

January 15, 2004

QS50 (04-004)

TO: Distribution

FROM: QS50/David J. Spacek

SUBJECT: Minutes of the MSFC Safety, Health, and Environmental Committee (SHE)
Working Meeting – December 17, 2003

The Safety, Health, and Environmental (SHE) Committee met at 2:00 p.m. on Wednesday, December 17, 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 meeting held on October 29, 2003.

Safety Moment (Dennis Davis/QS50)

Dennis reported on the negative aspects of having a dry natural Christmas tree in the home. To demonstrate the point he showed the computer video entitled “4 seconds,” http://www.fire.nist.gov/tree_fire.htm. Within 45 seconds the room was completely engulfed in fire/smoke which would have easily suffocated a potential occupant.

SHE Committee Status Reports (Nance Jo Ogozalek/ED33)

- Nance Jo reported that Cynthia Behel/ASRI agreed to be the Election Ad Hoc Committee Chairperson and that there will be numerous media announcements to include an article in the Marshall Star.
- As a continuation of discussions during the voting member meeting of November 12, 2003, Nance Jo addressed the remaining elements of the SHE Proposal 2003-03, Modification to the Charter. All remaining elements were approved as written with the element regarding number of votes required to pass actions, proposals or other business activities submitted for approval being rewritten prior to approval (reference Proposal 12, c) addition of paragraph c.) The SHE Proposal 2003-03 and the draft revised Charter - Revisions January 2004 are attached as Enclosure 2 and 3, respectively.
- SHE Committee awards Program - no report
- Nance Jo addressed other agenda items shown on Enclosure 4.

Subcommittee Reports

Safety Concerns Reporting System (SCRS) Ad Hoc

At this time, there are no late safety concerns (SCRS) that require attention of the SCRS Ad Hoc subcommittee.

Building Managers

No report. Nance Jo mentioned that Brenda Wade/FD43 would like to be replaced as the alternate chairperson to Pete Allen/AD60.

Contractor Safety Forum

No report – representative not present

Cryogenics

No report – representative not present

Hazardous Chemicals and Materials (Laurel Karr/SD46)

There was no representative present; however, Laurel's chart presentation dated November 12, 2003, is attached as Enclosure 5.

Safety Assessment (Dennis Davis/QS50)

Dennis reported that the subcommittee met on December 16, 2003, and is working on MWI 8715.15, "MSFC Safety Assessment Program."

Laboratory Operations (Nance Jo Ogozalek/ED33)

No report

Lifting Devices and Equipment (Kyle Daniel/QS50)

Kyle reported that a "Test Load Values & Frequency for Proof Load Testing" chart has been developed to be included in MWI 6430.1C as Appendix B.

Lockout/Tagout (David Spacek/QS50)

David reported that the subcommittee is reworking the MWI 8715.2, "Lockout/Tagout Program."

Machine Shops (Todd Macleod/SD22)

Todd reported that a machine shop checklist for supervisors has been developed; however, the subcommittee is not clear on the lighting requirements for moving/rotating machines (impact of lighting frequency). Kyle Daniel/QS50 stated he would assist the subcommittee with this question – Richard Smith/HEI provided Kyle previously researched information.

Pressure Systems (Jack Caudle/AD24)

Jack presented the report for the Pressure Systems subcommittee. The chart presentation is attached as Enclosure 6.

Radiation

No report.

Wellness and Ergonomics (Julie Sanchez/FD35)

No report.

Hazardous Operations Directorates

Center Operations (Lane Pugh/AD61)

Lane reported on Center Operations. 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. Not necessarily associated with ED, Axel Roth and other attendees discussed open facilities inspection findings, especially labeling of piping. A suggestion was made to invite the appropriate Facilities Engineering Department (FED) to present the FED corrective action process for inspection findings. Dave Spacek stated that QS50 is currently working with FED to address the pipe labeling issue.

Flight Projects (Paige Vaughn/FD22)

Paige reported on the Flight Projects Directorate. The chart presentation is attached as Enclosure 9.

Science Directorate (Tom Dollman/SD01)

Tom reported on the Science Directorate. Tom requested QS50 to provide names of SD employees that have been involved in mishaps/close calls. Tom wants to see if there is any correlation with attendance at safety meetings.

Space Transportation

No report – representative not present

Improving Safety, Health, and Environmental Program in all Directorates and Offices (Tom Dollman)

Tom reported on ISHEPADO Ad Hoc Committee.

Open Actions (Dennis Davis/QS50)

Dennis addressed the open actions. The chart presentation is attached as Enclosure 10.

New Business

Dennis Davis/QS50 addressed several Document Control Board (DCB) level comments about MPG 8715.1, which need further review (possibly decision/recommendation to Management) by the SHE Committee:

- Safety Visits – For office areas/environment it was suggested that the number of safety visits be reduced from monthly to quarterly.
- Appendix on Industrial Hygiene – Numerous comments regarding its appropriateness in the MPG. There is an indication that an Industrial Hygiene Plan is a requirement for Voluntary Protection Program (VPP). Dennis checked with KSC, who has been recommended by OSHA as a VPP certification, and found that the subject area was not included in the KSC SHE document.
- Employee involvement – As written, the document states that all employees “must be involved” in the SHE program in at least three ways. This will be reviewed to determine if “may be involved” is the true requirement.

- Goals – Should not the statement “... world class leader...” be only about Industrial Safety.

Note: Voting members present requested Dennis to scan and provide the DCB comments to all SHE voting members for further review.

The next SHE Committee Meeting is scheduled for January 7, 2004, at 2:00 p.m. in Building 4200, Conference Room P110.

Original Signed by

David J. Spacek
Manager
Industrial Safety Department

10 Enclosures

Distribution:

SHE Committee Members
SHE Web Page

Enclosure 1

SHE WORKING GROUP MEETING AGENDA

Wednesday, December 17, 2003

2 pm, Building 4202, Room 326A

Open Meeting (Nance Jo Ogozalek / Chairperson)

- ⊗ Approval of Meeting Minutes for October 29, 2003

SHE Moment (Dennis Davis/QS50)

Management Mentor Comments (Axel Roth/DE01)

SHE Committee Reports (Nance Jo Ogozalek / Chairperson)

- ⊗ Elections Ad Hoc Subcommittee
- ⊗ Proposal 2003-03 - continuation from Nov. 12th meeting
- ⊗ Program Improvement Targets
- ⊗ SHE Program 2002 Final Report Status
- ⊗ SHE Program 2003 Program Plan Status
- ⊗ SHE Committee Awards Program (Tom Dollman/Deputy Chairperson/SD)

Subcommittee Reports

(Include status for SHE Action # 02-020: Program Improvement Targets and Budget requests)

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

- ⊗ SCRS Ad Hoc
- ⊗ 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

Directorates with Hazardous Operations

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

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

New Business

New Actions (Recorder)

Meetings Schedule -

January 7, 2004 - full Committee - 2 pm, Building 4200, P110

January 12, 2004 - MTM - 8:30 am, Building 4200, P110

January 14, 2004 - Working Group - 2 pm, Building 4202, Room 326A

January 28, 2004 - full Committee - 2 pm, Building 4200, P110

Enclosure 2

Safety, Health, and Environmental (SHE) Committee Proposal

1. SUBCOMMITTEE/ORGANIZATION NAME: **SHE Committee**
2. SEQUENCE NUMBER OF PROPOSAL: **SHE-2003-03**
3. PROPOSAL NAME: **SHE Committee Structure and Charter**
4. CHAMPION'S NAME: **Nance Jo Ogozalek**
5. CHAMPION'S ORGANIZATION: **ED33**
6. CHAMPION'S EMAIL ADDRESS: **nancejo.ogozalek@nasa.gov**
7. CHAMPION'S PHONE NUMBER: **544-8933**
8. DATE OF PRESENTATION TO SHE COMMITTEE: **November 12, 2003**
9. BACKGROUND OR HISTORY (optional):

The SHE Committee was restructured in August 2002 from high level management only participation to a group comprised of at least 50% employees in the decision making process. The increase in employees was accomplished primarily by establishing practitioner subcommittees with membership of both civil service and contractor personnel specializing in the various disciplines. The new SHE Committee structure was documented by MPD 1150.1.

10. PROBLEM:

Voting membership limited.

Charter requires general revision.

11. PERSONS AFFECTED BY THE PROBLEM:

Primarily the SHE Committee and secondarily, Center personnel.

12. PROPOSED SOLUTION(S) AND RECOMMENDATIONS FOR SHE COMMITTEE:

Modify the SHE Committee Charter as follows and submit to the Center Director for approval:

- a) **Add in Section 3, "Responsibilities" - "j. Provide support to the Center's safety and health program third party certification effort"**
- b) **Revise Section 4, "Membership" as follows:**
 - a. **Change the voting membership distribution from "at least 50% non-management employees" to "at least 50 % non-management and at least 20% management or supervisory personnel."**
 - b. **Revise subsection "Members (Voting)" to allow the Deputy Chairperson of the respective Practitioner Subcommittee to vote in lieu of the Chairperson**
 - c. **Clarify that the SHE Committee Chairperson is a voting member with only one (1) vote (i.e., does not have a second vote as a result of any other capacity in which he/she serves the Committee).**
 - d. **Clarify that the SHE Committee Deputy Chairperson is a voting member with only one (1) vote (i.e., does not have a second vote as a result of any other capacity in which he/she serves the Committee).**
 - e. **Change the name of the "Job Hazard Assessment Subcommittee" to the "Safety Assessment Subcommittee"**
 - f. **Change the 'non-voting' status of the Directorates and Offices without hazardous operations to 'voting'. Allow the Appointed Alternate Representative to vote in lieu of the Appointed Representative.**
Organizations include:
Customer and Employee Relations Directorate (CD)

Enclosure 2

Safety, Health, and Environmental (SHE) Committee Proposal

Safety, Health, and Environmental (SHE) Committee Proposal

Safety and Mission Assurance Directorate (QS)

Office of Chief Counsel (LS)

Office of Chief Financial Officer (RS)

Equal Opportunity Office (OS)

Space Shuttle Propulsion Office (MP)

2nd Generation Spacecraft Office (UP)

- g. Change the 'non-voting' status of the Senior Management Representative to 'voting.' The Alternate Senior Management Representative may vote in his/her place. This Manager will represent the Office of the Director (DA/DD/DE).**
 - h. Rename the Safety and Mission Assurance "Office" a "Directorate" (QS)**
 - i. Delete reference to the Systems Management Office (VS)**
 - j. Delete "Confined Spaces" from Supporting Subcommittees and Teams list**
 - k. Add the Improving Safety, Health, and Environmental Program in Hazardous Operations Directorates (ISHEPHOD) Ad Hoc Subcommittee to the non-voting Supporting Subcommittees and Teams list**
 - l. Add the SCRS Ad Hoc Subcommittee to the non-voting Supporting Subcommittees and Teams list**
 - m. Add "Environmental Excellence Team" to the non-voting Supporting Subcommittees and Teams list**
- c) Revise "Method Of Operation," Section as follows:**
- Paragraph "b" revise to:**
"Subcommittee reports and safety trends will be electronically published three working days prior to meetings."
 - Add paragraph "c":**
"Actions, proposals, or other business activities submitted for approval will require a majority vote of the voting membership to pass."

13. OTHER PERTINENT INFO (e.g., supporting material, graphics, pix, etc.):

SHE Committee Charter, MPD 1150.1, October 23, 2002

14. SHE COMMITTEE DISPOSITION:

December 17, 2003 - approved changes shown on enclosed revised charter.

Enclosure 3

Charter - Revisions January 2004

MSFC Safety, Health, and Environmental (SHE) Committee

MPD 1150.1

MC-12A

Subject: MSFC Safety, Health, and Environmental (SHE) Committee

1. PURPOSE

To promote and improve the MSFC safety, health, and environmental Program and provide recommendations for improvements to the program.

2. POLICY (As established in MPG 8715.1A)

SAFETY: MSFC will strive to prevent human injury and occupational illness and ensure safety of all operations and products.

HEALTH: MSFC will strive to promote and maintain the physical well being of its employees.

ENVIRONMENTAL: MSFC will strive to protect, preserve, and enhance the quality of the environment while conducting its primary mission activities.

3. RESPONSIBILITIES

- a. Serve as the Center's organizational committee to implement the SHE Program policies and procedures and to support their formulation by the MSFC responsible organizations (AD, QS, and CD).
- b. Establish and maintain subcommittees to support the SHE Committee in the execution of its responsibilities. Ad Hoc subcommittees will be established, as required, to address unique, short-term issues.
- c. Effect the resolution of SHE Program problems and issues associated with the execution of the SHE program.
- d. Ensure that items submitted to the Safety Concerns Reporting System (SCRS) receive timely closure. Resolve issues with resolution of submitted items.
- e. Review applicable SHE Program audit and inspection results. When appropriate, identify organizations that should be assigned responsibilities to develop corrective action and monitor their implementation.
- f. Review investigations of all serious mishaps and close calls.
- g. Review all subcommittee reports.
- h. Ensure appropriate metrics are developed which support the implementation of the objectives. Review monthly SHE metrics. When appropriate, make recommendations to corrective action plans and monitor completion schedules.
- i. Report SHE Program status/issues to the Marshall Team Meeting.

4. MEMBERSHIP

- a. The voting membership shall consist of at least 50% non-management employees and a goal of at least 20% management or supervisory personnel. Both civil service and contractor employees are eligible.
- b. Chairperson
The Chairperson is a voting member with only one (1) vote; i.e., does not have a second vote as a result of any other affiliation with the SHE Committee.
- c. Deputy Chairperson
The Deputy Chairperson is a voting member with only one (1) vote; i.e., does not have a second vote as a result of any other affiliation with the SHE Committee.

d. Voting Membership

- Chairpersons or appointed designee of the following SHE Practitioner Subcommittees:
 - Wellness and Ergonomics
 - Safety Assessment
 - Lockout / Tagout (LOTO)
 - Lifting Devices and Equipment
 - Pressure Operations
 - Radiation
 - Hazardous Chemicals and Materials
 - Machine Shop
 - Cryogenics
 - Laboratory Operations
 - Building Managers
- Appointed Representatives or designee from Directorates and Offices:
 - Engineering Directorate (ED)
 - Science Directorate (SD)
 - Space Transportation Directorate (TD)
 - Flight Projects Directorate (FD)
 - Center Operations Directorate (AD)
 - Customer and Employee Relations Directorate (CD)
 - Safety and Mission Assurance Office (QS)
 - Procurement Office (PS)
 - Office of Chief Counsel (LS)
 - Office of Chief Financial Officer (RS)
 - Equal Opportunity Office (OS)
 - Systems Management Office (VS)
 - Space Shuttle Propulsion Office (MP)
 - 2nd Generation Spacecraft Office (UP)
 - Office of the Director (DA/DD/DE)
- Appointed Representative or designee from the Contractor Safety Forum
- Senior Management Representative or designee

e. Non-Voting Membership

Chairperson or designated representative of the following Supporting Subcommittees and Teams:

- Marshall Safety Action Team (MSAT)
- SHE Communications
- Performance Evaluation Profile (PEP) Ad Hoc
- Safety and Health Training Ad Hoc
- Emergency Preparedness
- Energy and Water Conservation
- Safety Concerns Reporting System (SCRS) Ad Hoc
- Environmental Excellence Team
- Improving Safety, Health, and Environmental Program in all Directorates and Offices (ISHEPADO) Ad Hoc Subcommittee

5. FREQUENCY OF MEETINGS

Meetings will be scheduled at least monthly and the Chairperson may call special meetings, as required.

6. METHOD OF OPERATION

- a. Reports of the SHE Committee and subcommittees activities will be published to assure accessibility to all civil servants, onsite contractors, and tenants at all levels in the organization. These reports will be published within 10 working days after the meeting.
- b. Subcommittee, Directorate, and Office reports and safety trends will be electronically published with the meeting minutes within 10 working days after meetings.
- c. Actions, proposals, or other business activities submitted for SHE Committee approval will require a majority of votes cast. Votes may be cast by voting members by either being present during the vote or by electronically submitting their vote to the Chairperson or Deputy Chairperson prior to the voting session.
- d. Elections
 - Nominations will be accepted by the Elections Ad Hoc Subcommittee by either self nomination or from the Center wide workforce during January and February for the positions of SHE Committee Chairperson and Deputy Chairperson.
 - Nominees must agree to serve in advance of the election and for the full term of office.
 - The term of office is one (1) year for each position
 - The elections for Chairperson and Deputy Chairperson will be conducted at the regular February monthly meeting by written ballot.
 - The nominee with the majority of votes cast for each office will be elected.
 - Voting members may cast their vote either by being present at the February meeting or electronically prior to the meeting to the Elections Ad Hoc Subcommittee Chairperson.
 - The term of office will begin with the first meeting in April.
 - Practitioner Subcommittees, Ad Hoc Subcommittees, Supporting Subcommittees, and Teams will establish their own requirements for officers and elections.

David King
Director



Enclosure 4

SHE Working Group Meeting Agenda

December 17, 2003

❁ Procedural

- ♣ Approval of October 29, 2003 Minutes

❁ Updates and Old Business

- ♣ Elections Ad Hoc Subcommittee:
Chairperson is Cynthia Behel, ASRI, 4-2794
- ♣ SHE Proposal 2003 – 03: Modifications to Charter –
Discussions continued from Nov. 12th meeting
- ♣ Future Meeting Schedule:
January 7, 2004 – full Committee, 2 pm, Bldg 4200, P110
January 12, 2004 – MTM, 8:30 am, Bldg 4200, P110
January 14, 2004 – SHE Working Group, 2 pm, Bldg 4202, 326A
January 28, 2004 – full Committee, 2 pm, Bldg 4200, P110
- ♣ VPP Follow-up presentation to Dave King rescheduled for
December 22nd
- ♣ SHE Program Overview presentation to Dave King
rescheduled for January 6th



SHE Working Group Meeting Agenda

December 17, 2003

SHE Program Improvement Targets - Corrective Actions

- ♣ **SHE-1.3A: MPG 8715.1 – Center wide Review Completed –
Significant comments received
Second Draft Ready for Review: ?**

- ♣ **SHE-1.8B:
2002 Final Report – Reviewed by SHE Committee -
Waiting for resolution of 2 versions of Report
2003 Program Plan – In Progress by SHE Planning Team
ECD for review: ?**

- ♣ **SHE-1.8C: PEP Survey Results –
Will be incorporated with PITCA in 2004 Annual Plan ,
ECD: ?**

- ♣ **SHE-2.8A: Close call trending, HQ developing IRIS database,
ECD: 04-30-04 for Phase III completion**

- ♣ **SHE-4.1B: Closed
Root Cause training – Supervisors may access accident
investigations training videos from SHE library.
Next MORT class in FY04**



SHE Working Group Meeting Agenda

December 17, 2003

❁ SHE Program Improvement Targets – Corrective Actions (continued)

- ♣ **SHE-2.5D: Monitor progress on corrective actions within each MSFC organization. Provide corrective action assignees with technical and other resources needed to complete actions. Take management action overdue items. (Star 3.4-03)**

SHE Committee recommends Directorates be responsible for taking actions on overdue items.

=> not accepted at previous meetings since proposed in June 2003

=> **Assigned to Directorates with Hazardous Operations Ad Hoc Subcommittee**

>>>> *No resolution*



Enclosure 5

SHE Working Group Meeting Agenda

December 17, 2003

Hazardous Chemicals/Materials Subcommittee Report

12/17/03

- Status of Current Initiatives:
 - ❖ Develop small maps to be posted outside every room to indicate where hazardous chemicals/materials are located. Incorporate these into chemical inventory training.

Status: AD10 has access to maps of all rooms. Allen Elliott will forward the appropriate maps for 4481, and they will be filled out and attached outside of doors where chemicals/hazardous materials are kept. This will be done for 4481 first, and then will coordinate with Building Managers Subcommittee for other buildings.
 - ❖ 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.



Enclosure 6

SHE Working Group Meeting Agenda

December 17, 2003

Pressure System Committee Report

- **Status of Current Initiative(s) -Completed Cert Package for the Three Tube trailer for hydrogen use.**

Continued work to certify the Composite Biaxial Panel Test at 4572

Cold shocked and witnessed pressure tests of the B4628 LH2 Storage and Transfer System

- **SHE Actions Status – None**
- **Subcommittee Issues - None**

SHE Working Group Meeting Agenda

December 17, 2003



Center Operations Directorate SHE Report 12/17/03

- Open SCRS – Open 1 -pending closure
- SHEtrak – Open 2 Late -2
- Facilities Open 146 Late - 80
- Mishap cases – data available as of 12/1/03
Open- 17 New- 2 Late corrective actions- 8
- CY2002 Self-Evaluation – open items are still being worked to closure



Enclosure 8

SHE Working Group Meeting Agenda

December 17, 2003

Engineering Directorate Report

12/17/03

- **SCRS**
 - 4 Open; 1 New; No late SCRS's
- **SHEtrak**
 - 106 findings for area; 103 for Facilities, 3 for Building Managers; 55 have expired due dates.
- **Mishaps/Close Calls**
 - 4 open mishaps; recommended closures submitted
- **Self Evaluation Open Corrective Actions – SHE Program Improvement Targets (no change since last report)**
 - Completed or Closed 21 of 26.



Enclosure 9
SHE Working Group Meeting Agenda
December 17, 2003

Flight Projects November 2003
SHE Report

- **SCRS** (60 days)

0 Open (1 closed action from last month)

Involved employee crossing red barrier tape outside of 4610 cafeteria.

- **SHETRAK** (25 days)

- **9 Open (All in Bldg. 4708 or 4755 -- involved tubing & piping not labeled)**

- **Of the 9 open, 9 are assigned to Facilities**

Enclosure 10

SHE Committee Open Actions December 17, 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.
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	01-31-04	Added requirement in MPG 8715.1 for managers of hazardous operations to establish safety guidelines for visitors. Currently in DCB for review.
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 planning meeting with Doctors, QS50 and herself to discuss need for guidelines.
SHE 03-022	Dennis Davis reported that a second close call had	Pete Allen/AD60	Kyle Daniel/QS50	As part of the dropped bolt close-call investigation at	09-10-03	01-28-04	

	occurred at 4755 with items being dropped from overhead crane work.			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	