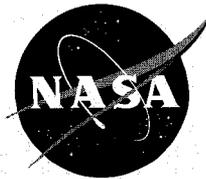


National Aeronautics and
Space Administration

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



November 25, 2002

Reply to Attn of:

QS50 (02-92)

TO: Distribution

FROM: QS50/David J. Spacek

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

The Safety, Health, and Environmental (SHE) Committee met at 2:00 p.m. on Wednesday, November 13, 2002, 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)

There were no opening remarks.

Safety Moment (Dennis Davis)

Dennis provided the safety moment. He discussed some ways to help eliminate static electricity at the gas pumps. He noted that although not many fires occur at gas pumps, the possibility of a fire increases during winter months when the air is dryer and colder. He discussed some things to do to help prevent fires at the gas pumps: 1) do not use cell phones when pumping gas; 2) do not leave the gas pump unattended; gas could spill on the ground or under the car; 3) do not fill containers while containers are in the bed of a truck.

Previous Meeting Minutes (Nance Jo Ogozalek)

Nance Jo asked the committee if they had any corrections or comments to previous minutes. No comments were voiced.

Subcommittee Reports:

Wellness and Ergonomics – Reported they presently have eight members, and have approved their Charter. They are working with the Medical Center to identify a course of action for employees not keeping their scheduled medical appointments.

Machine Shops - Reported they are establishing a standardized checklist for machine shops.

Mission Success Starts with Safety

Cryogenics – Reported they are meeting on November 15, 2002. A listing of members has been sent to Dennis Davis/QS50.

Lockout/Tagout – Reported they are working on their Charter.

Laboratory Operations - Reported they met last week. They invited the Hazardous Chemicals Subcommittee to meet with them since their areas of interest overlap. Several proposals are pending until Sub-store issue is resolved.

Hazardous Chemical and Materials – Reported they met and are developing goals to achieve for next year. Reported they are looking for one additional member.

Special Reports

SHE Program Improvement Action Plan (Phil Robbins/CSC)

Phil reported to the Committee that a Safety Action Plan was generated based primarily on the Voluntary Protection Program (VPP) Star Consultants assessment and the self-assessment of the MSFC's SHE program. Phil requested that the SHE Committee distribute the plan to respective organizations for review. Organizations should flow action down to contractors as appropriate. A copy of the Safety Action Plan is attached as Enclosure 2.

ACTION SHE-02-020: Review the SHE Program Improvement Action Plan and provide an estimated completion date for each assigned action. (Actionees as identified in Plan; Due 2/03)

CY02 Self Assessment (Dennis Davis/QS50)

Dennis reported that the annual self-assessment would be performed in late November/early December. It was agreed that the "SHE Program" and "Office and Non-Hazardous Areas" checklists be completed at this time.

Open Actions (Dennis Davis/QS50)

Dennis reviewed the open actions. The chart presentation is attached as Enclosure 3.

New Business (Nance Jo Ogozalek)

Paul Munafo commented that he has trouble understanding/explaining the ratio metrics currently being presented.

ACTION SHE-02-021: Revisit the ratio metrics for possible improvement. (Industrial Safety Department; Due: 1/29/03)

Phil Robbins suggested that the metrics summary be posted on the SHE Web Page. Dennis Davis reported that the metrics are posted.

Robert Goss commented that the Charter should be reviewed and determine the exact functions/roles of the SHE Committee. He voiced concern that the SHE Committee may be getting too involved in trying to resolve issues rather than to promote and improve safety at the Center. Nance Jo requested Robert to meet with her and a few others to discuss the concern in detail and bring back any recommendations to the Committee.

T. D. Jackson commented that the new gate installed at the test area is causing a safety issue due to congestion and parking arrangement. Judy Milburn reported that the test area was already working some improvements.

ACTION SHE-02-022: Report on any plans to improve the new gate arrangement at the test area. (Test and Evaluation Department/TD70; Due 11/26/02)

The next SHE Committee Meeting is scheduled for Tuesday, November 26, 2002, at 2:00 p.m. in Building 4200/P110.



David J. Spacek
Manager
Industrial Safety Department

3 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
Working Group Meeting
Building 4202, Conference Room 326A
2:00 pm, Wednesday, November 13, 2002

Open Meeting (Nance Jo Ogozalek/Chairperson/Lab. Ops. Subc.)

Safety Moment (Dennis Davis/QS50)

Comments if Desired (Axel Roth/DE01)

Previous Meeting Minutes (Nance Jo Ogozalek/Lab. Ops. Subc.)

Subcommittee Reports: (Note: Per action from previous meeting, Sub-Committees should identify current committee members)

Wellness & Ergonomics

Job Hazard Analysis

Machine Shops

Building Managers

Lifting Devices & Equipment

Cryogenics

Lockout/Tagout

Pressure Operations

Laboratory Operations

Hazardous Chemicals & Materials

Radiation

Special Report(s)

- **SHE Program Improvement Action Plan (Phil Robbins/UP10)**
- **CY02 Self-Assessment (Dennis Davis/QS50)**

Open Actions (Dennis Davis/QS50)

New Business - Open Floor (Nance Jo Ogozalek)

- **Determine meeting date for monthly SHE Committee Meeting**

Review New Open Actions (Recorder)

SHE Program Improvement Targets, Effective 11/12/02: Page 1
Sorted by: Directorate-Led Assignments

SHE Program Standard	Program Improvement Targets Identified Through The 2001 SHE Program Self-Evaluation Activity	Assignee	Target Date	Date Closed	Prerequisites
1.1.2 Goals	SHE-1.1.2A: Communicate S&H goals and specific objectives (action plans) to all workers (civil service and contractors) periodically. (Star 1.1-03)	<u>D</u> SCT	CY03		
1.1.3 Objectives	SHE-1.1.3A: Develop and document measurable action plans in support of MSFC S&H goals, for each directorate, office, department, SHE committee, contractor, and site. Periodically publicize expectations, milestones, and status for each action plan. (Star 1.1-02)	<u>D</u> SC SCT CSF	CY03		
1.5.1 Lines of Communication With Employees	SHE-1.5.1C: Expand the range and use of SHE performance metrics, and encompass more prospective measures at the Directorate level and below. Expand the metrics currently being presented by S&MA at the SHE Committees, and include action plan status reporting by individual elements of the organizational structure. Require action plans for disappointing trends. (Star 1.5-02)	<u>D</u> SC	CY03		
1.5.1 Lines of Communication With Employees	SHE-1.5.1E: Ensure that all employees can demonstrate the ability to acquire mishap and close call information, including: current and historical trends; incident events and causes; and lessons learned. (Self-Assess 1, #27)	<u>D</u> QS	CY03		
1.5.1 Lines of Communication With Employees	SHE-1.5.1G: Communicate SHE Representatives to all MSFC employees (Self-Assess 1, #24)	<u>D</u> SCT	11/30/02		
1.5.1 Lines of Communication With Employees	SHE-1.5.1H: Communicate the proper procedures to use when reporting musculoskeletal disorders (MSDs) and their signs and symptoms to all MSFC employees (Self-Assess 2, #12)	<u>D</u> SCT	11/30/02		
1.5.5 Written Assignment of S&H Responsibilities	SHE-1.5.5A: Structure the measurable action plans (objectives), developed by each Center organization (directorate, office, department, contractor, committee) to support progress in achieving MSFC SHE goals, to clearly define the related SHE responsibilities and performance expectations for middle management and supervisory personnel. Actively involve these personnel in documenting, tracking, and periodically reporting their status in achieving designated milestones. (OSHA Visit, #4)	<u>D</u> SC	CY03		
1.5.7 Adequate Resources	SHE-1.5.7A: Make time for worker involvement. (Star 2.1-02)	D	Closed	10/01/02	

Code	Assignee	Code	Assignee	Code	Assignee	Code	Assignee
AD	Center Operations	WERG	Wellness & Ergonomics Subcommittee	OPR	Office of Principal Responsibility	SCT	SHE Communications Team
BM	Building Manager Subcommittee	JHA	JHA Subcommittee	PEP	PEP Subcommittee	STC	SHE Training Committee
CD	Customer & Employee Relations	LOTO	Lock Out/Tag Out Subcommittee	PS	Procurement	VIT	VPP Implementation Team
CSF	Contractor Safety Forum	MTM	Marshall Team Meeting	QS	Safety & Mission Assurance	VSC	VPP Steering Council
D	Directorates or Program Office	OMEH	Occupational Medicine & Environmental Health	SC	SHE Committee		

SHE Program Improvement Targets, Effective 11/12/02: Page 2
Sorted by: Directorate-Led Assignments

SHE Program Standard	Program Improvement Targets Identified Through The 2001 SHE Program Self-Evaluation Activity	Assignee	Target Date	Date Closed	Prerequisites
1.5.7 Adequate Resources	SHE-1.5.7B: Assure that all MSFC organizations, both civil service and contractor, have the resources required to assess and manage the risks of potential and identified hazardous conditions. (Self-Assess 1, #7)	D	Closed	10/31/02	
1.6 Employee Involvement	SHE-1.6C: Encourage employees to get involved in the SHE Program. Provide at least 3 significant ways each employee can participate in SHE problem identification and resolution. (Star 2.2-01)	D SCT	Closed	10/23/02	
1.6 Employee Involvement	SHE-1.6D: Promote MSAT membership in each MSFC organization. (Self-Assess1, #11)	D CSF	Closed	10/23/02	
1.6 Employee Involvement	SHE-1.6E: Ensure that employees can identify the names of their organization's MSAT and SHE Committee members. (Self-Assess 1, #12)	D	Closed	10/23/02	
1.8 Safety & Health Program Evaluation	SHE-1.8D: Review PEP Survey results. For each item scored at or below '4', require detailed measurable action plans. Assign and track each organization's corrective action. (Self-Assess 1, #8 STAR 1.7-01)	D	CY03		
2.1 Management Understanding	SHE-2.1A: Identify all the operations, jobs, task, processes, etc. performed within each MSFC Organization (Self-Assess 1, #13)	D QS	CY03		Rework Question in next years survey.
2.4 Routine Hazard Analysis	SHE-2.4D: Define and implement a process for ensuring that each employee has one or more JHAs, or uses SOPs containing the results of OSHA-compliant job hazard analyses. (OSHA Visit, #21)	D QS JHA	CY03		
2.4 Routine Hazard Analysis	SHE-2.4F: Assure that risks of musculoskeletal disorders are documented in each employee's Job Hazard Analysis (JHA). (Self-Assess 2, #14)	D JHA WERG	CY03		
2.5 Routine Self-Inspection System Covering Entire Worksite	SHE-2.5B: Assure that reports of SHE inspection findings or equivalent hazard notices are posted near the hazards in each work area; increase awareness of OSHA requirement to post these hazard notices. (Self-Assess 1, #19)	D	CY03		
2.6 Written Employee Hazard Reporting System	SHE-2.6A: Assure that all employees are familiar with the SCRS, and know how to submit a hazard report. (Self-Assess 1, #22)	D QS	11/30/02		
3.1.4 Emergency Procedures	SHE-3.1.4B: Review emergency procedures with employees not present during emergency drills. (Self-Assess 2, #25)	D	CY03		
3.1.8 Personal Protective Equipment (PPE)	SHE3.1.8A: Update PPE hazard assessments within each MSFC and contractor organization. (Star 4.1-02)	D CSF QS OMEH	CY03		

Code	Assignee	Code	Assignee	Code	Assignee	Code	Assignee
AD	Center Operations	WERG	Wellness & Ergonomics Subcommittee	OPR	Office of Principal Responsibility	SCT	SHE Communications Team
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D	Directorates or Program Office	OMEH	Occupational Medicine & Environmental Health	SC	SHE Committee		

SHE Program Improvement Targets, Effective 11/12/02: Page 3
Sorted by: Directorate-Led Assignments

SHE Program Standard	Program Improvement Targets Identified Through The 2001 SHE Program Self-Evaluation Activity	Assignee	Target Date	Date Closed	Prerequisites
3.1.9.4 Hazard Communication	<u>SHE-3.1.9.4</u> Assure that load limit signs are in place on all overhead storage areas. (Self-Assess 2, #64)	<u>D</u> BM	CY03		
3.1.9.4 Hazard Communication	<u>SHE-3.1.9.4A</u> Assure that all employees are capable of rapidly accessing any MSDS for any chemical in your work areas, at all times. (Self-Assess 1, #31, and Self-Assess 2, #48)	<u>D</u> OMEH	CY03		
3.1.9.4 Hazard Communication	<u>SHE-3.1.9.4B</u> Develop, document, and implement a procedure, for use by supervisory personnel, to ensure that all employees are familiar with the information in the MSDSs for all chemicals they work with or around. (Self-Assess 2, #49)	<u>D</u>	CY03		
4.1 Training Program Management	<u>SHE4.1D</u> :Review hazard communication training and ensure that material specific training with historical industrial hygiene data is included. (STAR 5.1-01)	<u>D</u> OMEH	CY04		
4.4 Non-Supervisory Employees	<u>SHE4.4A</u> : Develop and improve Directorate-specific courses that address hazards associated with their area (Chemical Hygiene and Laser Safety in SD etc). (STAR 5.4-03)	<u>D</u> OMEH QS CD	CY03		
4.4 Non-Supervisory Employees	<u>SHE4.4C</u> : Make sure employees are familiar with Material Safety Data Sheets (e.g. copy machine toner, etc) and how to use them? (Self-Assess 2 #49)	<u>D</u> OMEH	CY03		

Code	Assignee	Code	Assignee	Code	Assignee	Code	Assignee
AD	Center Operations	WERG	Wellness & Ergonomics Subcommittee	OPR	Office of Principal Responsibility	SCT	SHE Communications Team
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SHE Committee Open Actions November 13, 2002

ACTION NO.	ISSUE/CONCERN	POINT OF CONTACT	ACTIONEE	FINAL PRODUCT	DATE OPEN	ECD	STATUS
SHE-02-007	Dennis Davis showed a sharp increase in the number of late HAZTRAK actions.	Axel Roth/DE01	Organizations with Late HAZTRAK Actions	Either close actions or provide new completion date with reason current date could not be bet.	08-28-02	10-02-02	Still numerous items late.
SHE-02-013	A question was raised concerning availability of fire extinguisher training. The Fire Department and Cortez III are providing training but not sure if it being properly recorded.	Nance Jo Ogozalek/ED33	Training Sub-committee	Assure that fire extinguisher training attendance is being document by the Training Department.	10-02-02	11-30-02	
SHE-02-014	The Laboratory Operations Sub-committee proposed that a checklist be developed for supervisors to assure temporary employees receive adequate safety training.	Nance Jo Ogozalek/ED33	Training Sub-Committee	Review proposal for a supervisor's checklist for temporary and new employees and submit recommendation to the SHE Committee.	10-02-02	11-30-02	
SHE-02-015	Joyce Eagan reported that no-shows for medical appointments is very high.	Jim Carter/AD01	Wellness Sub-Committee	Investigate and provide recommendations to encouraged employees to keep medical appointments.	10-02-02	11-30-02	
SHE-02-016	Nance Jo discussed SHE Subcommittee activities.	Nance Jo Ogozalek/ED33	Dave Spacek/QS50	Distribute mishaps and close call reports to the respective SHE Subcommittee.	10-16-02	11-30-02	
SHE-02-017	Tom Dollman read the "I Chose to look the Other Way" Poem and recommended it be distributed to all employees.	Tom Dollman/SD01	Communicati on Sub-Committee	Distribute the "I Chose To Look the Other Way" Poem to all employees via Marshall Star.	10-16-02	11-13-02	
SHE-02-018	Dennis Davis reported RS01 still had several open HAZTRAK actions. RS was	Nance Jo Ogozalek/ED33	Dennis Davis/ QS50	Invite RS01 to the next working meeting to discuss open HAZTRAK findings.	10-30-02	11-13-02	Called and requested RS identify a SHE Committee non-voting member and

	not represented at the meeting.						attend today's and future meeting.
SHE-02-019	Jamie Miernik/ERC proposed that the Center make May 2003 Transportation Safety Focus month with emphasis on bicycle riding.	Nance Jo Ogozalek/ED33	Communicati on Sub-Committee	Review proposal to make May 2003 Transportation Safety Focus month with emphasis on bicycle riding.	10-30-02	01/30/03	