

National Aeronautics and
Space Administration

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



March 26, 2003

Reply to Attn of:

QS50 (03-18)

TO: Distribution

FROM: QS50/David J. Spacek

SUBJECT: Minutes of the MSFC Safety, Health, and Environmental Committee
Working Meeting – March 19, 2003

The Working Group of the Safety, Health, and Environmental (SHE) Committee met at 2:00 p.m. on Wednesday, March 19, 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)

To facilitate subcommittee and Directorate reports, Nance Jo requested that each representative email prepared briefing charts to Mary Walters/HEI and Richard G. Smith/HEI prior to the meeting. These should be provided several days in advance to allow time to load the charts on a single disk with the intent of saving time during the meeting.

Safety Moment (Dennis Davis/QS50)

Dennis provided a safety moment. To generate interest in his subject, Dennis asked several rhetorical questions like, what would you do if the safety cutoff switch does not work on your lawn mower/tractor – replace or repair the mower? He stated that there are 75,000 lawn mower accidents a year, some resulting in amputations. Using lawn mowers as an example, Dennis recommended that all safety features on all seasonal type equipment be properly maintained or repaired prior to use – if any safety feature is not functional, treat the item of equipment as inoperable until repairs are made. As an analogy - if the engine was not working, you could not use it.

Subcommittee Reports

Building Managers

There was no representative in attendance.

Mission Success Starts with Safety

Contractor Safety Forum (Phil Robbins/CSC)

Phil reported no activity, but stated the next Contractor Safety Forum monthly meeting is scheduled for March 28, 2003.

Cryogenics (Tommy Barron/LB&B)

Neither Tommy nor David Eckstein was available for the meeting, but subsequent to the meeting Tommy provided the report. The chart presentation is attached as Enclosure 2.

Hazardous Chemicals and Materials (Laurel Karr/SD46)

Laurel reported on the Hazardous Chemicals and Materials Subcommittee.

Dennis Davis/QS50, Cathy Miller/AD62, Jim Carter/AD01, and Tom Dollman/SD01 will be meeting with the Redstone Arsenal Fire Department on March 21, 2003, to address a number of issues. The chart presentation is attached as Enclosure 3.

Job Hazard Analysis (Dennis Davis/QS50)

Dennis reported on the Job Hazard Analysis Subcommittee. The chart presentation is attached as Enclosure 4.

Laboratory Operations (Nance Jo Ogozalek/ED33)

Nance Jo reported on the Laboratory Operations Subcommittee. The chart presentation is attached as Enclosure 5.

Lifting Devices and Equipment

There was no representative in attendance.

Lockout/Tagout (T.D. Jackson/EG&G)

T. D reported on the Lockout/Tagout Subcommittee. The MWI document is still being updated.

Machine Shops (Dan Donovan/MCI)

Dan reported on the Machine Shops Subcommittee. Dan stated the subcommittee established a target date for completing the machine shop checklist as April 1, 2003. When reviewing a recent machine shop eye injury (debris that had collected on safety glasses fell into eyes when glasses were removed), the working group identified a concern with lack of eyewash stations in the Building 4705 shop areas. They are recommending installation of these units, but are not sure who would pay for their installation. It was the consensus of the members present that the NASA user organization is responsible. The chart presentation is attached as Enclosure 6.

Pressure Operations

There was no representative in attendance.

Radiation (Joyce Eagan/AD62)

Joyce announced that the Radiation Subcommittee would soon be providing the required annual comprehensive report to the Nuclear Regulatory Commission.

Wellness and Ergonomics (Julie Sanchez/FD35)

Julie reported on the Wellness and Ergonomics Subcommittee. A question was asked as to the number of organizations that had completed the Supervisor Safety Web Page (SSWP) required training, "Work Related Musculoskeletal Disorders."

Joyce Eagan/AD62 responded that approximately 50 percent had completed the training. Keith Cornett, SHE Program Improvement Team, expressed a concern that the Center is not doing all it can do to prevent Slips, Trip and Falls – what are the root causes and other analysis trends? Julie indicated this was an agenda item for the upcoming Wellness and Ergonomics Subcommittee meeting scheduled for March 21, 2003. The chart presentation is attached as Enclosure 7.

Directorate Reports

Center Operations Directorate (Cathy Miller/AD62)

Cathy reported on the Center Operations Directorate. Specifically, she reported on Action SHE-03-005, which was to investigate why the speed limit was reduced from 15 mph to 10 mph in the 4203 south parking lot. Cathy stated that Protective Services informed her that it was done for consistency with a long-standing policy at MSFC, which states that, unless otherwise posted, the speed limit is 10 mph. Exceptions include the area near the Child Development Center, where the posted speed limit is 5 mph. The action was closed; however, Dennis Davis/QS50 indicated there is a plan, not yet approved, to raise the otherwise not posted speed limit to 15 mph. Cathy also stated that Bradley Waits/AD50 plans to address this issue with senior management.

Carolyn Landry, Property Management Group Lead, will address the substore issue at the next SHE Committee meeting on April 2, 2003.

Engineering Directorate (Wendell Colberg/ED30)

Wendell reported on the Engineering Directorate. As requested by Nance Jo, Wendell agreed to assist a new committee member, Tammy Barcala/TD40, understand the SHE Program Requirements assigned to the Space Transportation Directorate. The chart presentation is attached as Enclosure 8.

Flight Projects Directorate (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. He questioned the need to correct safety findings in an abandoned building - Dennis Davis/QS50 indicated that the building should be officially turned over to the Facilities Engineering Department (FED). The chart presentation is attached as Enclosure 10.

Space Transportation Directorate (Tammy Barcala/TD40)

Tammy reported on the Science Transportation Directorate. Tammy reported on a lost time injury where an MSFC Exchange employee fell on a wet/freshly waxed floor near the freight elevator, first floor in building 4203. It was late, approximately 10:00 p.m. when the employee was walking along an interior hallway in route to the north parking lot. The employee called for help, but was not heard. The employee managed to drive home, waking about 2:00 a.m. with a swollen arm. The fall resulted in a fractured elbow and bruised side. Signage to warn employees of wet floors may not have been in place. Once medically released to return to work, the employee will be on restricted duty for approximately two weeks. Lost time is three days and counting. The mishap remains under investigation. The chart presentation is attached as Enclosure 11.

ACTION SHE-03-006: Investigate smaller groups of employees in which monthly man-hour information is not being provided to the Industrial Safety Department; e.g., Exchange, Day Care, Barber Shop, Garage, Billy Ray's Grill, IG Office (Dennis Davis; Due 05/14/03)

Open Actions (Dennis Davis/QS50)

Due to time limitations, Dennis did not present the actions log; however, it is attached as Enclosure 12. As stated in the Center Operations Directorate notes above, Action SHE-03-005 will be closed.

New Business (Nance Jo Ogozalek/ED33)

SHE Subcommittee Photographs (Judy Milburn/QS50)

Judy provided a status of subcommittee photographs. Subcommittee group photographs not complete are Hazardous Chemicals and Materials, Lifting Devices and Equipment, Job Hazard Analysis, Machine Shop Operations, and Radiation. Judy stated the photographs will be used in Marshall Star articles to feature each subcommittee, and that subcommittee representatives should contact her to set up an appointment with the photographer.

Ad Hoc Safety Concerns Reporting System (SCRS) Subcommittee (TomDollman/SD01)

Tom presented information and status of the new Ad Hoc SCRS Subcommittee. The chart presentation is attached as Enclosure 13.

Threatcon Delta (Cathy Miller/AD62)

For possible clarification, Cathy briefly reviewed the required actions and gate closures if Redstone Arsenal goes to Threatcon Delta. Attendees expressed a good understanding of all requirements.

SCRS Tracking (Keith Cornett/UP10)

Keith questioned how SCRS were tracked, by Initiator's Organization or Assignee. There seemed to be no consensus among attendees. Dennis Davis/QS50 stated this issue would be worked with the Ad Hoc SCRS Subcommittee.

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



David J. Spacek
Manager
Industrial Safety Department

13 Enclosures

Distribution:

SHE Committee Members
SHE Web Page

cc:

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

SHE WORKING GROUP MEETING AGENDA

Wednesday, March 19, 2003

2 pm, Building 4202, Room 326A

Open Meeting (Nance Jo Ogozalek / Chairperson)

Safety Moment (Dennis Davis/QS50)

Management Mentor Comments (Axel Roth/DE01)

Subcommittee Reports (3 minutes each)

(Include status for SHE Action # 02-020: Program Improvement Targets, Initiatives)

((Bring a written copy of report for attaching to minutes))

- ✓ Building Managers
- ✓ Contractor Safety Forum
- ✓ Cryogenics
- ✓ Hazardous Chemicals & Materials
- ✓ Job Hazard Analysis
- ✓ Laboratory Operations
- ✓ Lifting Devices & Equipment
- ✓ Lockout – Tagout
- ✓ Machine Shops
- ✓ Pressure Operations
- ✓ Radiation
- ✓ Wellness & Ergonomics

Hazardous Operations Directorates (3 minutes each)

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

((Bring a written copy of report for attachment to minutes))

- ✓ Center Operations
- ✓ Engineering Directorate
- ✓ Flight Projects
- ✓ Science
- ✓ Space Transportation

New Business (as time allows)

Open Actions (Dennis Davis/QS50)

Next Meeting – April 2, 2003; 2 pm; Building 4200, P110

Cryogenics Subcommittee Report

March 19, 2003

Status of Current Initiatives

- Met on March 14, 2003
- Group Picture for Marshall Star Completed
- Gave Action to Team Members to Inspect Cryogenics Areas for Safety Findings & Report at Next Meeting

SHE Actions Status

- None assigned to this Subcommittee

Proposed Initiatives

- None to bring to Committee at this time

Next Meeting

- May 16, 2003

Hazardous Chemicals/Materials Subcommittee Report

3/19/03

➤ Status of Current Initiatives:

Person from Fire Dept. to attend April Meeting -

A. Have Representative from
Fire Dept. during Safety Walk-Throughs

B. Coordinate with Fire Dept. to Develop Goals for
Informing Fire Fighters of Type and Quantities of
Hazardous Chemicals/Materials During Emergency
Situations (e.g. posting signs, maps at each entrance)_

➤ SHE Actions Status: N/A

➤ Subcommittee issues: None at this time

➤ Proposed Initiatives:

- ❖ Add Disposition of Assigned Hazardous Chemicals/Materials to Employee Termination Check-list
- ❖ Look into MSDS for Working Solutions
- ❖ Investigate IFMP Orders for Chemicals Being Routed Through OMEHS

JHA Subcommittee Report

March 19, 2003

Initiatives

- **Incorporate JHA wording into annual employee & supervisor performance evaluations to:**
 - help assure employees understand and apply JHAs
 - Help assure supervisors have and are applying JHA for their employees.

Status: Human Resource Department Approved
Implementation subject to Legal Approval

ECD: June 30, 2003

- **Brainstormed other initiatives at last weeks meeting.**
- **Meeting bi-weekly to until initiatives identified and actions established.**

SHE Program Improvement Actions - ECDs

- **SHE 2.4E:** Continue to encourage the implementation of the JHA process.
ECD: (Ongoing) 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

Laboratory Operations Subcommittee Report

March 19, 2003

Status of Current Initiatives

- Increase PPE in Substore System
 - Compressed Gas Cylinder Status Tags now available
- Chemical Labeling Software
 - Two companies have been contacted and their products are being evaluated
- Chemical Hygiene Officers Program
 - Supported meeting convened by Occupational Health

SHE Actions Status

- None assigned to this Subcommittee

Proposed Initiatives

- None to bring to Committee at this time

Next Meeting

- March 20th, 2 pm, Building 4612, Room 2403

Machine Shop Subcommittee Report
March 18, 2003

Dan Donovan

- Current Members: Chair: Dan Donovan (Microcraft), Alternate: Dave Lehner (NASA), Steve Smith (EG&G), Kendal Coker (Sierralobo), Robert Carroll (LMC), Sam Myres (Boeing)
- Other News: New member: Jim Mankoski (ERC) has joined our subcommittee

- **Current Initiative – Develop a simple self-administered machine shop checklist, to help machine shops bring themselves into safety compliance. This is being addressed by having machinists from different organizations and contractor companies meet and share experiences and expertise.**

Areas Identified for Machine Shop Checklist

- Mill, Lathe and Drill Press operations
- Welding, Grinding, Sanding and Abrasive Blasting
- General Electrical, Pneumatic and Hydraulics
- Sheet Metal operations, Presses, and Material Handling
- Lifting Equipment and Fork Lifts
- Ventilation, Lighting, Housekeeping and Personal Protective Equipment

- **Incident Investigation Report:** In January of this year, a Sierralobo employee at “05” Shop, while wearing what was believed to be “appropriate” PPE (safety glasses with side shields) suffered injury to his eyes when he removed his safety glasses and debris which had collected in his eyebrows fell into his eyes.
- **Recommendations:** Full face shield and safety glasses with side shields should be worn for all grinding sanding operations. Also, the shop should be equipped with eye wash stations (it currently has none).

Wellness & Ergonomics Subcommittee Report

March 19, 2003

Status of Current Initiatives

- Medical Center Ad Campaign
 - Targeting May for campaign roll-out
- Health Fair
 - Advertise purpose/existence of WERG
 - Provide Ergonomic evaluation/issue Process
 - Demonstrate proper workstation set-up

SHE Actions Status

- Program Improvement Targets: To be closed by June '03:
Educate workforce on Ergonomic issue reporting

Proposed Initiatives

- Train the Trainer approach to providing center-wide ergonomic evaluations

Next Meeting

- March 21th, 8:30 am, Building 4610, Room 1086

Engineering Directorate Report

3/19/03

- **SCRS – 8 Open**
 - 5 are facilities issues.
 - 3 are “observations” that may not be SCRS with new MWI.
- **HAZTRAK – 4 Open**
 - 3 are facilities-related in the process of being worked.
 - 1 is a N/A that has been reported close already.
- **Mishaps Status**
 - 2003-0035: corrective action implemented.
 - 2002-0144: awaiting completion of mods to control system.
 - 2002-0079: revised instructions on signature loop.
 - 2002-0155: closure letter in circulation; facilities work remains.
- **Self Evaluation Open Corrective Actions**
 - Each Department about 25% complete.
 - Targeting closure of most actions by July 2003.
 - Some actions may be shifted to other organizations.

Flight Projects March SHE Report

- **SCRS**
- **7 Open, 3 closed from last month**
- **4 New added**
- **HAZTRAK**
- **177 Open, 3 closed from Last Month out of 5**
- **Another 175 added due to S&MA Annual Building Inspection of Bldg. 4610 & 4708**
- **Close Calls**
- **Bldg. 4610 Transformer Smoking**
- **(Discovered during Safety Walk thru)**

Flight Project March SHE Report

- **Program Improvements Targets**

- **Open Corrective Actions**

- Identified and summarized the actions assigned to Flight Projects Directorate
- Currently working on a plan to address actions
- Estimated completion date: June 4th, 2003

SD SHE Committee Report (Mar03)

- Late open SCRS Metrics (1):
 - Need Pest Control...FWR entered
- Late open HAZTRAK corrective actions (7):
 - 6 are in abandoned bldg – turning 4614 back to Center
 - 1 requires SD coord.: QS, OMEHS, RSA Fire Dept
- Late open mishap/close-call corrective actions (0)
- Late open CY 2002 self-eval corrective actions (0)

TD Directorate Safety Report – March 19, 2003

SCARS Open:

(0 open – 0 late)

- **3050** 01/15/2003 Bldg. 4566, South Exit (closed – FWR 440884)
- **3035** 12/13/2002 Bldg. 4732, South Parking Lot (closed - FWR 421654)

Haztrak Findings Open:

(4 open - 0 late)

Total of 26 – 22 assigned to Facilities and 4 to TD Bldg. Mgrs.

- No late Haztrak findings for either Facilities or TD.

Mishaps Open: (Safety database is not up to date)

(0 open – 0 late)

- **2003-45** (closed)
- **2002-57** (closed)
- **2002-114** Aluminum siding (Bldg. 4732) and potable water line damage after rupture of one of the three disc burst during test at the Aerodynamic Research Facility (ARF).
 - Status: Work order issued (#382472 is now a IDIQ), disc replaced, and operations have continued. TD74 is completely out of the loop, except following the process to insure any modifications do not effect the operations of the ARF. Closure will be upon completion of work. Per Jerry Hannon, estimation of design completion: April 15, 2003. Construction begins: June 30, 2003. (Requested it be taken off the action list of TD)

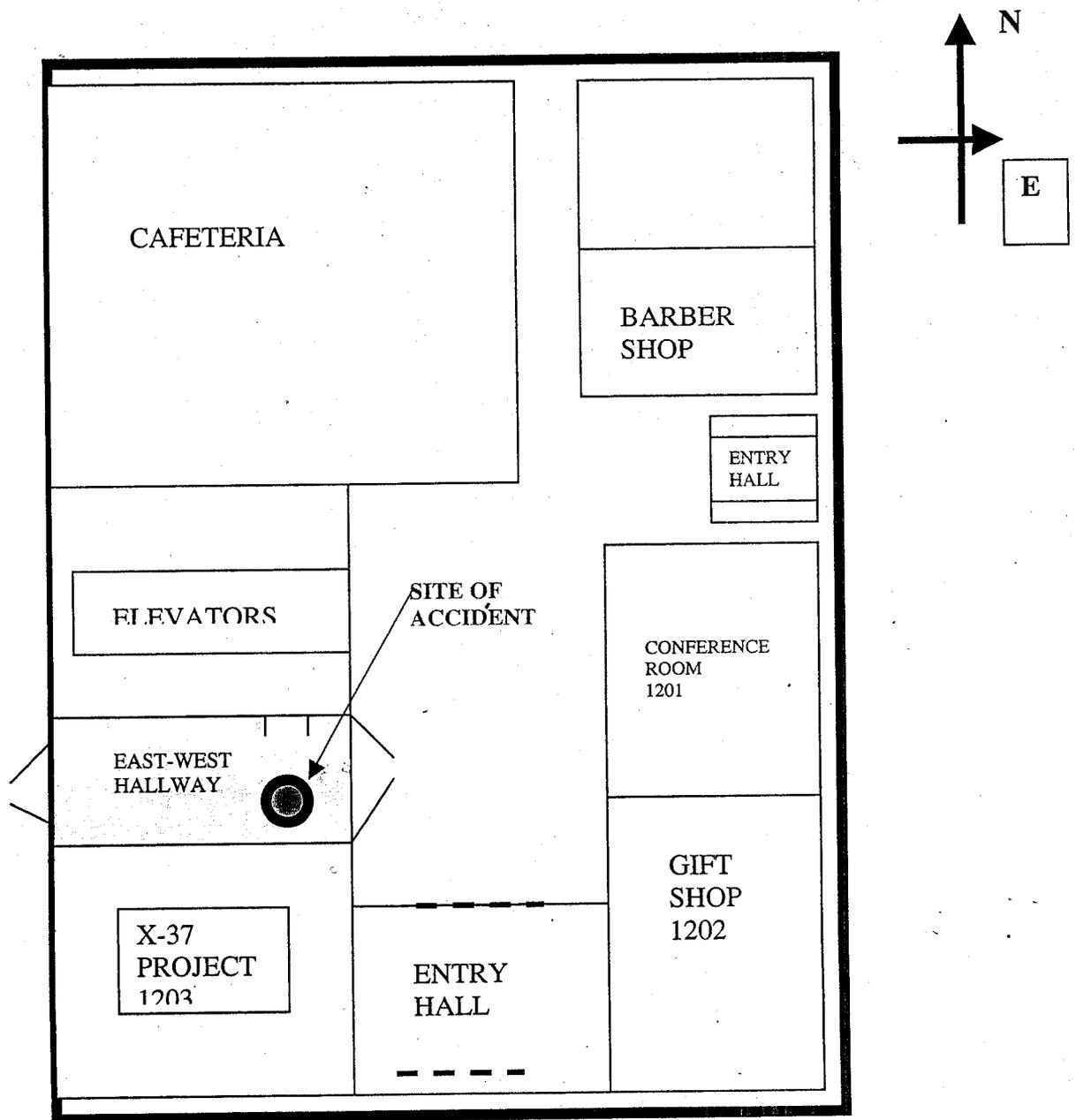
SSWP Open Findings:

(5 open - 5 late)

#3607, 3606, 3241 in Bldg. 4203 - 3 open/late findings that are currently being worked.

#3226, in Bldg. 4777 - 1 open/late finding that has a FWR that was turned into an IDIQ by the Facilities Office.

#2971, in Bldg. 4674 - 1 open/late finding. Was discussed in the 3/12/03 TD Bldg. Manager's meeting for closure along with all the open findings.



BUILDING ████████ 4203 / 1st Floor

SHE Committee Open Actions March 19, 2003

ACTION NO.	ISSUE/CONCERN	POINT OF CONTACT	ACTIONEE	FINAL PRODUCT	DATE OPEN
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 met.	08-28-02
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
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
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	Dave Spacek/QS50	Review proposal to make May 2003 Transportation Safety Focus month with emphasis on bicycle safety.	10-30-02
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
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 Centerwide guidelines for visitor access to hazardous areas.	11-26-02
SHE-03-004	Dennis Davis discussed open actions that involved organizations not represented at the meeting.	Nance Jo Ogozalek/ED33	Dennis Davis/ QS50	Develop a method of contacting SHE Committee members not in attendance regarding actions.	02-26-03
SHE-03-005	Several attendees expressed concerns about parking lot speed limits being posted and enforced at 10 mph	Nance Jo Ogozalek/ED33	Cathy Miller/AD62	Investigate the possibility of raising the parking lot speed limits in some areas from 10 to 15 mph.	02-26-03

SHE Subcommittee Report: Ad Hoc SCRS (Mar03)

- Status of Current Initiative(s):
 - Initial planning meeting held: QS and SD
 - Proposed initiatives:
 - Minimize late SCRS (externally and internally “owned”)
 - Develop/promote enhanced processes for timely closure
 - Guide closure for controversial SCRS
 - Track status changes for data analysis/trending
 - Proposed membership:
 - SD, QS, AD (Facilities, Security)
 - Other orgs who are often late; others TBD
- Action: Hold kick-off planning meeting;
- Subcommittee Issues: N/A
- Proposed Initiative(s): develop initiatives/focus per initial meeting; refine membership; assign actions per initiatives