energy-Efficiency Team*)
- **The EXT** (*Environmental Excellence Team*)
- **Support from every employee**

# CONTACTS

- **Cedreck Davis** – 256.544.3221 – [cedreck.davis@msfc.nasa.gov](mailto:cedreck.davis@msfc.nasa.gov)
- **Juergen Haukohl** – 256.544.4581 – [juergen.haukohl@msfc.nasa.gov](mailto:juergen.haukohl@msfc.nasa.gov)

# MSFC PEP Scores - Historical



# MSFC PEP Survey Participation 2003

Organization	Division	Emp %	Mgr %
<b>MSFC Civil Service</b>			
Center Operations Directorate	AD01, 04, 10	90	75
Center Operations Directorate	AD20	96	100
Center Operations Directorate	AD30	87	100
Center Operations Directorate	AD40	87	75
Center Operations Directorate	AD50	79	100
Center Operations Directorate	AD60	68	75
CAER Directorate	CD	97	90
Office of the Director	DA/DD/DE	100	100
Engineering Directorate	ED01	86	100
Engineering Directorate	ED02	100	
Engineering Directorate	ED03	100	
Engineering Directorate	ED10	87	100
Engineering Directorate	ED20	98	100
Engineering Directorate	ED30	96	100
Engineering Directorate	ED40	99	100
Flight Directorate	FD	94	100
Equal Opportunity Office	OS	100	100
Chief Counsel	LS	100	100
Office of CFO	RS	85	88
Procurement Office	PS	86	67
S&MA	QS	82	100
Science Directorate	SD	90	93
SLI	UP	72	88
X37	UP40	57	100
Space Shuttle Project Office	MP	98	100
Space Transportation Directorate	TD	90	100
SMO	VS	100	100

## Center Averages

Employees 4.3 (93%)

Managers 4.5 (96%)

White – 0-49%      Light Green – 75-99%

Yellow – 50-74%      Green – 100%

(6053 Submittals from 51 Groups vs. 5766 from 42 in 2002 w/86%)

Organization	Division	Emp %	Mgr %
<b>MSFC On-Site Contractor</b>			
ACCENTURE		93	86
AJT Medical	Medical	100	100
AJT		100	100
ASRI	CAERS Support	100	100
ALPHA		100	
BAE Sytems	RAES	95	100
bd Systems	(Microgravity and Av	100	100
Bionetics		100	
Boeing	Boeing	98	94
Boeing Rocketdyne		67	67
CNI		100	100
CIS		100	100
CSC	PRISMS	95	100
Cortez III		86	100
CMT		100	100
Eagle		94	0
EG&G		100	100
Ga Tech		100	
Gray Research		100	
HEI		100	100
ICRC		98	100
JOPPA		93	100
LB&B		100	100
Lockheed Martin (UMS)		100	100
Madison Research		100	100
Mainthia		99	100
Morgan Research Corp		100	100
NASA Exchange		100	86
Nicks Lawn Service		75	100
ODIN		74	25
Optical Science Corp		100	100
Pace & Waite		97	100
QTEC		100	
R.W.Beck		100	100
S3		100	
SAIC		100	100
Sierra Lobo Inc		93	100
Sverdrup	MA	100	100
Sverdrup	ME	100	100
Sverdrup	MF	100	100
Sverdrup	MM	100	100
Sverdrup	MP	100	100
Sverdrup	MR	100	100
Sverdrup	MS	100	100
Sverdrup	MT	100	100
TBE	EXPRESS	88	100
TBE	(Pressure & Propella	100	100
TBE	SDOS	100	100
Thiokol		60	100
UAH		64	
USA		100	100
USRA		100	

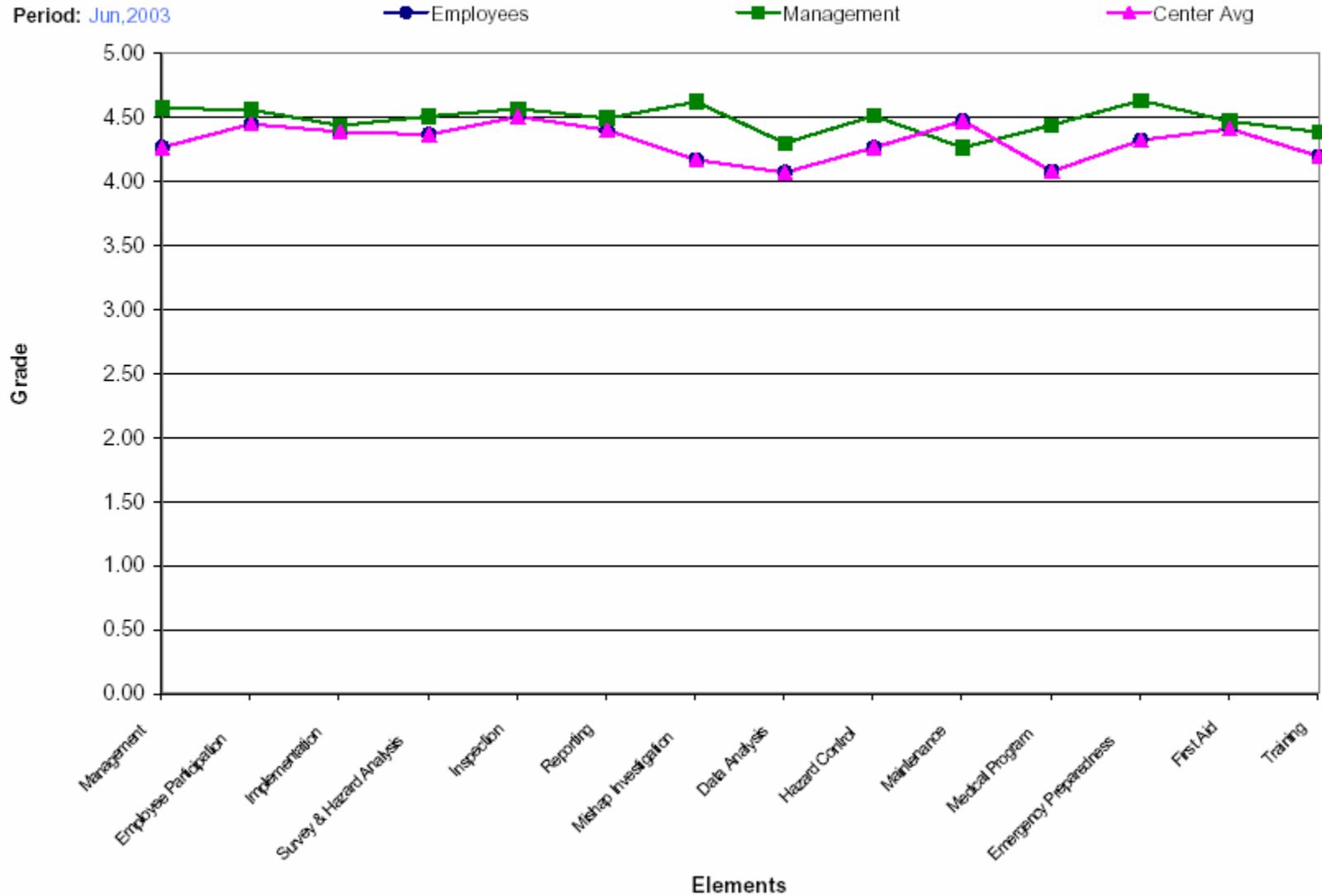
# Occupational Safety Employee - Management for Marshall Space Flight Center

Nasa Organization: Rolled up to Center Level (Team)

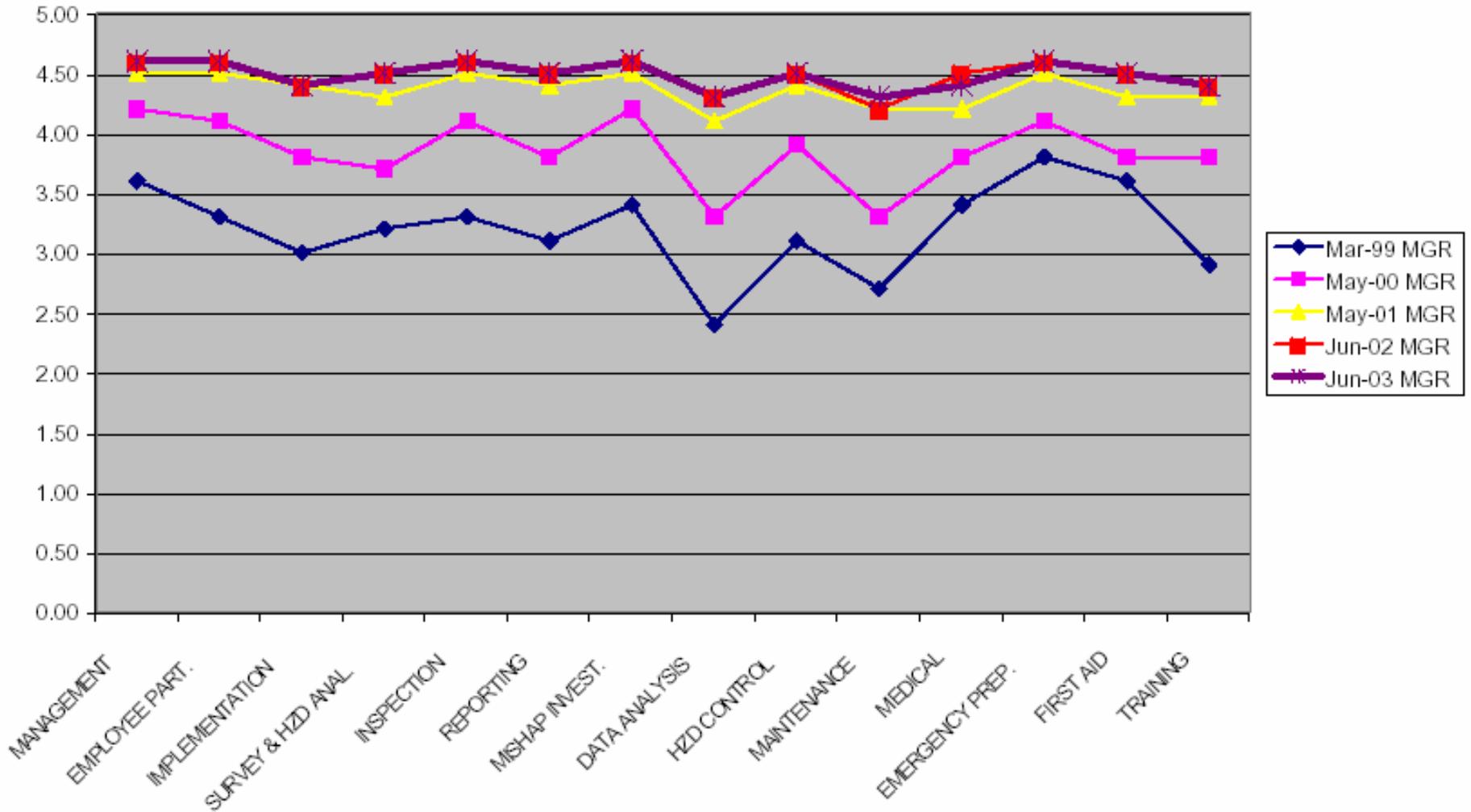
Organization: Rolled up to Center Level

Division: Rolled up to Center Level

Period: Jun,2003



**MSFC OVERALL TEAM MANAGERS  
PEP OCCUPATIONAL SAFETY AND HEALTH SURVEY  
BENCHMARK ANALYSIS**



K. French - 10/1/03

Tuesday, August 12, 2003



## Occupational Safety Performance Evaluation Profile (PEP) Scoreboard for Management

Marshall Space Flight Center

**Supported Nasa Organization:** Rolled up to Center Level.

**For Period**

**Organization:** Rolled up to Center Level.

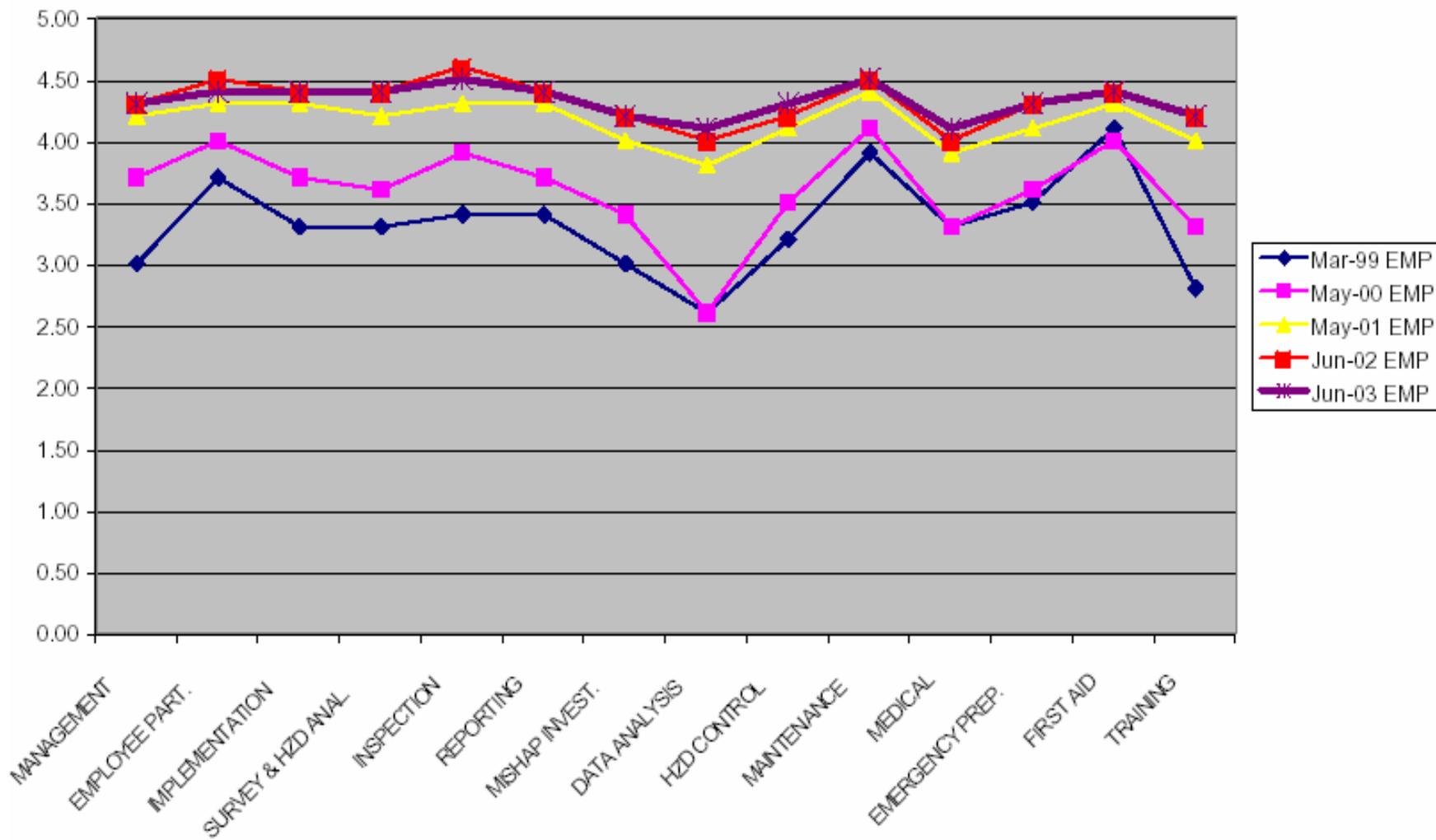
Jun, 2003



PEP Score  
for  
Management

	Management Leadership and Employee participation				Worksite Hazard Analysis				Hazard Prevention and Control				Safety Health Training		
	Management Leadership and Employee participation				Workplace Analysis		Accident and Record Analysis		Hazard Prevention and Control		Emergency Response		Safety Health Training		
	Management Leadership	Employee Participation	Implementation Tools	Contractor Safety	Survey and Hazard Analysis	Inspection	Reporting	Accident Investigation	Data Analysis	Hazard Control	Maintenance	Medical Program	Emergency Preparedness	First Aid	Training
Marshall Space Flight Ce	4.6	4.6	4.4	4.5	4.5	4.6	4.5	4.6	4.3	4.5	4.3	4.4	4.6	4.5	4.4
<b>15 Element Avg.</b>	<b>4.6</b>	<b>4.6</b>	<b>4.4</b>	<b>4.5</b>	<b>4.5</b>	<b>4.6</b>	<b>4.5</b>	<b>4.6</b>	<b>4.3</b>	<b>4.5</b>	<b>4.3</b>	<b>4.4</b>	<b>4.6</b>	<b>4.5</b>	<b>4.4</b>
<b>6 Element Avg.</b>				<b>4.5</b>			<b>4.5</b>		<b>4.5</b>			<b>4.4</b>		<b>4.5</b>	<b>4.4</b>
<b>4 Element Avg.</b>				<b>4.5</b>					<b>4.5</b>					<b>4.5</b>	<b>4.4</b>
<b>Overall Score</b>	<b>4.5</b>														

**MSFC OVERALL TEAM EMPLOYEES  
PEP OCCUPATIONAL SAFETY AND HEALTH SURVEY  
BENCHMARK ANALYSIS**



K. French - 10/1/03

Tuesday, August 12, 2003



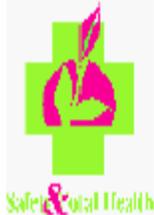
# Occupational Safety Performance Evaluation Profile (PEP) Scoreboard for Employees

Marshall Space Flight Center

**Supported Nasa Organization:** Rolled up to Center Level.

**For Period**  
Jun, 2003

**Organization:** Rolled up to Center Level.



Safety & Social Health

PEP Score  
for  
Employees

	Management Leadership and Employee participation				Worksite Hazard Analysis				Hazard Prevention and Control				Safety Health Training			
	Management Leadership and Employee participation				Workplace Analysis			Accident and Record Analysis		Hazard Prevention and Control		Emergency Response		Safety Health Training		
	Management Leadership	Employee Participation	Implementation Tools	Contractor Safety	Survey and Hazard Analysis	Inspection	Reporting	Accident Investigation	Data Analysis	Hazard Control	Maintenance	Medical Program	Emergency Preparedness	First Aid	Training	
Marshall Space Flight Ce	4.3	4.4	4.4		4.4	4.5	4.4	4.2	4.1	4.3	4.5	4.1	4.3	4.4	4.2	
15 Element Avg.	4.3	4.4	4.4		4.4	4.5	4.4	4.2	4.1	4.3	4.5	4.1	4.3	4.4	4.2	
6 Element Avg.				4.4				4.4	4.1			4.2			4.4	4.2
4 Element Avg.				4.4					4.3				4.3	4.2		
Overall Score	4.3															

Marshall Space Flight Ce	4.3	4.4	4.4		4.4	4.5	4.4	4.2	4.1	4.3	4.5	4.1	4.3	4.4	4.2	
15 Element Avg.	4.3	4.4	4.4		4.4	4.5	4.4	4.2	4.1	4.3	4.5	4.1	4.3	4.4	4.2	
6 Element Avg.				4.4				4.4	4.1			4.2			4.4	4.2
4 Element Avg.				4.4					4.3				4.3	4.2		
Overall Score	4.3															

# Areas for Improvement

## Identified in the Report

1. MSFC management should increase the emphasis on employee involvement in all safety inspections and incident investigations.
2. MSFC should increase the emphasis on ergonomic evaluations and include ergonomics in all site inspections.
3. MSFC should re-evaluate the availability of first-aid on-site and in nearby medical support so that the severity of any mishap that does occur will be minimized.

**Same As Last Year!**

## Identifying the Top Areas of Emphasis - by Question Low Score Frequency

Question #	2003	2002		Question #	2003	2002		Question #	2003	2002
1	5	4		31	2	1		61	3	1
2	12	9		32	3	2		62	7	8
3	2	1		33				63	10	8
4	10	5		34	3	2		64	5	4
5	8	9		35		1	*	65	20	21
6		1		36	2	2		66		2
7				37	4	2		67	11	12
8				38		2		68		5
9	6			39				69	2	
10				40		2		70	8	7
11				41	2	1		71		
12				42	3	3		72	1	
13				43				73		1
14		1		44	2	2		74	2	
15				45	25	17	*	75	1	
16	4	3		46	10	7	*	76	19	15
17				47	3	1		77	9	7
18	6	4		48				78	12	8
19	3	3		49	7	5		79	3	2
20		1		50	13	13		80	3	2
21	3	2		51	13	14		81	3	2
22	2			52	10	9		82	2	3
23	2			53	2			83	4	3
24		1		54	6	10		84	7	7
25				55				85	3	4
26	1			56	5	2		86	6	3
27	4	1		57	1			87	2	2
28		1		58	1	2		88	12	8
29	3	1		59	4	1		89	4	
30	13	12		60	13	11		90	17	13

# Get Well Plan 2003 for Top 4

*Q 45\** - *Employees from my work area participate in mishap and close-call investigations.*

**Employee representatives should be a part of all inspections/investigations.**

*Q 65* - *Ergonomic evaluations are included as a part of the health assessments for my work area.*

**Full compliance with all industry and OSHA ergonomic standards should be required in the workplace.**

*Q 76\** - *Personnel trained in first-aid, CPR, and medical care are available from within my work area.*

**Employers should establish a medical program which includes the availability of first aid on site and of physician and emergency medical care nearby, so that harm will be minimized in any illness or injury does occur.**

*Q 90\** - *Employees participate in establishing certification requirements on those jobs for which certification will result in increased job performance/safety (Certified Crane Operator, etc.).*

**Employees should assist in developing training requirements in their work area.**

\*Significant increase

# Areas of Improvement

(Frequency Reduced 4 or More)

**Q 54** - *I am aware that analyses are conducted to identify hazard control requirements for my workplace and that they are updated as needed.*

**Q 68** - *Emergency procedures exist for all potential hazards in my work area.*

# Areas To Watch

(Frequency Increased 5 or more)

**Q 4** - **I am familiar with the policies, goals, and objectives stated in the agency safety program's Core Process Requirements (CPR).**

**Q 9** - **Safety and health procedural documentation and directives are kept up-to-date in my work area.**

**Q 78** - **My employee training plan is updated to reflect changes in facilities or processes and to enhance employee safety awareness.**

**Q 88** - **Employees in my work area are encouraged to assist in developing training requirements.**

- As well as Q 45 and 90 from Top 3

# Next Steps...

- Reports are being compiled and distributed for each Directorate or Contractor with 10 or more employees.
- Contractor Results will be provided to their Civil Service Directorates.
- Civil Service Results will be posted on the web.
- Centerwide Issues provided to SHE Committee for Centerwide Get Well Plan.

PEP SURVEY COMMENT SUMMARY		
SUBJECT	CATEGORY	NUMBER OF
	COMMENTS	COMMENTS
ENVIRONMENTAL		48
	Air Quality	13
	Water Quality	13
	Temperature	7
	Asbestos	4
	Misc	11
HOUSEKEEPING		15
	Insects/Rodents	7
	Cleanliness	5
	Mold/Mildew	1
	Misc	2
FIRE PROTECTION		2
	Alarms/Sprinkler Systems	0
	Fire Extinguishers	2
	Misc	0
EMERGENCY/MEDICAL PROTECTION		18
	Response Time	2
	First Aid/Kits	7
	Misc	9
SAFETY REPORTING		16
	SCRS System	7
	Management Involvement	1
	Investigations	2
	Misc	6
WORK AREAS		4
	Stairways	2
	Walkways	1
	Work Space	0
	Misc	1
ERGONOMICS		23
	Misc	23
TRAINING		9
	Quantity	5
	Quality	1
	Safety Expertise	1
	Misc	2
SAFETY MEETINGS/INFORMATION		3
	Misc	3
SAFETY MANAGEMENT		7
	Misc	7
SAFETY BUDGET/TIMELY RESOLUTION OF ISSUES		10
	Misc	10
PROCEDURES/POLICIES		18
	Misc	18

Backup

## MSFC 2003 PEP Participation and Scores by Group

Type	Score	% Participation
• Civil Service Employee	4.4	(90%)
• Civil Service Manager	4.6	(95%)
• Contractor Employee	4.2	(95%)
• Contractor Manager	4.4	(96%)
• Overall Employees	4.3	(93%)
• Overall Managers	4.5	(96%)

# MSFC Safety Data for FY03

(Current October 1, 2003)

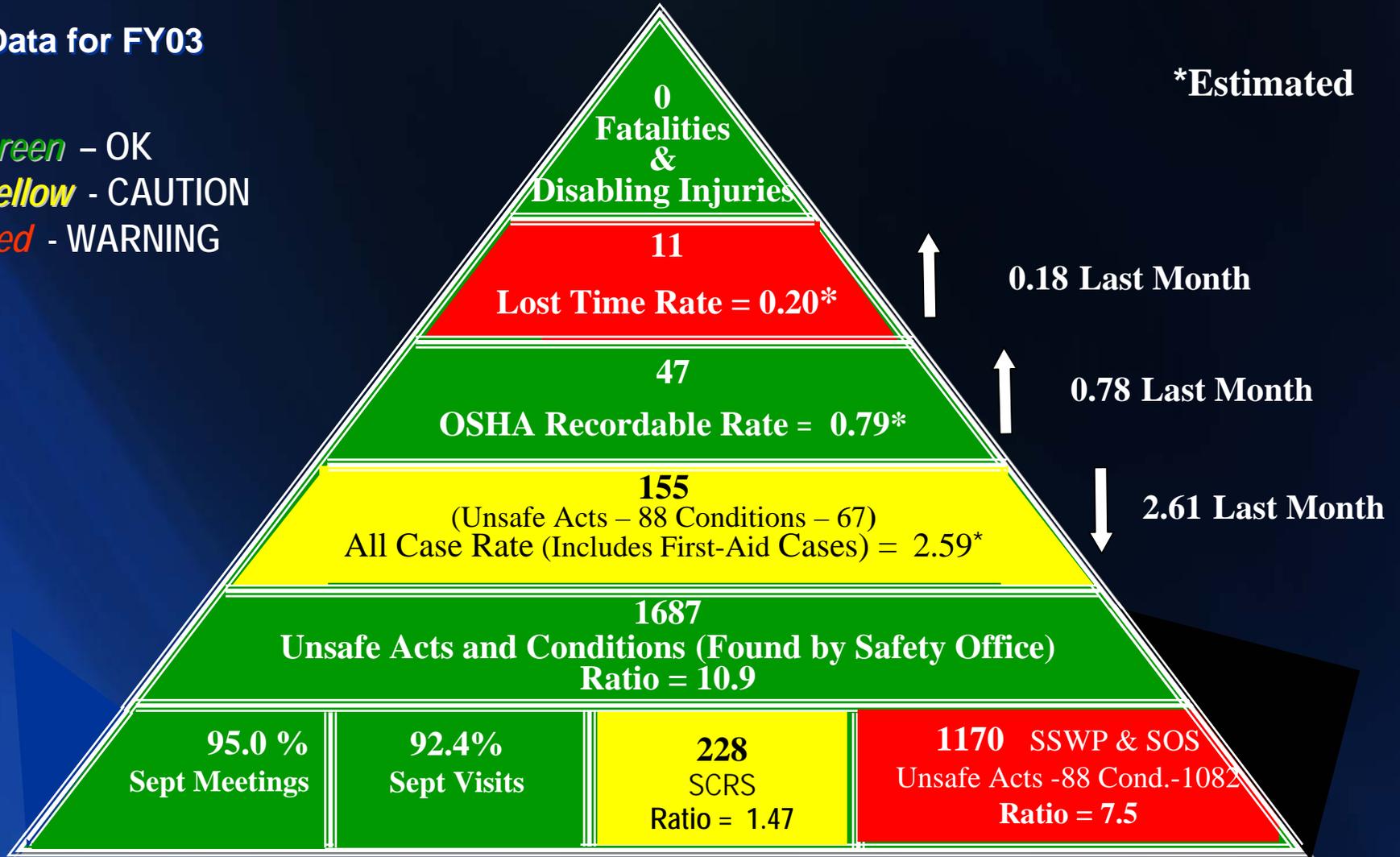
- Personnel Safety Pyramid
- Leading Indicators
- September Safety Meetings/Visits
- SCRS Report
- Trailing Indicators
- OSHA Recordable Rates by Organization
- FY03 Lost Time Mishaps
- IHOPS Update Status

# MSFC Team Metric - Personnel Safety

Data for FY03

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

\*Estimated

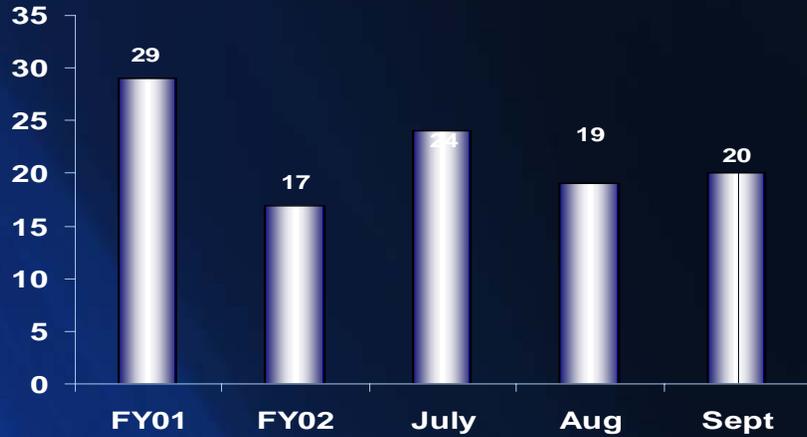


## Corrective Actions for **Red/Yellow** Pyramid Metrics

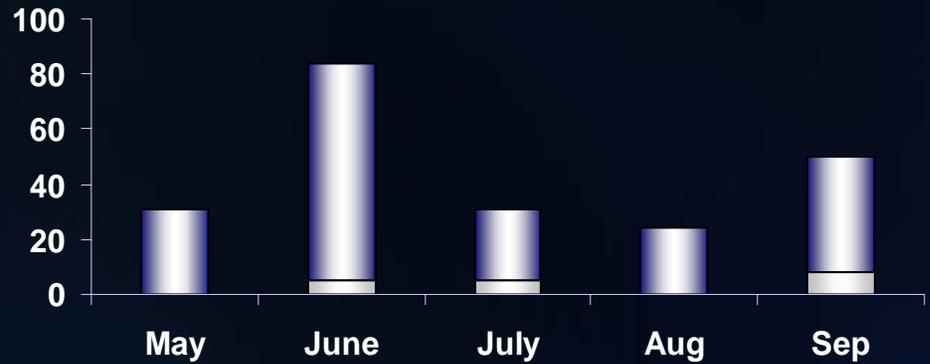
- **Lost Time Rate, & All Case Rate**
  - Emphasize “Situational Awareness” – employees remain alert to surrounding conditions (i.e walking on uneven pavement), and report unsafe conditions/acts
  - Continuing implementation of SHE Program corrective actions identified in past assessments
- **Ratio of SSWP Findings**
  - Safety Observation Survey part of Required Safety Day 2003 Training

# Team Metrics - Leading Indicators (10-01-03)

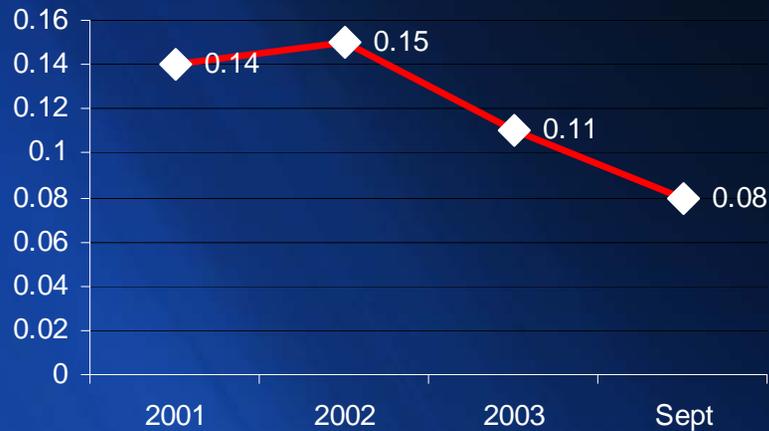
SCRS Submitted per Month



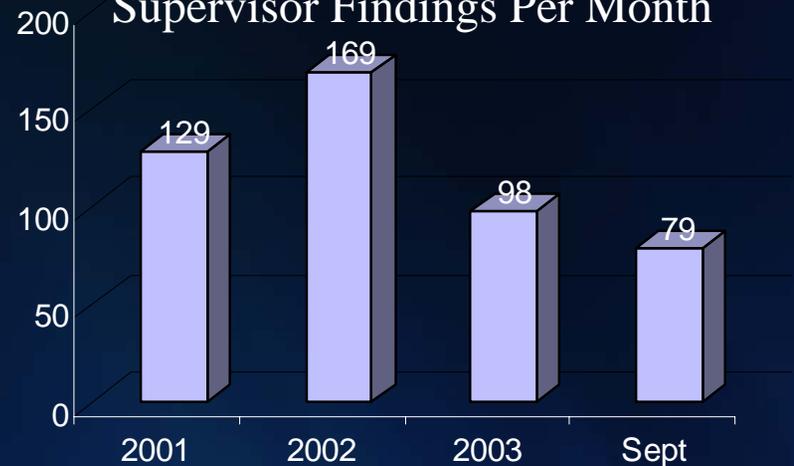
Late Corrective Actions



Supervisor Findings – Positive/negative Ratio



Supervisor Findings Per Month



## March Safety Meetings and Visits (10-01-03)

### HONOR ROLL - 100% both Meetings & Visits

DA (22)

MP(22)

AD (5)

OS (22)

CD (6)

PS (8)

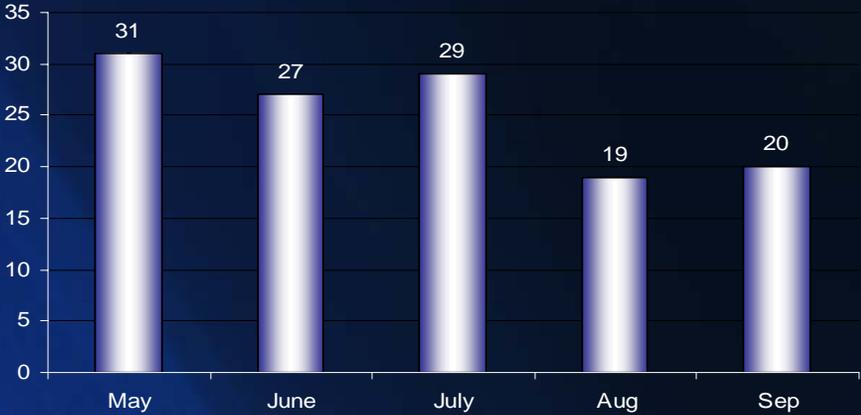
LS (3)

VS (3)

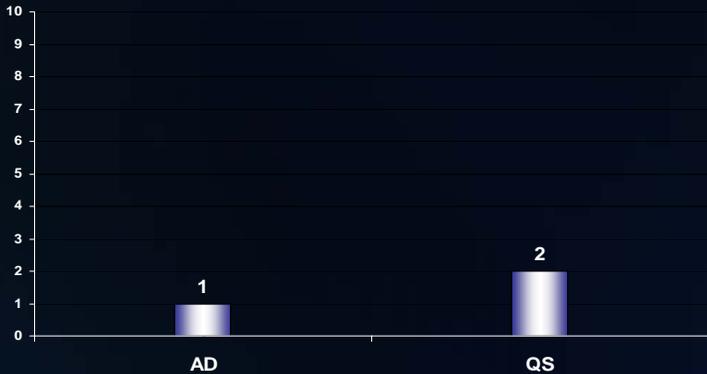
**(Consecutive Months on Honor Roll)**

# SCRS Metrics (10-01-03)

### SCRS Open Over 60 Days



### Late SCRS by Organization



### This Months SCRS by Category



# HAZTRAK Finding Status (10-01-03)

AREA	2003	Open Findings	Abatement Plans	Late Last Month	Late
AD01	58	12	0	0	1
AD10	0	0	0	1	0
AD20	917	164	67	0	14
AD30	16	0	0	7	0
AD50	3	0	0	0	0
ARMY	5	4	0	0	4
CD	8	8	0	3	8
ED	232	40	5	0	0
FD	121	1	0	0	0
FD	0	0	0	0	0
MP	5	0	0	0	0
NSSTC	115	13	0	0	2
QS50	2	2	0	2	0
RS01	10	0	0	0	0
SD	90	13	0	0	3
TD	79	12	1	2	2
UAH	26	26	0	8	8
Totals	1687	295	73	23	42

## Terminology

**Open Findings** - Findings that have not been Closed.

**Abatement Plans** – Approved interim hazard controls in place until finding can be corrected

**Late** – Findings open > 45 days with no Abatement Plan submitted, or Abatement Plan ECD has passed.

# Mishaps - Corrective Action Closure (10-01-03)

Responsible Organization	Open Mishap Cases		Corrective Actions			
	Total	New	Total	New	Late last month	Late this month
AD01	15	0	27+	0	0	3+
CD01						
ED01	3	0	4	0	0	2
FD01						
LS01						
MP01						
OS01						
PS01						
QS01	1	0	1	0	0	1
RS01	1	0	1	0	0	1
SD01	1	0	1	0	0	0
TD01	1	1	1	1	0	0
VS01	1	0	1	0	0	0
UP01	1	0	1	0	0	0
<b>Totals:</b>	<b>24</b>	<b>1</b>	<b>37+</b>	<b>1</b>	<b>0</b>	

NOTE: Greater than 20% late goes Red

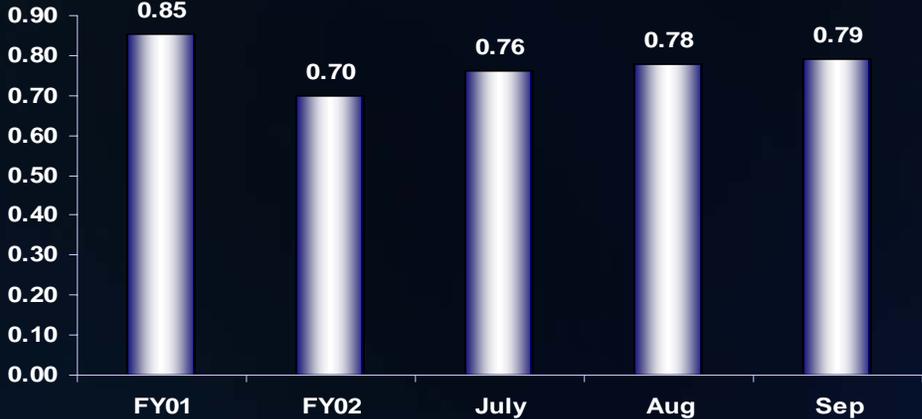
# Team Metrics - Trailing Indicators (10-01-03)

Lower is Better!

Lost-Time Rate



Recordable Rate



Severity Rate

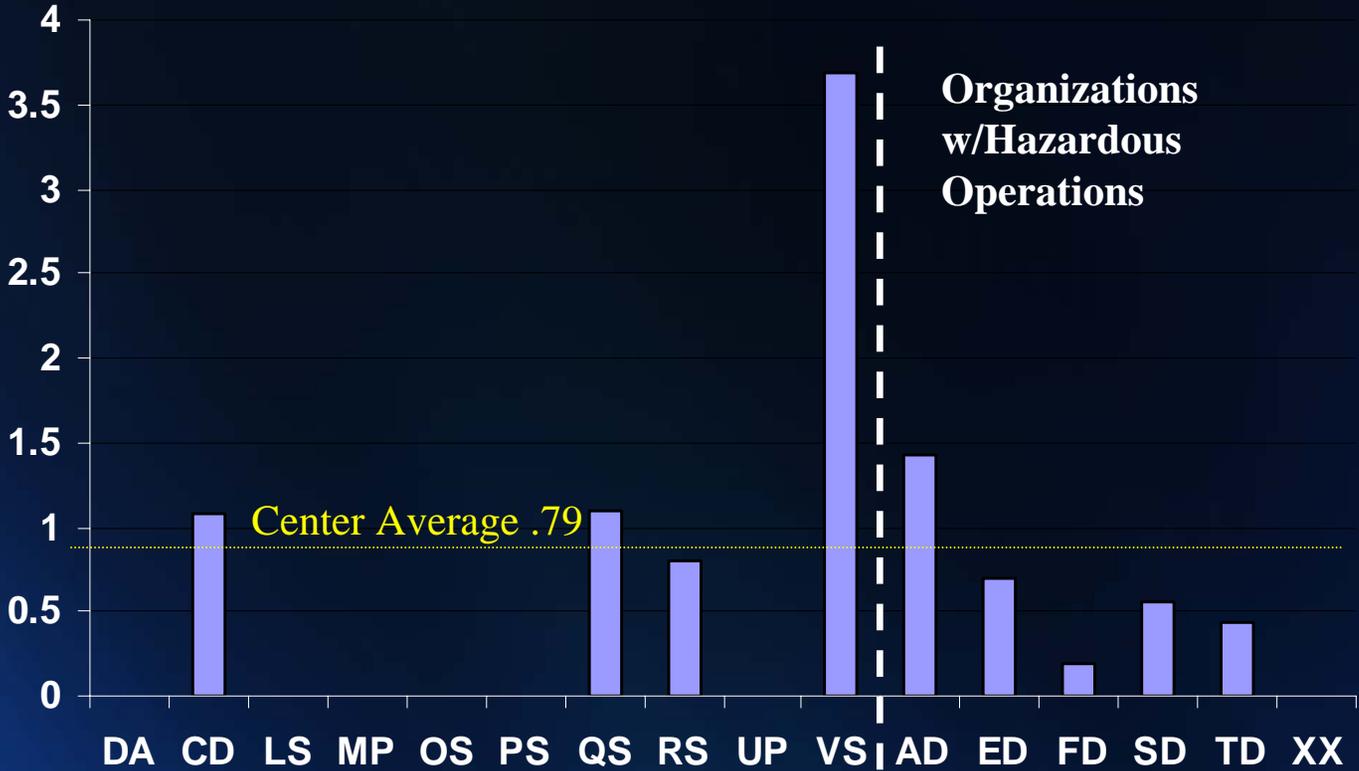


Equipment & Property Damage



# FY03 OSHA Recordable Rates by Organization (Includes Contractors) (10-01-03)

ORG	Hours*
DA	24,458
CD	558,729
LS	22,707
MP	454,266
OS	9,268
PS	254,601
QS	362,422
RS	251,116
UP	260,653
VS	54,183
AD	3,667,956
ED	2,283,783
FD	2,157,278
SD	727,692
TD	907,043
XX	104,969



\*Hours for Current Month Estimated

# FY03 Lost-Time Mishaps (10-01-03)

## New Lost-Time Cases Since Last Meeting

08/20/03 – Employee fell off platform, became a lost time on 9/05/03 with diagnosed back injury – Lost 28 days and counting

07/28/03 – Employee tripped on uneven sidewalk, injured arm/hand– Lost 1 day

06/17/03 – Employee twisted ankle on uneven pavement and fell on knee – Lost 1 day

06/09/03 – Employee strained back while repositioning item weighing 75 lbs. – Lost 4 days

03/11/03 – Employee's foot slipped, strained upper thigh – Lost 1 day

03/14/03 – Employee slipped and fell on freshly waxed floor, fractured arm & injured back – 118 lost days

02/13/03 – Employee strained back when EWS control panel pulled loose from wall – Lost 1 day

02/06/03 – Employee slipped and fell in hallway, injured knee – Lost 32 days

11/01/02 – Employee strained lower back while lifting a box – Lost 1 day + 3 restricted days

10/28/02 – Employee slipped and fell off sidewalk, injuring right foot – Lost 2 days

10/24/02 – Employee tore tendon in arm while lifting sheet metal, required surgery – Lost 90 days

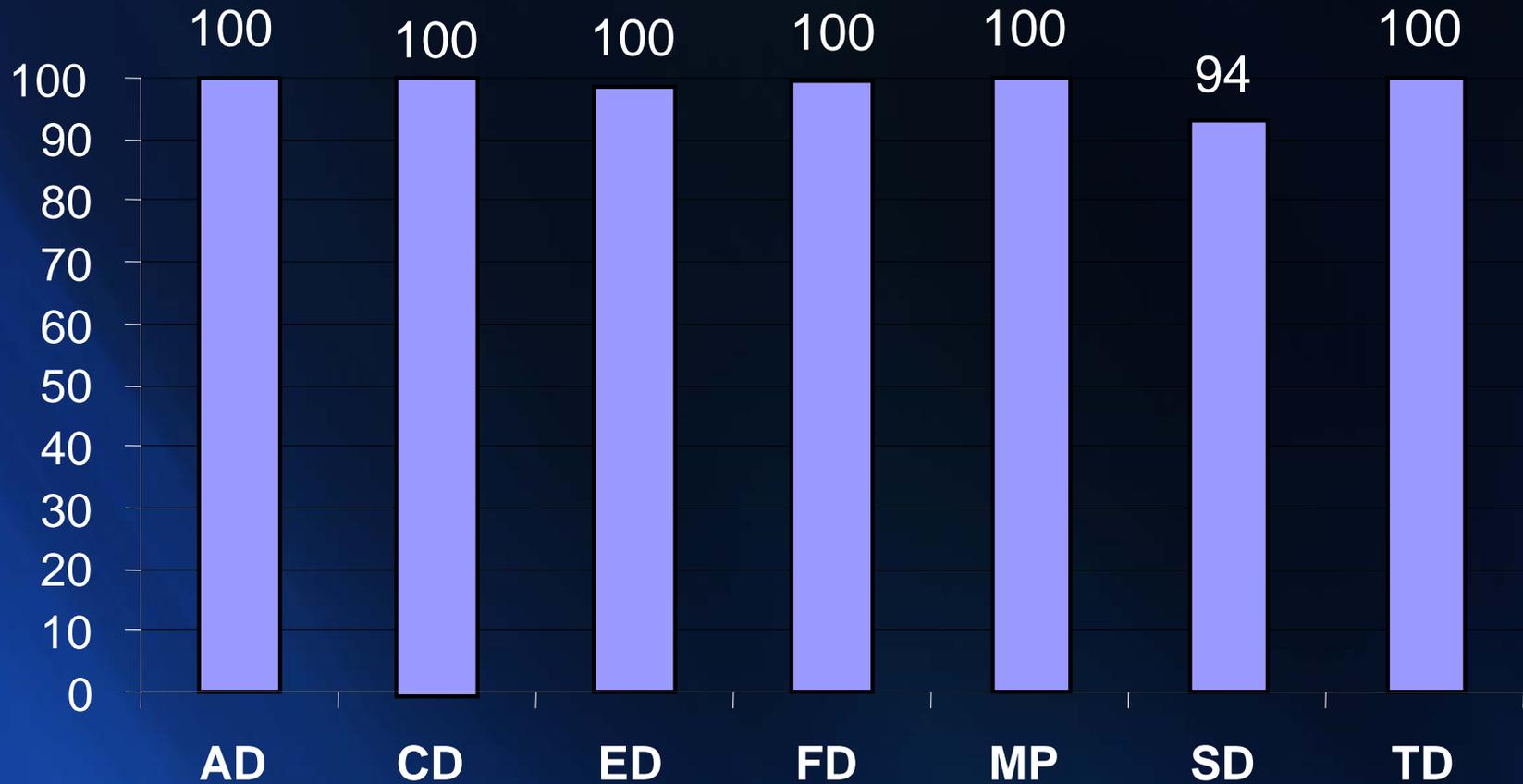
Slips/Trips/Falls

Strained Back

Other

# IHOPS Update Status (10-01-03)

% Complete



Percentages based on updates to last years input

# Environmental Excellence Team



*Purpose: to establish an EXT that will be the center's focal point for promoting a culture at MSFC that moves the center beyond compliance*

- Promoting energy conservation (October) and recycle (November)
- EXT and AD10 - conduct safety meeting concerning environmental compliance, conservation, recycling
- Safety day:
  - Solicit new members
  - Energy conservation and recycling fact sheets
  - Announce poster contest for children

**Enclosure 6**  
**SHE Committee Open Actions October 1, 2003**

<b>ACTION NO.</b>	<b>ISSUE/CONCERN</b>	<b>POINT OF CONTACT</b>	<b>ACTIONEE</b>	<b>FINAL PRODUCT</b>	<b>DATE OPEN</b>	<b>ECD</b>	<b>STATUS</b>
SHE-02-020	Phil Robbins presented the SHE Program Improvements Action Plan	Nance Jo Ogozalek/ED33	Actionees as Identified in Plan	Review the SHE Program Improvement Plan and provide an ECD for each assigned action.	11-13-02	06-18-03	Extended. Organizations reporting today.
SHE-02-023	Gaines Watts presented proposed restriction-guidelines for test area visitors. Some committee members felt this should be part of a Centerwide policy.	Nance Jo Ogozalek/ED33	Dave Spacek/QS50	Investigate the need for, and develop as required Center-wide guidelines for visitor access to hazardous areas.	11-26-02	11-25-03	Working with CaER to identify actionee.
SHE-03-007	Steve Cushman/AD35 suggested a checklist be developed for supervisors to help them identify the root cause of mishaps	Nance Jo Ogozalek/ED33	WERG Subcommittee	Develop a checklist or other tools to help supervisors identify root causes of mishaps.	04-02-03	11-25-03	In work.
SHE-03-010	An attendee stated that they wished the environmental health training courses listed on the SHE page had a synopsis like others listed.	Nance Jo Ogozalek/ED33	David Thaxton/AD60 & Farley Davis/AD10	Provide a synopsis of each environmental and environmental-health training course listed on the SHE Web Page.	04-30-03	09-17-03	David and Farley have provided synopsis. Posting on Web is not complete.
SHE 03-012	Steve Cushman reported that many of our safety videos at 4207 are out of date.	Nance Jo Ogozalek/ED33	Judy Milburn/QS50	Review the safety videos currently stored in 4207 and move those that are still current to the basement of 4200 so that all videos will be stored in the same place.	05-14-03	12-31-03	In work. Videos have been moved to Training Center in Basement of 4200. Original will remain in 4207 for making copies. Training Center to complete cataloging by end of Dec.

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	10-29-03	Fire Rescue spots being identified on every floor above or below level of exit discharge. 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	Investigate and publish physical/medical requirements/guidelines for each related certification identified in MWI 3410.1.	08-27-03	02-15-04	Joyce is working with Headquarters to identify NASA wide standards.
SHE 03-022	Dennis Davis reported that a second close call had occurred at 4755 with items being dropped from overhead crane work.	Pete Allen/AD60	Kyle Daniel/QS50	As part of the dropped bolt close-call investigation at 4755, look at the pre-construction safety assessment process to assure it is adequate to prevent future similar incidents on other jobs.	09-10-03	12-17-03	