

November 5, 2003

QS50 (03-74)

TO: Distribution

FROM: QS50/David J. Spacek

SUBJECT: Minutes of the MSFC Safety, Health, and Environmental Committee (SHE)
Working Meeting – October 15, 2003

The Safety, Health, and Environmental (SHE) Committee met at 2:00 p.m. on Wednesday, October 15, 2003, in Building 4202, Conference Room 326A. The attendance list is maintained on file in the Industrial Safety Department (4202/307). The agenda for the meeting is attached as Enclosure 1.

Opening Remarks (Nance Jo Ogozalek/ED33 Chairperson)

The committee approved the minutes as recorded for meetings held on August 27, 2003 and September 10, 2003.

Safety Moment (Dennis Davis/QS50)

Dennis reported on two mishaps that recently occurred at MSFC. The first incident occurred when an employee was unloading equipment on Safety Day, October 8, 2003. The individual hurt his back and lost three days of work. The second incident happened on a loading ramp at Building 4250. An employee hit his head on the handrail/guardrail when he fell on the ramp, resulting in him receiving over 40 stitches. Dennis also mentioned a recent off-site local mishap where a person was seriously burned by an electrical shock while installing a telephone pole.

SHE Committee Reports

Nance Jo reported that the SHE Committee Report is almost complete and ready for signature.

Subcommittee Reports

Building Managers

No report. With Pete Allen/AD60 performing other off-site tasks and not available, Brenda Wade/FD43 needs a temporary replacement during her planned absence.

Contractor Safety Forum (Dennis Davis/QS50)

Dennis presented the report for the Contractor Safety Forum subcommittee in the absence of Phil Robbins/CSC. The chart presentation is attached as Enclosure 2.

Cryogenics

No report.

Hazardous Chemicals and Materials (Laurel Karr/SD46)

Laurel reported on the Hazardous Chemicals and Materials subcommittee. The chart presentation is attached as Enclosure 3.

Safety Assessment (Dennis Davis/QS50)

Dennis presented the Safety Assessment subcommittee report in place of John Simmons/Thiokol. The chart presentation is attached as Enclosure 4.

Laboratory Operations (Nance Jo Ogozalek/ED33)

Nance Jo reported on the Laboratory Operations subcommittee. She reported that two new members were recruited during Safety Day. She also reported that, after notifying Property Management that a double order of flammable materials cabinets were received, she was able to find homes for them. She stated that if any member knows of an organization that plans to turn in other excess cabinets, to call her and she would coordinate a home for the excess. Nance Jo presented a “shuttle ink pen” to each voting member.

Lifting Devices and Equipment (Kevin Primm/AD24)

Kevin reported that MWI 6430.1C should be out for Centerwide review soon.

Lockout/Tagout (Judy Milburn)

T. D Jackson was not available, but Judy reported that there is an extension for the review of lockout/tagout procedures.

Machine Shops (Todd Macleod/SD22)

Todd reported that the Machine Shops subcommittee has been meeting monthly, and that their safety walk-through checklist is ready.

Pressure Systems (Jack Caudle/AD24)

Jack presented the report for the Pressure Systems subcommittee. The chart presentation is attached as Enclosure 5.

Radiation

No report.

Wellness and Ergonomics (Julie Sanchez/FD35)

Julie reported on the Wellness and Ergonomics subcommittee. The chart presentation is attached as Enclosure 6.

Hazardous Operations DirectoratesCenter Operations (Cathy Miller/AD62)

Cathy reported that the Center Operations Directorate plans to collect metrics to identify trends in safety, health, and environmental performance and present them to their management team on a regular basis. The chart presentation is attached as Enclosure 7.

Engineering Directorate (Wendell Colberg/ED30)

Wendell reported on the Engineering Directorate. The chart presentation is attached as Enclosure 8.

Flight Projects (Jon Holladay/FD23)

Jon reported on the Flight Projects Directorate. They have four open Safety Concerns Reporting System (SCRS) and have closed two. They have no update on Haztrak. There was one unsafe act reported at Building 4610 of a person crossing barricades. Regarding the unavailability of Haztrak information on Safety Search, Richard Smith/HEI reported that the Safety Search Master Chart for SHEtrak is being developed.

Science Directorate

No report.

Space Transportation (Ray Bailey/TD53)

No report. Ray noted that he is moving to S&MA and does not know who his replacement will be.

Open Actions (Dennis Davis/QS50)

Dennis addressed the open actions. The chart presentation is attached as Enclosure 9.

New Business

The Ad Hoc Committee for Improvement Targets meeting is rescheduled to October 28, 2003.

The next SHE Committee Meeting is scheduled for October 29, 2003, at 2:00 p.m. in Building 4200, Conference Room P110.

Original signed by

David J. Spacek
Manager
Industrial Safety Department

9 Enclosures

Distribution:

SHE Committee Members
SHE Web Page

Enclosure 1

SHE WORKING GROUP MEETING AGENDA

Wednesday, October 15, 2003

2 pm, Building 4202, Room 326A

Open Meeting (Nance Jo Ogozalek / Chairperson)

- **Approval of Meeting Minutes for August 27 and September 10, 2003**

Safety Moment (Dennis Davis/QS50)

Management Mentor Comments (Axel Roth/DE01)

SHE Committee Reports

- **2002 SHE Program Final Report**

Subcommittee Reports

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

- **Building Managers**
- **Contractor Safety Forum**
- **Cryogenics**
- **Hazardous Chemicals & Materials**
- **Safety Assessment**
- **Laboratory Operations**
- **Lifting Devices & Equipment**
- **Lockout-Tagout**
- **Machine Shops**
- **Pressure Operations**
- **Radiation**
- **Wellness & Ergonomics**

Hazardous Operations Directorates

((Send charts electronically to Richard Smith, Lisa Zandler, or Amelia Mathison, HEI))

- **Center Operations**
- **Engineering**
- **Flight Projects**
- **Science**
- **Space Transportation**
- **Ad Hoc Committee for Program Improvement Targets**

New Business

Open Actions (Dennis Davis/QS50)

Next Meeting – October 29, 2003; 2 pm; Building 4200, P110



Enclosure 2

SHE Working Group Meeting

Contractor Safety Forum 10/15/03

- September Monthly Meeting occurred 09/26/03
- No SHE Actions
- CSF Issues ----- Attendance
- Proposed Initiative None



Enclosure 3

SHE Working Group Meeting

Hazardous Chemicals/Materials Subcommittee Report

- **Status of Current Initiatives:**
 - ❖ Investigate IFMP Orders for Chemicals Being Routed Through OMEHS/EG&G
 - ✓ Status: Fix was supposed to be in place shortly at end of April. It is still not implemented.
 - ❖ Send out notice to all Hazardous Chemicals/Materials users to reinforce applicable rules for notifying OMEHS/EG&G of new purchases, and when initiating new processes.
 - ✓ Status: Notice not to be sent out until IFMP is fixed.
- **New Initiatives:**
 - ❖ Develop small maps to be posted outside every room to indicate where in room hazardous chemicals/materials are located. Incorporate these into chemical inventory training.

10/15/03



SHE Working Group Meeting

Hazardous Chemicals/Materials Subcommittee Report

➤ New Initiatives (Continued):

- ❖ Investigate protocols for ordering chemicals through new Substore Facility.
 - ✓ Are the proper approvals received prior to procurement?
 - ✓ There is some indication that contractors are not being allowed to utilize facility. This would appear to defeat the purpose of centralizing chemical procurements.
- ❖ Recruit new members.



Enclosure 4

SHE Working Group Meeting

Safety Assessment Subcommittee Report

October 15, 2003



SHE Working Group Meeting

Committee Members

- John Simmons/Thiokol (Chairperson)
- Mark Hammond/Thiokol (Alternate)
- John Nugent/TBE
- Joan Trolinger/TD61
- Sonya Hutchenson/QS50
- Mark Hyder/AD23
- Tim Jett/ED32
- Susan Kosinski/EG&G
- Dennis Davis/QS50 (Mentor)



SHE Working Group Meeting

Activities

- Bi-Weekly Meetings
- Initiatives
 - **Incorporate JHA wording into annual employee & supervisor performance evaluations.**
ECD: Completed
 - **Review and Improve Clarity of Process Instructions.**
Activity: Drafting proposed changes to MWI's. ECD:
~~October 15, 2003~~ **November 25, 2003**
 - **Develop Training Program for Employees**
Activity: None
ECD: ~~November 19, 2003~~ **January 14, 2004**
- Marshall Star Article Status – Pictures and Input Completed



SHE Working Group Meeting

SHE Program Improvement Corrective Actions

- **SHE 2.4E:** Continue to encourage the implementation of the JHA process.
(ECD: Fully implemented by CY04)
- **SHE 4.1C:** Better define and train personnel to incorporate JHA identified controls into existing work procedures.
(ECD: ~~11-25-03~~ 01-14-03)



SHE Working Group Meeting

Pressure System Committee Report

- Status of Current Initiative(s) -Completed Cert Package for the GOX Generation Facility at B4623.
Worked with system engineers to refine pressure system design for the Composite Biaxial Panel Test at 4572
- SHE Actions Status – None
- Subcommittee Issues - None



Enclosure 6

SHE Working Group Meeting

Wellness & Ergonomics Subcommittee Report 15 October, 2003

Status of Current Initiatives

- Slips Trips & Falls - 2 checklists have been posted on intranet for SHE committee review
- Supported Safety Day activities.
 - Katie Jennings/TBE won 3 free month membership to Wellness Center

SHE Actions Status

- Slips/Trips/Falls Checklist:
 - In Work: Awaiting comments

Proposed Initiatives

- Pedestrian/Bike Friendly Center



**Next Meeting 24 October, 2003
9:30 am Building 4610/1054**



Enclosure 7

SHE Working Group Meeting

Center Operations Directorate SHE Report 10/15/03

- ❑ SCRS
 - 20 Open
 - 3 Late
- ❑ HAZTRAK/**SHETrak** – website under construction
- ❑ Mishap cases – current data not available
- ❑ CY2002 Self-Evaluation – open items are being worked to closure
- ❑ SHE metrics will be part of future reporting



SHE Working Group Meeting

Engineering Directorate Report

SCRS

- 5 Open: 1 New; No late SCRS's

SHETrak

- 139 Open: 99 Assigned to Facilities; 40 Assigned to Building Mgr.

Mishaps/Close Call Status

- 3 open mishaps (corrective actions implemented or in work)

Self Evaluation Open Corrective Actions – SHE Program Improvement Targets (no change since last report)

- Completed or Closed 21 of 26.
- Recommended primary responsibility of two actions reassigned to Building Managers (posting reports of inspection findings), and S&MA or AD (procedure to familiarize personnel with MSDS's)

Enclosure 9

SHE Committee Open Actions October 15, 2003

ACTION NO.	ISSUE/CONCERN	POINT OF CONTACT	ACTIONEE	FINAL PRODUCT	DATE OPEN	ECD	STATUS
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	01-30-04	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	Pete	Kyle	As part of the dropped bolt	09-10-03	12-17-03	

	second close call had occurred at 4755 with items being dropped from overhead crane work.	Allen/AD60	Daniel/QS50	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.			
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 /QS50	For facilities, equipment, materials, and operations at MSFC controlled properties, develop a process to inform the Center Director and other responsible managers of accepted residual risks and associated controls.	09-10-03	02-15-04	
SHE 03-024	Kristie French presented the PEP Survey results. Some members felt that the questions were unclear.	Axel Roth/DE01	Kristie French/QS50	Check with other Centers to determine which questions they scored lowest on.	10-01-03	10-29-03	