

National Aeronautics and  
Space Administration

**George C. Marshall Space Flight Center**  
Marshall Space Flight Center, AL 35812



October 15, 2002

Reply to Attn of:

QS50 (02-77)

TO: Distribution

FROM: QS50/David J. Spacek

SUBJECT: Minutes of the MSFC Safety, Health, and Environmental Committee Meeting

The Safety, Health, and Environmental (SHE) Committee met at 2:00 p.m. on Wednesday, October 2, 2002, 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.

**Safety Moment (Dennis Davis)**

Dennis provided the safety moment. He discussed an incident that involved a deer running into the front windshield of a vehicle while attempting to cross the highway. The driver was not injured, but this incident could have been life threatening to the driver. Dennis reminded everyone to be cautious of deer crossing the highways, particularly during the early morning and late afternoon hours.

**Previous Meeting Minutes (Nance Jo Ogozalek)**

Nance Jo asked if everyone received a copy of the minutes of the last SHE Working Meeting, and if anyone had any comments to the minutes. The minutes were approved as recorded.

**Committee Charter Approval (Nance Jo Ogozalek)**

Nance Jo presented the proposed Charter. After discussion, the Committee approved the Charter with one minor change.

**SHE Committee Alternate Members (Dennis Davis)**

Dennis requested that members provide him with the names of their alternates if not already provided.

## SHE Subcommittee Status Reports

### Committee (Chairperson/Mentor)

#### Hazardous Chemicals/Materials (Laurel Karr/Phil Robbins):

Reported that four members have been named, and they will meet the week beginning October 7, 2002.

#### Job Hazard Analysis (JHA) (Charlie Davis/Dennis Davis):

Reported they have four members and currently looking for more. They have met twice.

#### Machine Shops (Dan Donovan/Keith Cornett):

Reported their committee met on October 1, 2002. The new proposed Charter was discussed and approved by their committee.

#### Communications /Judy Milburn):

Reported that October 6-12, 2002, is Fire Prevention Week. Booths will be set up in five buildings to distribute fire prevention information to Center employees. Employees may register for door prizes. Judy reminded everyone that October 23, 2002, is MSFC Safety Day. Activities will begin with a kickoff at 9:00 a.m. in Morris Auditorium. A bulletin outlining Safety Day activities will be posted on the SHE web page.

A question was asked if fire extinguisher training would be available during Fire Prevention Week. It was noted that individual organizations could request fire extinguisher training. Upon request, the Redstone Fire Department or Cortez III will provide the training at no cost. It was noted that documentation of personnel attending the training should be provided to the Training Department.

**ACTION SHE-02-013: Assure that fire extinguisher training attendance is being documented with the Training Department. (Training: Due 10-30-02)**

#### Cryogenics (Tommy Barron/Pat Schultz):

Reported that the subcommittee met, and a listing of members has been provided to Dennis Davis.

#### Training (Pat Schultz)

Reported that they are meeting every other week. Pat reminded everyone that civil service training should be coordinated with the Center's Training Department.

#### Lifting Operations and Equipment (Keith Sharp/Dave Spacek):

Reported that about one-half of the committee is formed. Dave Spacek is identifying individuals for membership.

Laboratory Operations (Nance Jo Ogozalek/Judy Milburn):

Nance Jo reported that their committee was in place and the Charter approved. She presented two proposals from the committee: 1) Develop an orientation briefing for new and part time employees to be conducted during initial in-processing activities to include hazards of chemicals usage; and develop an orientation checklist for supervisors to use when these employees arrive in their work areas. The Committee discussed this issue at length. It was decided to give the Training Subcommittee an action to evaluate it. 2) Maintain pre-labeled plastic bottles in the sub-store to help assure appropriate labeled containers are used in laboratories. It was agreed that these type bottles would be added to supplies just-in-time (JIT) list. The proposals are outlined in more detail as Enclosure 1A.

**ACTION SHE-02-014: Review proposal to develop a required training checklist and submit recommendations to the SHE Committee. (Training Subcommittee; Due: 11/30/02)**

Emergency (Cathy Miller):

Reported they have 11 members and meet quarterly. Listing of members sent to Dennis Davis and to Nance Jo Ogozalek.

Pressure Operations (Jack Caudle/Keith Cornett):

Reported that they have two new members; currently have four civil service and two contract personnel. The Charter was discussed and approved by their organization.

Building Managers (Pete Allen/Dennis Davis)

Brenda Wade reported the Building Managers met the week of September 29, 2002, with 25 members in attendance.

Radiation (Brian Ramsey/Pat Schultz)

Joyce Eagan reported that the Radiation Committee has been in existence for a long time, and is regulated by the Nuclear Regulatory Commission. She reported they are in the process of updating their membership.

Contractor Safety Forum (CSF)/Phil Robbins

Phil reported that they meet monthly. He noted that he is encouraging CSF participants to provide employees to serve on the subcommittees.

**Special Reports**Building 4203 Electrical Close-Call (Skip Hayes/EG&G)

Skip reported that an electrician replacing light ballast, accidentally cut into a hot wire, knocking the pliers from his hands. After a preliminary investigation, it was determined that proper lockout/tagout procedures were not followed. EG&G met with all craft personnel involved to ensure they understood their expectations regarding safety. He noted that employees were encouraged to intervene and stop work if unsafe acts are being observed.

Building 4200 Slip/Fall Lost-Time Mishap (Joe Brunty/ED21)

Joe reported that an employee slipped on the wet floor entering the basement area of Building 4200, injuring her knee and back. At the advise of her physician, the employee stayed home one day following the incident. It was recommended that carpet or a non-skid mat be installed approximately 6 feet inside the door entrance; signs be installed to remind personnel that floor may be slippery; and install umbrella bag stands at the door entrance. The chart presentation is attached as Enclosure 2.

Proposed Items for SHE Working Meeting (Keith Cornett)

Keith reviewed the proposed items for the next SHE Working Meeting. The chart presentation is attached as Enclosure 3.

**SHE Organization Reports**

Occupational Health Report (Joyce Eagan/AD02)

Joyce reported on employee visits made to the MSFC Medical Center during July and August 2002. It was noted that "no shows" were high. It was commented that all employees should be accountable, and every effort should be made to keep scheduled appointments. The chart presentation is attached as Enclosure 4.

Environmental Report (Allen Elliott/AD10):

Allen discussed AD10's approach in developing a culture of environmental awareness at MSFC. The chart presentation is attached as Enclosure 5.

Industrial Safety Report (Dennis Davis/QS50)

Dennis reviewed the MSFC safety data charts for FY02. He reported that 11 lost time mishaps have occurred at MSFC this year. The chart presentation is attached as Enclosure 6.

Open Actions (Dennis Davis/QS50)

Dennis reviewed the open actions. Several open actions were closed. The chart presentation is attached as Enclosure 7.

New Business (Nance Jo Ogozalek)

Jim Carter noted that ideas/recommendations would be welcomed for encouraging employees to keep their scheduled medical appointments.

**ACTION SHE-02-015: Investigate and provide recommendations that would encourage employees to keep scheduled Medical Center appointments.  
(Wellness/Ergonomics Subcommittee; Due: 11/30/02)**

Report to Marshall Team Meeting (Nance Jo Ogozalek)

- Building 4200 Slip/Fall Lost Time Mishap
- Building 4203 Electrical Close Call Incident
- Safety Day Activities Briefing
- Industrial Safety Metrics
- Summary of SHE Committee Meeting

The next SHE Committee Meeting will be a working meeting and is scheduled for Wednesday, October 16, 2002, at 2:00 p.m. in Building 4202/326A



*f* David J. Spacek  
Manager  
Industrial Safety Department

7 Enclosures

Distribution:  
SHE Committee Members

cc:  
CD20/P. Schultz  
CSC/P. Robbins  
DE01/A. Roth  
QS40/R. Mize  
QS50/D. Davis/J. Milburn  
UP10/K. Cornett

**SH&E COMMITTEE AGENDA**  
**Building 4200, Conference Room P110**  
**2:00 pm, Wednesday, October 2, 2002**

**Open Meeting (Nance Jo Ogozalek/Chairperson/ED33)**

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

**Comments if Desired (Axel Roth/DE01)**

**Previous Meeting Minutes (Nance Jo Ogozalek/ED33)**

**Committee Charter Approval (Nance Jo Ogozalek/ED33)**

**Sub-Committee/Organizations Reports:** (Note: Per action from previous meeting, Sub-Committees should identify current committee members)

<b>Wellness</b>	<b>Hazardous Materials</b>	<b>MSAT</b>
<b>JHA</b>	<b>Machine Shops</b>	<b>Communications</b>
<b>LOTO</b>	<b>Cryogenics</b>	<b>Training</b>
<b>Lifting Equip.</b>	<b>Laboratory Ops</b>	<b>Emergency</b>
<b>Pressure Ops</b>	<b>Building Managers</b>	<b>Energy Conservation</b>
<b>Radiation</b>	<b>CSF</b>	<b>Confined Space</b>
<b>TD</b>	<b>SD</b>	<b>FD</b>
<b>ED</b>	<b>AD</b>	

**Special Report(s)**

- **4203 Electrical Close-Call (Skip Hayes/EG&G)**
- **4200 Slip/Fall Lost-Time Mishap (Joe Brunty/ED21)**

**SHE Organization Reports**

- **Occupational Health Report (Joyce Eagan/AD02)**
- **Environmental Report (Allen Elliot/AD10)**
- **Industrial Safety Report (Dennis Davis/QS50)**

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

**New Business - Open Floor (Nancy Jo Ogozalek)**

**Plan Report to Marshall Team Meeting (Nance Jo Ogozalek)**

PROPOSAL # 1 to the SHE COMMITTEE from the  
LABORATORY OPERATIONS SUBCOMMITTEE  
October 2, 2002

PROPOSAL:

- Develop orientation training in laboratory operations, chemical usage, hazardous waste regulations, and personnel protective equipment for new employees, part time employees, summer high school students, summer college faculty, summer college students, and other temporary employees who will be assigned to work in these types of areas.
- Develop an orientation checklist for supervisors to use when these employees arrive in their work areas.

CENTER WEAKNESS:

Currently personnel from many avenues come to MSFC and they are assigned to work in laboratories or with chemicals with which they may not be familiar. These people are not acquainted with Center safety, health, and environmental policies and practices. Knowledge should not be left to on-the-job training methods.

PROPOSAL STRENGTHS:

- Common basic orientation provided to all
- Safer environment

ORIENTATION DETAILS:

- The orientation should be conducted as part of the employee's incoming processing.
- The orientation should be presented by appropriate Center staffs and should include appropriate informational handouts.
- Employees should receive a medical screening prior to exposure to chemicals or hazardous areas.
- Hazard Communications Summary including Material Safety Data Sheets
- Center Emergency Plan (specifically handling of chemical spills)
- Instruction into website available information (and develop a simplified handout or guide for future reference)
- Provide initial supply of safety glasses, gloves, and other personnel protective equipment as required for their work area

ARRIVAL AT WORK SITES:

Supervisors should conduct similar orientations with personnel upon their arrival to include review of job hazard analysis, personnel protective equipment, chemical hazards, and emergency procedures specific to their work area.

ENCLOSURE 1A

PROPOSAL # 2 to the SHE COMMITTEE from the  
LABORATORY OPERATIONS SUBCOMMITTEE

October 2, 2002

PROPOSAL:

Stock in the Property Management substore pre-labeled "Right-To-Know" plastic bottles for the most commonly used chemicals on site.

CENTER WEAKNESSES:

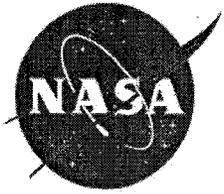
- Chemical containers
  - Are not being labeled
  - Are not being labeled properly
  - Labels are not replaced when worn or stained
  - Old labels are not removed
  - Are being used to store incompatible chemicals
- Substore currently only stocks isopropyl alcohol and acetone labeled bottles.
- People tend to take the easy way unless correct means readily available
- Credit card money not always available
- See Exhibit 1

PROPOSAL STRENGTHS:

- Available when needed
- Common approach across the Center
- Correct labeling for specific chemical
- Will encourage proper labeling for other containers
- Labeling is permanent (will not wash off)
- Visible encouragement for safety practices

DETAILS:

- Purchase and stock bottles for
  - Ethanol
  - Deionized Water
  - Machine Oil
  - Methanol
  - Methyl Ethyl Ketone
  - Soap
- Property Management purchase bottles so volume discounts obtained
- Directorates provide initial quantity requirements for each type bottle to Property Management
- Substore maintain TBD stock

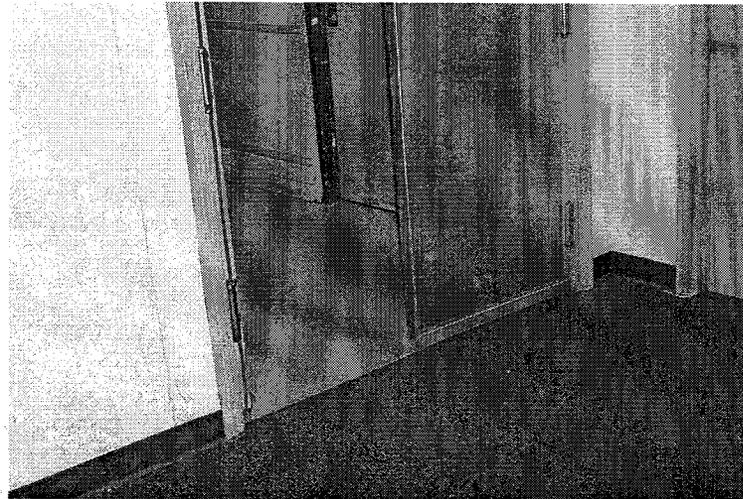
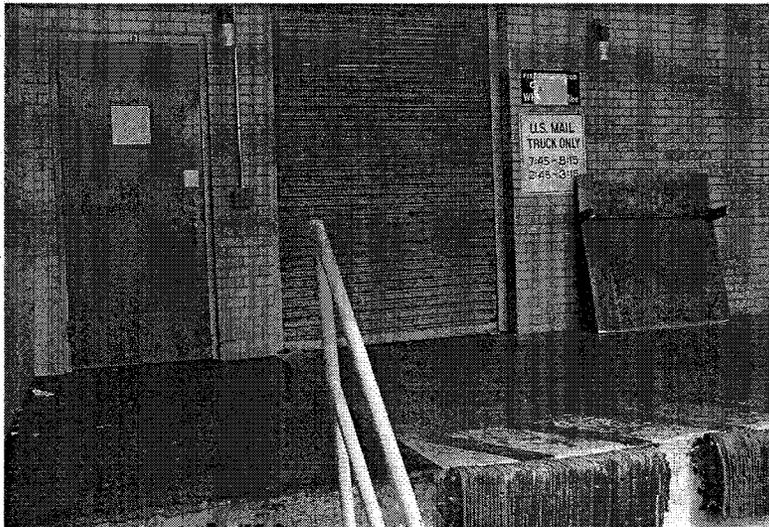


# Bldg. 4200 Lost Time Mishap 9/25/02

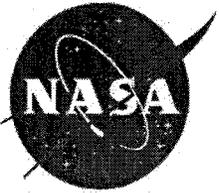


Structures, Mechanics, & Thermal Department

- Employee slipped on wet floor entering basement area of building 4200 near the post office.
- Injury to knee and back, employee stayed home the following day on Doctors advice.



10/09/2002



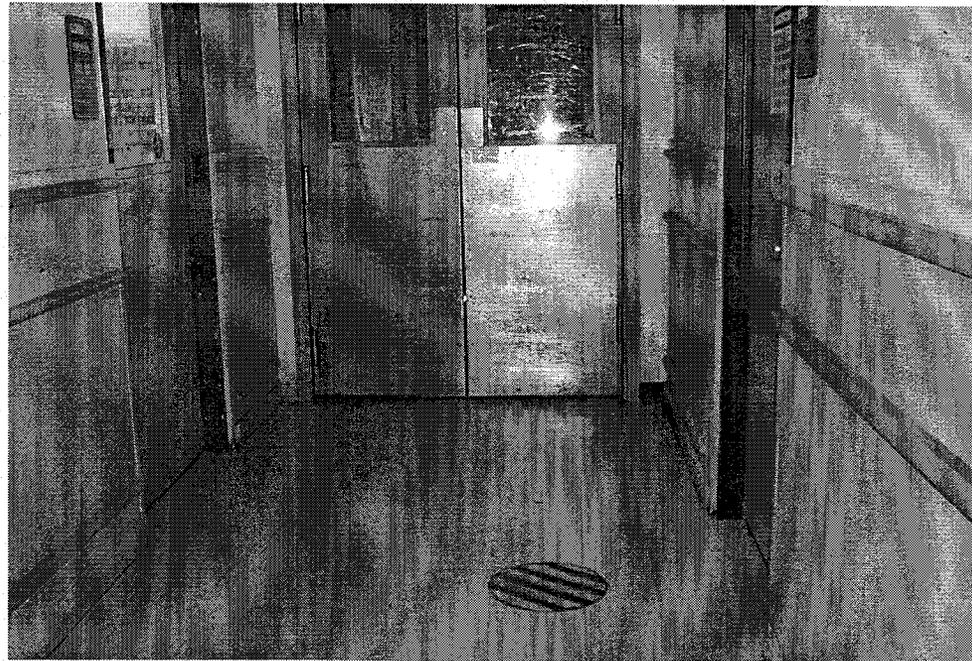
# Bldg. 4200 Lost Time Mishap 9/25/02



Structures, Mechanics, & Thermal Department

## Recommendations

- Add carpet just pass door (approx. 6 feet)
- Put up signs: Wet Floor or Tiles slippery when wet
- Umbrella bags stand with bags should be at the door



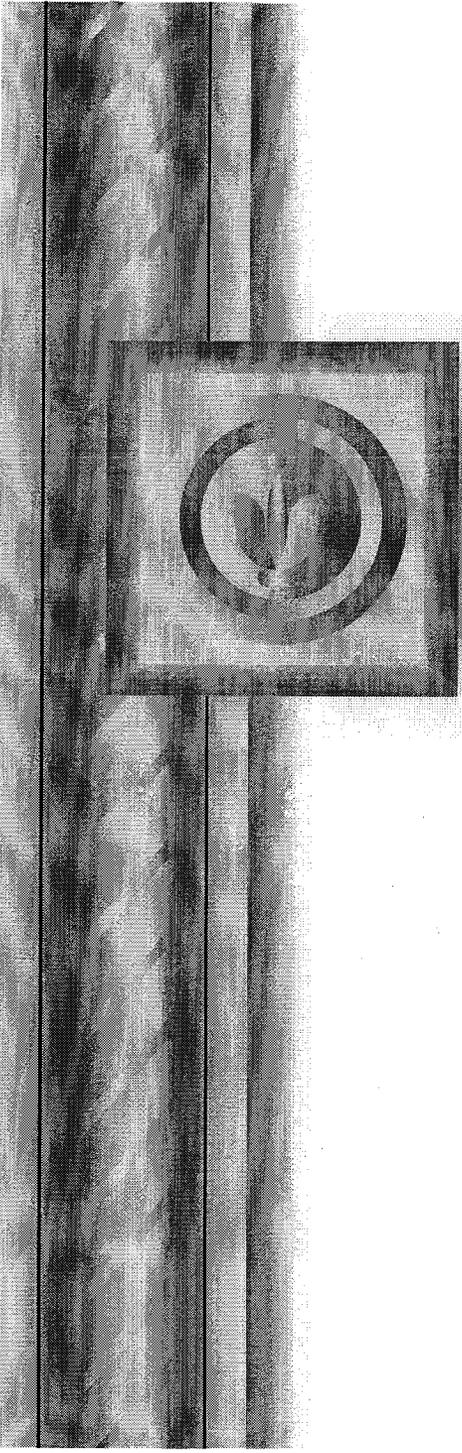
10/09/2002

# Proposed Item for Next SHE Working Meeting

- A set of actions were generated in the last 12 months which now need to be integrated with the SHE
  - Self-assessment checklists systemic issues
  - STAR Consultant's independent assessment of hazardous operations at MSFC
  - Actions which resulted from visits with the OSHA office in Birmingham

# Proposal

- The VPP implementation team has worked proposed assignments and will complete recommendations of priority by next week
- Recommend that
  - This action list with priorities be emailed out next week
  - The next SHE Committee working meeting be used to work all the comments to this list



**OCCUPATIONAL MEDICINE/  
ENVIRONMENTAL HEALTH**

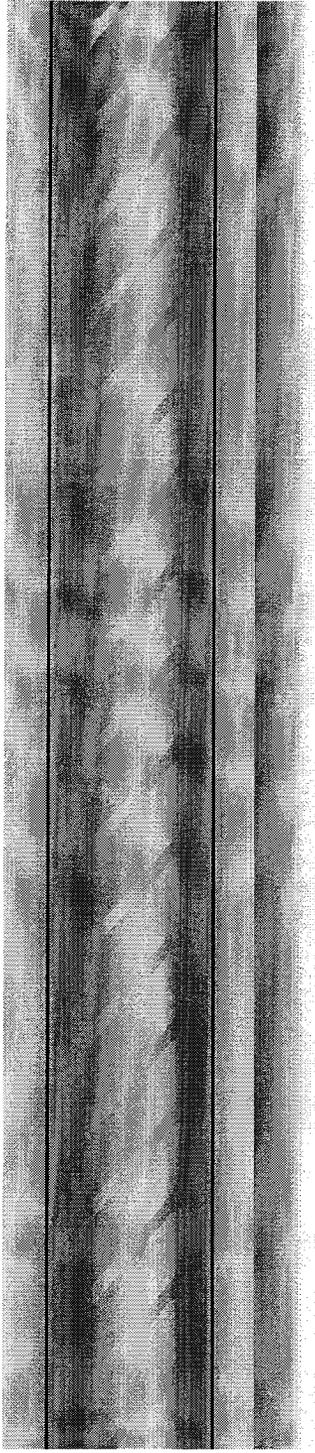
**HEALTH DATA FOR  
JULY AND AUGUST 2002**

JOYCE EAGAN - SHE MEETING  
ON 10/2/02

# **OCCUPATIONAL MEDICINE/ ENVIRONMENTAL HEALTH**

- **PATIENTS SEEN – 2,159**
- **TOTAL CLINIC VISITS - 211**
- **AMBULANCE RUNS – 12**
- **OCCUPATIONAL INJURY – 33**
- **OCCUPATIONAL ILLNESS – 2**
- **MAMMOGRAMS – 89**
- **PSA – 223**
- **BLOOD PRESSURE – 189**
- **X-RAYS – 47**
- **NO SHOWS FOR APPOINTMENTS - 270**

JOYCE EAGAN - SHE MEETING  
ON 10/2/02

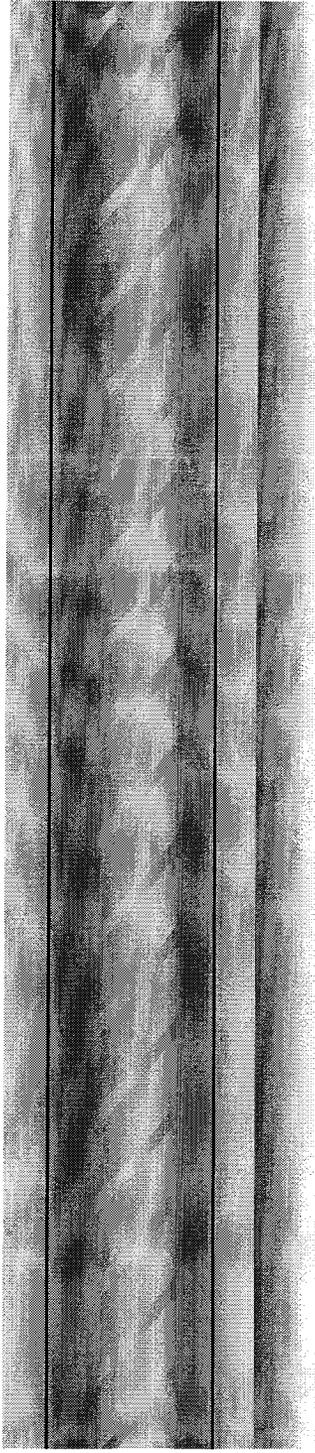


# **OCCUPATIONAL MEDICINE/ ENVIRONMENTAL HEALTH**

## **● REASONS FOR CLINIC VISITS**

- BURNS – 1**
- CHEST PAIN – 14**
- CONTUSIONS/ABRASIONS – 8**
- EAR/EYE PROBLEMS – 39**
- UPSET STOMACH – 1**
- URINARY TRACT DISORDERS – 2**
- HEADACHES – 2**
- INSECT BITES – 22**
- LACERATIONS – 7**
- MUSCULOSKELETAL PROBLEMS – 29**
- RESPIRATORY – 49**
- SKIN PROBLEMS – 21**
- MISCELLANEOUS - 23**

JOYCE EAGAN - SHE MEETING  
ON 10/2/02



# **OCCUPATIONAL MEDICINE/ ENVIRONMENTAL HEALTH**

- **BUILDING SURVEYS – 37**
- **ERGONOMIC SURVEYS – 68**
- **ASBESTOS AIR SAMPLE COLLECTION –  
61**
- **ASBESTOS BULK SAMPLE  
COLLECTION – 16**
- **MSDS ADDED TO FILE – 93**
- **HEARING CONSERVATION TRAINING –  
432**
- **RESPIRATORY TRAINING – 235**
- **TLD BADGES EXCHANGED - 191**

JOYCE EAGAN - SHE MEETING

ON 10/2/02

**Environmental Engineering Department (AD10)**

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*Increasing Environmental  
Awareness at MSFC:*

**AD10's Approach**

October 2, 2002

Allen Elliott

## NASA Vision and Mission

- Vision
    - To improve life here
    - To extend life to there
    - To find Life beyond
  - Mission
    - To understand and protect our home planet
    - To explore the Universe and search for life
    - To inspire the next generation of explorers
- ...as only NASA can

## NASA Mission and Values

- Mission
  - To enable, through our values-based culture, the unbounded access to and use of space to benefit humanity.
- Values
  - People
  - Customers
  - Excellence
  - Teamwork
  - Innovation

# AD10's Connection to NASA/MSFC Mission

- **Enable NASA/MSFC Mission**
  - Work with MSFC programs and environmental regulators to accomplish MSFC's mission in a manner consistent with laws and regulations
- **Environmental Stewardship**
  - To understand and protect the resources given to us by the American Public
- **Regulatory Assurance**
  - Assure that MSFC's operations and facilities are in compliance with environmental laws and requirements thus avoiding program impacts and protecting our planet.

# Environmental Awareness Initiatives

- Routine presentations at SHE
  - Initiatives and issues
  - Progress and metrics
- Establish Environmental Excellence Team
  - Catalyst for change
  - Recycling and Earth Day Committee
  - Awareness and Incentives Committee
- Training
  - Multiple forums (staff meetings, web-based, classroom)
  - Multi-level

## Environmental Engineering Department (AD10)

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### To Support the Mission, AD10 Must...

- Utilize the right **Procedures and Metrics**
- Have a **Motivated and Well Trained Staff**
- Maintain **Management Commitment**
- Think **Beyond Compliance**
- Advocate **Sustainable** development
- Provide community **Outreach**
- Be **Educators**
- Develop a culture of **Environmental Awareness**

# **MSFC Safety Data for FY02**

(Current as of October 2, 2002)

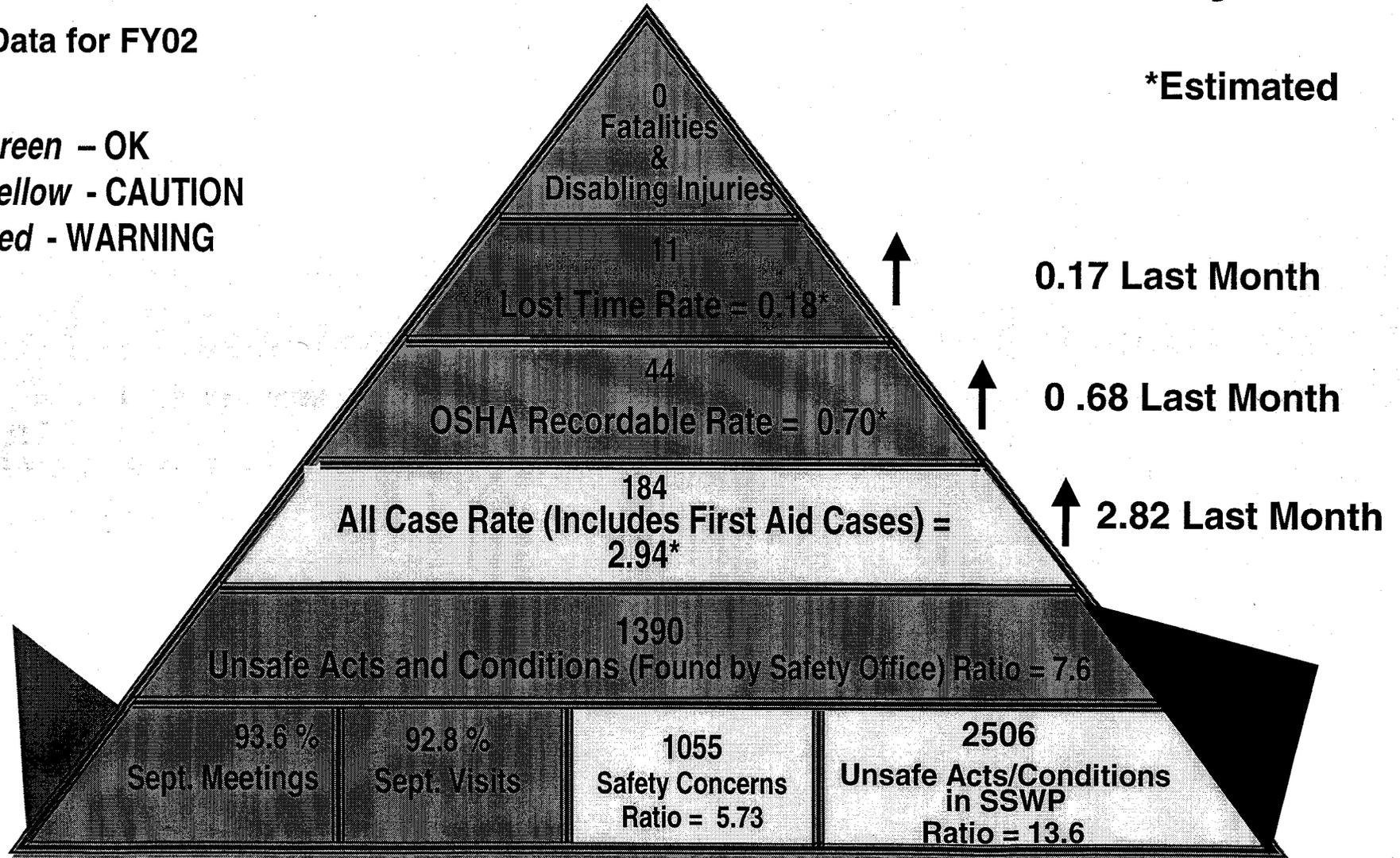
- **Personnel Safety Pyramid**
- **Leading Indicators**
- **Septembers Safety Meetings/Visits**
- **Trailing Indicators**
- **FY02 Lost-Time Mishaps**

# MSFC Team Metric - Personnel Safety

Data for FY02

Green - OK  
Yellow - CAUTION  
Red - WARNING

\*Estimated



# Corrective Actions for Red/Yellow Pyramid Metrics

- **Lost Time Rate and All Case Rate**
  - Communication Sub-Committee “S-T-F” Campaign
  - Lifting – Required October Safety Topic
  - Wellness/Ergonomics Subcommittee Assignment
  - Agency Assessing Break/Exercise Software for Personnel Working at Computers
  - Assessing Implementation of Ergonomics “Train-the-Trainer” Program for Each Organization
- **SCRS**
  - SCRS – Required October Safety Topic
- **Unsafe Acts/Conditions in SSWP (Supv. Findings)**
  - Supervisor Visit Field Training Program