

July 29, 2003

QS50 (03-53)

TO: Distribution

FROM: QS50/David J. Spacek

SUBJECT: Minutes of the MSFC Safety, Health, and Environmental Committee Meeting – June 25, 2003

The Safety, Health, and Environmental (SHE) Committee met at 2:00 p.m. on Wednesday, June 25, 2003, 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.

Opening Remarks (Nance Jo Ogozalek/ED33)

Nance Jo welcomed everyone and mentioned that minutes for the previous meetings have not been distributed. In reference to the June 16, 2003 SHE Highlights, there are no changes to forklift rules at MSFC. Nance Jo asked the committee members to consider SHE awards. If anyone has suggestions or would like to volunteer, they should contact Nance Jo/ED33 or Tom Dollman/SD01. Also, Nance Jo asked safety representatives to check to see if SHE Pocket Guides and Back Injury cards were received by all organizations.

ACTION SHE-03-015: Ensure all support contractors for respective organizations have received copies of the SHE Pocket Guide. Contact Norma Horton for more copies. (Organization Representatives, SHE Communications Team: Due 07-30-03)

Safety Moment (Tom Dollman/SD01)

Tom reported on the dangers of Radon and that all homes should be tested, especially since last month's earthquake. Radon is clear and odorless and can seep in through cracks in a house's slab or crawl space. He presented maps of the state showing the Tennessee Valley with a high potential for Radon. Tom passed around brochures with Radon information and noted that test kits can be purchased through the Alabama Extension Services. The chart presentation is attached as Enclosure 2.

ACTION SHE-03-016: Post Radon Maps for Alabama and Tennessee on the SHE Web Page. (Communication Subcommittee; Due 07-30-03)

Previous Meeting Minutes (Nance Jo Ogozalek/ED33)

The minutes for the previous meeting have not been distributed.

Open Actions (Dennis Davis/QS50)

Dennis reviewed the open actions. He also noted that he had sent an email message to all members inviting them to join the PBMA website. The chart presentation is attached as Enclosure 3.

Non-voting Sub-Committee/Team Reports**Dropped Bolt Close Call (Kyle Daniel/QS50)**

A crane operator dropped a bolt from a high bay, which fell through a false ceiling and damaged a ceiling tile. The chart presentation is attached as Enclosure 4.

Back Injury Lost Time (Gary Miller/Boeing)

Gary reported that an employee injured their back while moving 75 pounds of aluminum. Therapy was recommended and the employee is expected to return to work on July 15, 2003. A job hazard analysis (JHA) needs to be done at this work site. Additional back injury prevention training will be provided. The chart presentation is attached as Enclosure 5.

Trip/Fall Lost Time (Robert Thom/ED32)

Robert reported that an employee tripped on a ridge in the asphalt/pavement in the parking lot and sprained their ankle. One day of work time was lost due to the injury. The raised pavement will be repaired.

ACTION SHE-03-017: Remind building managers that they are responsible for inspecting the outside areas around their assigned buildings. (Communication Subcommittee; Due 07-30-03)

Energy & Water Conservation (Cedrick Davis/AD22)

Cedrick reported the MSFC goal is to reduce energy use by year 2010 by 35 percent. He also noted that October is National Energy Awareness month.

Performance Evaluation Profile (PEP) Survey (Kristie French/QS50)

Kristie reported on the upcoming survey for all civil servants and contractors, which can be found on the SHE web page. The chart presentation is attached as Enclosure 6.

Barricade Crossings (Dennis Davis/QS50)

Dennis reported that discussions would be held concerning employees crossing barricades.

ACTION SHE-03-018: Post disciplinary policy on SHE Web Page (Communications Subcommittee; Due 07-30-03)

ACTION SHE-03-019: Distribute a Centerwide Safety Bulletin on barricades. (Communications Subcommittee; Due 07-30-03)

Regional Voluntary Protection Program Participants' Association (VPPPA) Conference
(Dennis Davis/QS50)

Dennis gave an update on the VPPA Conference. He noted that it was an informative conference.

Industrial Safety Report (Dennis Davis/QS50)

Dennis presented the Industrial Safety metrics. The chart presentation is attached as Enclosure 7.

New Business

Recommended topics for the July 7, 2003 Marshall Team Meeting (MTM) were discussed. They included drop bolt close call, PEP Survey, and two lost time injuries.

The next Committee Meeting will be a working meeting scheduled for Wednesday, July 16, 2003, at 2:00 p.m. in Building 4202, Conference Room 326A.

*Original signed by
Dennis Davis for*

David J. Spacek
Manager
Industrial Safety Department

7 Enclosures

Distribution:

SHE Committee Members
SHE Web Page

ENCLOSURE 1

SHE COMMITTEE AGENDA
Building 4200, Conference Room P-110
2:00 pm, Wednesday, June 25, 2003

Open Meeting (Nance Jo Ogozalek/Chairperson)

SHE Moment – (Tom Dollman/SD01)

Management Mentor (Axel Roth/DE01)

Previous Meeting Minutes (Nance Jo Ogozalek)

Open Actions (Dennis Davis/QS50)

Special Report(s)

- Dropped Bolt Close Call at 4755 (Kyle Daniel/QS50)
- Back Injury Lost Time at 4755 (Gary Miller/Boeing)
- Trip/Fall Lost Time Mishap at 4711 (Robert Thom/ED32)
- PEP Survey (Kristie French/QS50)
- Barricade Crossings (Dennis Davis)
- Regional VPPPA Conference (Dennis Davis)

SHE Organization Reports

- Industrial Safety Report (Dennis Davis)

Non-Voting Sub-Committee/Team Reports (as time allows):

- Safety Concern Reporting System (David Guy/QS50)
- Environmental Excellence (Sharon Scroggins/AD10)
- Training (Pat Schultz/CD20)
- Communications (Norma Horton/QS50)
- MSAT (Glenn Owens/LB&B)
- Energy & Water Conservation (Cedreck Davis/AD22)

Directorates/Organizations Status Reports on Program Improvement Targets (All Organization/Directorate Representatives)

Topics for Marshall Team Meeting (MTM) - July 7th

New Business - Open Floor (Nance Jo Ogozalek)

Review New Open Actions (Recorder)

NEXT MEETING – Voting Members Working Meeting, July 16, 2003, 2:00 pm
Building 4202/Conference Room 326A

Enclosure 2

RADON

Can be

DEADLY

So, TEST!

[http://www.](http://www.aces.edu/radon)

ACES.EDU/RADON

ENCLOSURE 3

SHE Committee Open Actions June 25, 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. All organizations have not reported.
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	MSAT	Develop a checklist or other tools to help supervisors identify root causes of mishaps.	04-02-03	11-25-03	
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	
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	Jimmy Cobb reviewing videos. Copies of current videos will be moved to 4200. Original will remain in 4207 for making copies.
SHE 03-013	Kyle Daniel reported that our instruction did not provide clear testing requirements for such items as floor jacks.	Nance Jo Ogozalek/ED33	Kyle Daniel/QS50	Prepare a master list of all types of lifting equipment with the required testing requirements of each.	05-14-03	08-13-03	In Work
SHE 03-014	Nance Jo Ogozalek reported that a lab hood she was using was automatically shut-off after hours by the Center's Utility Control System (UCS)	Nance Jo Ogozalek/ED33	Judy Milburn/Communication Subcommittee	Determine if fume hoods being shut off automatically is a Center wide problem, and if so, take action to identify effected hoods and control related hazards.	06-11-03	07-16-03	

ENCLOSURE 4

MISHAP PHOTO'S (6/4/03)

BUILDING 4755

**BOLT FALLING FROM CRANE WORK AREA
INTO AN OFFICE AREA**

P.O.C. Billy Caldwell

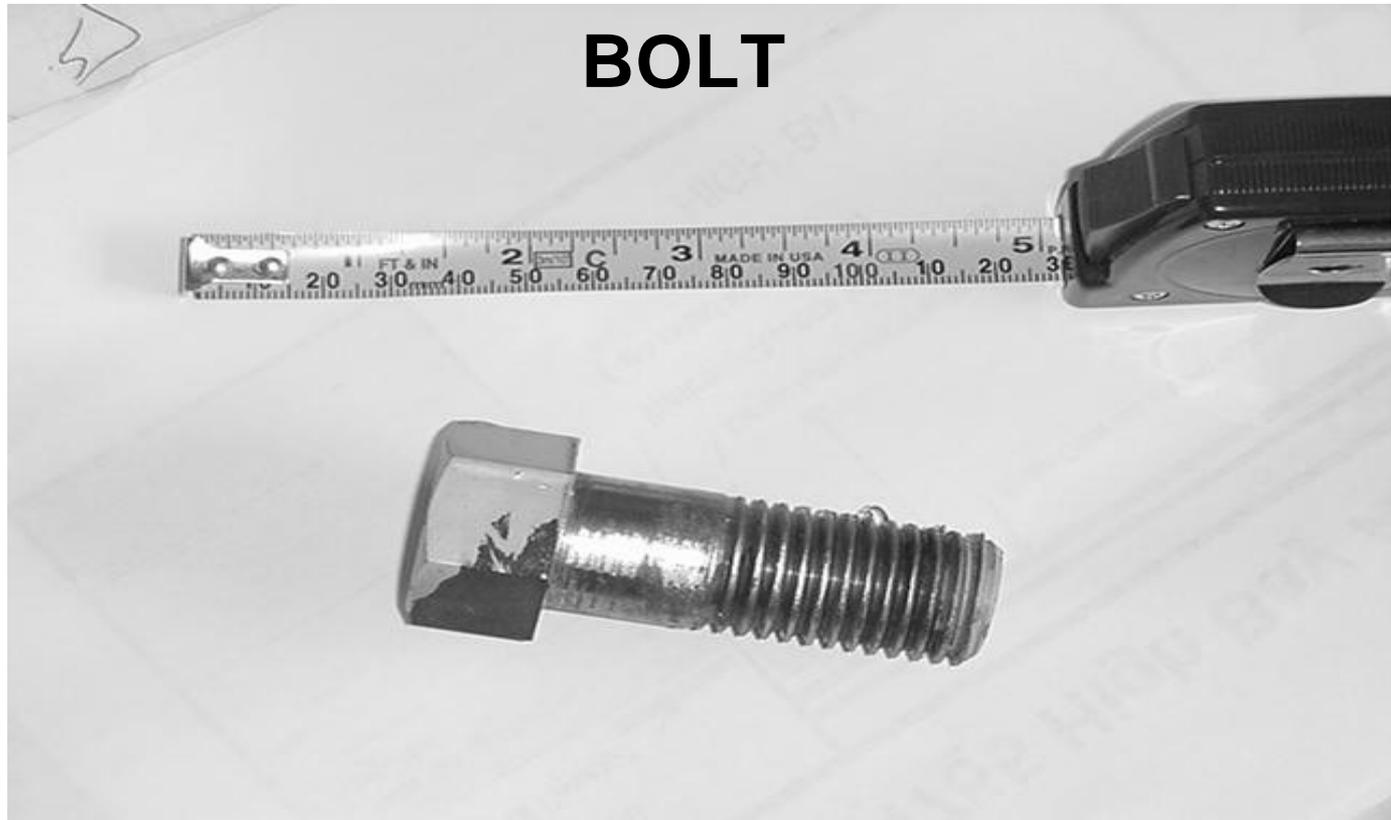
QS50/Horton/Anderson/Daniel

DAMAGED TILE



Bolt fell from facility crane overhaul work area outside & above the Building 4755 Room 407A Office area (See Slide 5). Tile is directly above the desk of a MSFC worker. The 1" bolt (See Slide 3) did not penetrate the false ceiling tile.

BOLT

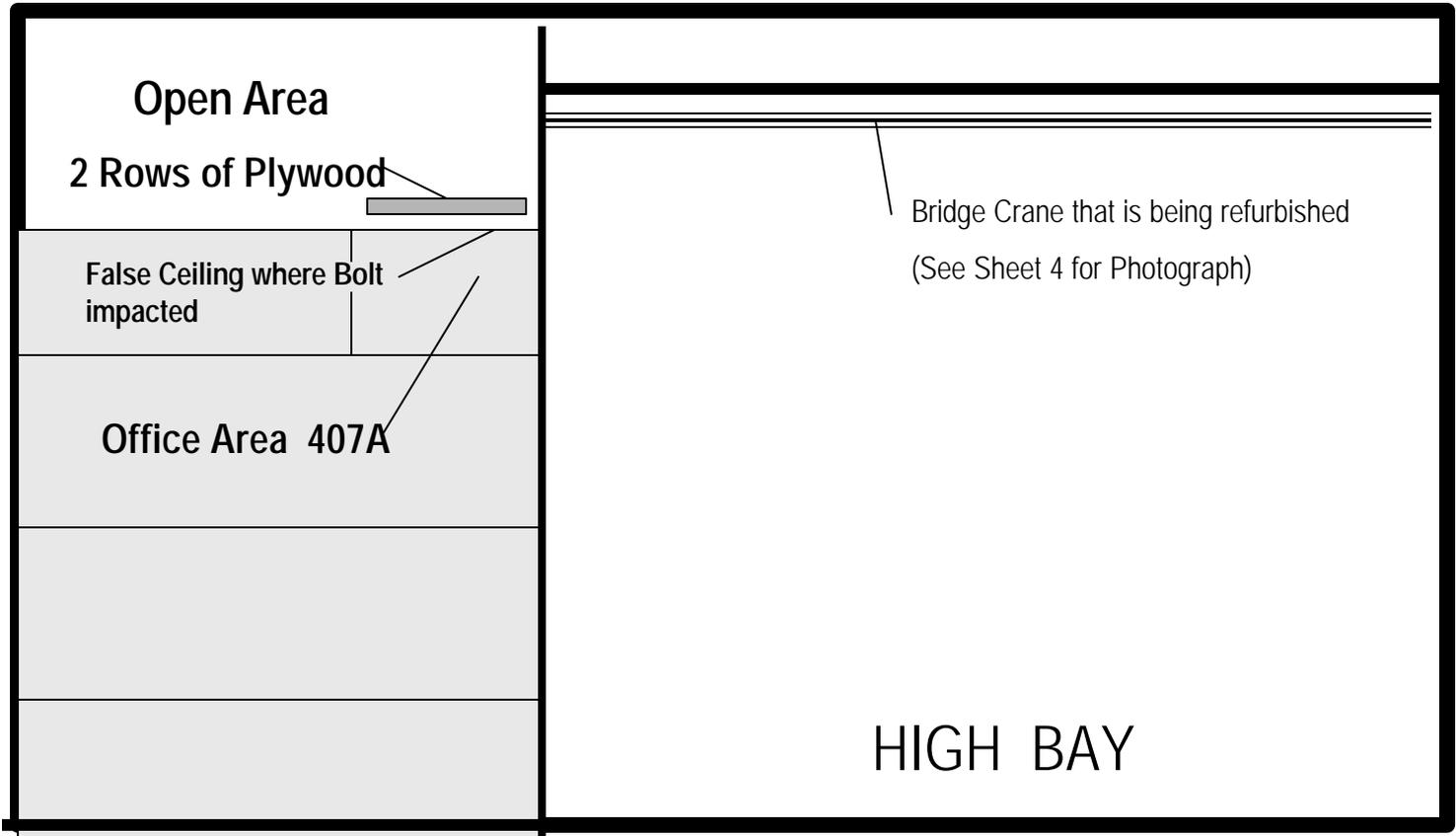


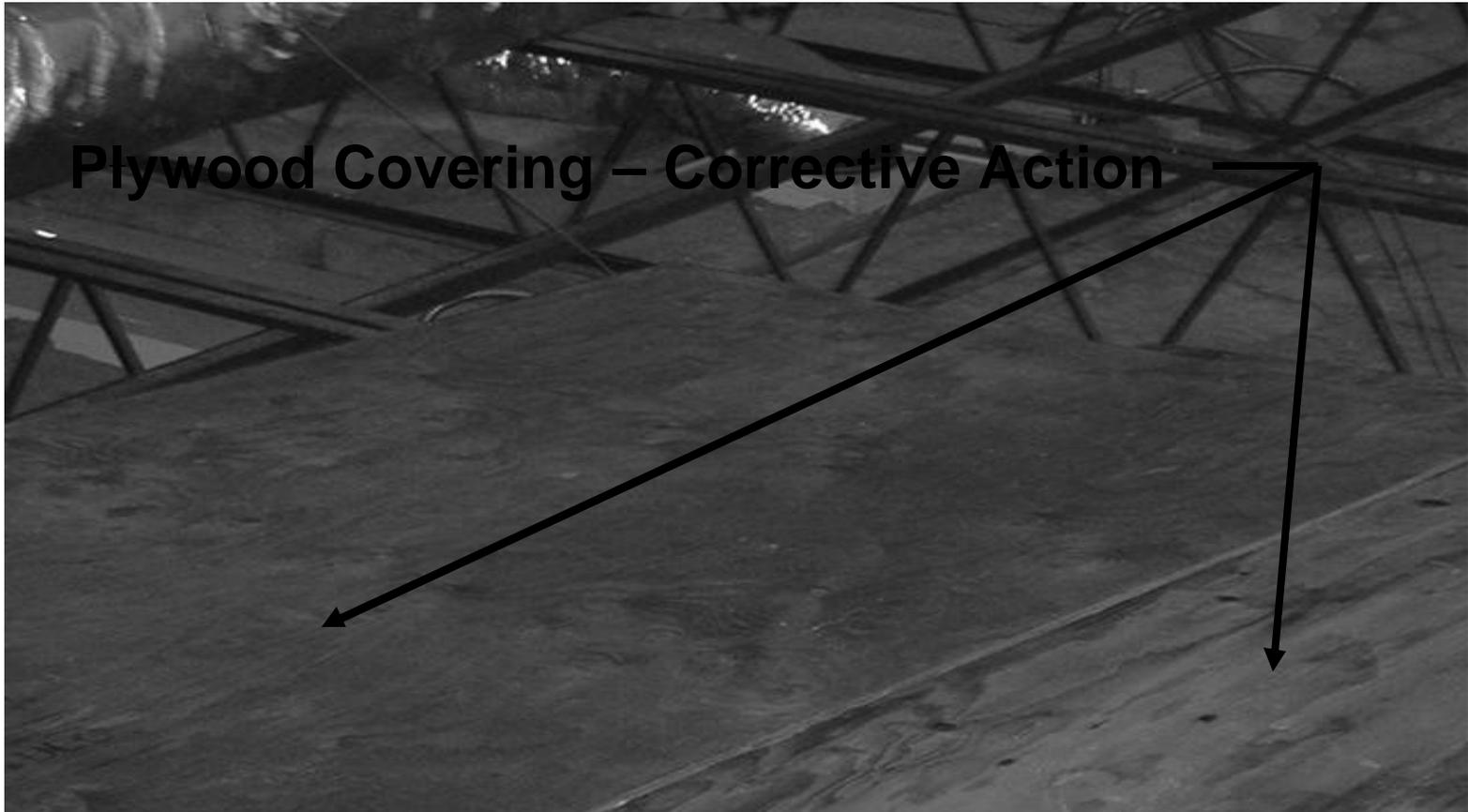
Bolt (2.75" Lg. By 1" Dia) Responsible for Tile Damage

High Bay Crane – Under Refurbishment



Sketch of 4755 High Bay Area



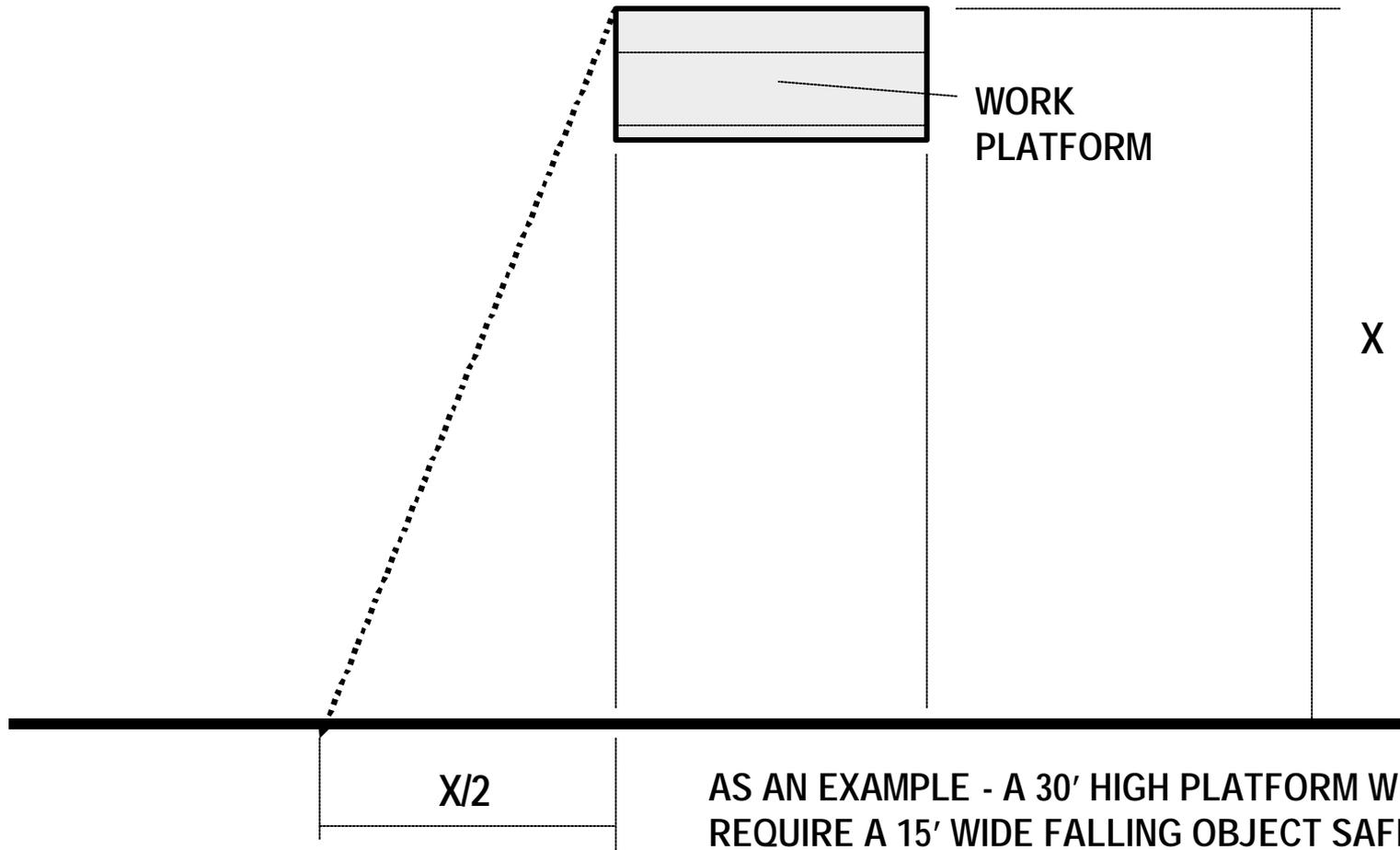


Plywood Covering – Corrective Action

As a temporary corrective action, two 4' wide sheets of plywood were put in place to protect the office areas nearest to the crane access walkway & crane work site.

FUTURE MEETINGS ARE PLANNED TO IMPLEMENT A PERMANENT CENTER WIDE CORRECTIVE ACTION.

GUIDELINE FOR FALLING OBJECT SAFETY ZONE (FLOOR & OFFICE SPACE)



AS AN EXAMPLE - A 30' HIGH PLATFORM WILL
REQUIRE A 15' WIDE FALLING OBJECT SAFETY
ZONE

Enclosure 5
BOEING HSV SHEA Review Board
Safety Performance
Injury, Illness or Incident

Dept. AV-2J-A3DT Location of Incident: MSFC Bldg. 4755
Name/Incident: Lower back strain Date of Incident: 6/9/03

- **Description of Accident:** Employee, while being assisted by another employee, was repositioning a piece of Aluminum, which weighed approx. 75 lbs. on a pallet. While bending over and twisting to the side, the employee felt a burning sensation in lower back.
- **Root Cause Analysis:** Even though employee secured help to reposition material, employee was twisting while push/pulling load potentially causing lower back strain.
- **Corrective Action:** Back safety and lifting awareness training was conducted for all shop technicians on 6/24/03.
- **Mishap Cost and/or Mission Impact:** Lost time for employee is four (4) days to date. Employee is on restricted duty. Neurological surgeon evaluation scheduled for on 6/24/03.

Boeing MSFC Incident at MSFC Bldg. 4755 - Aluminum (6/9/03)



ENCLOSURE 6

Performance Evaluation Profile (PEP)

2003

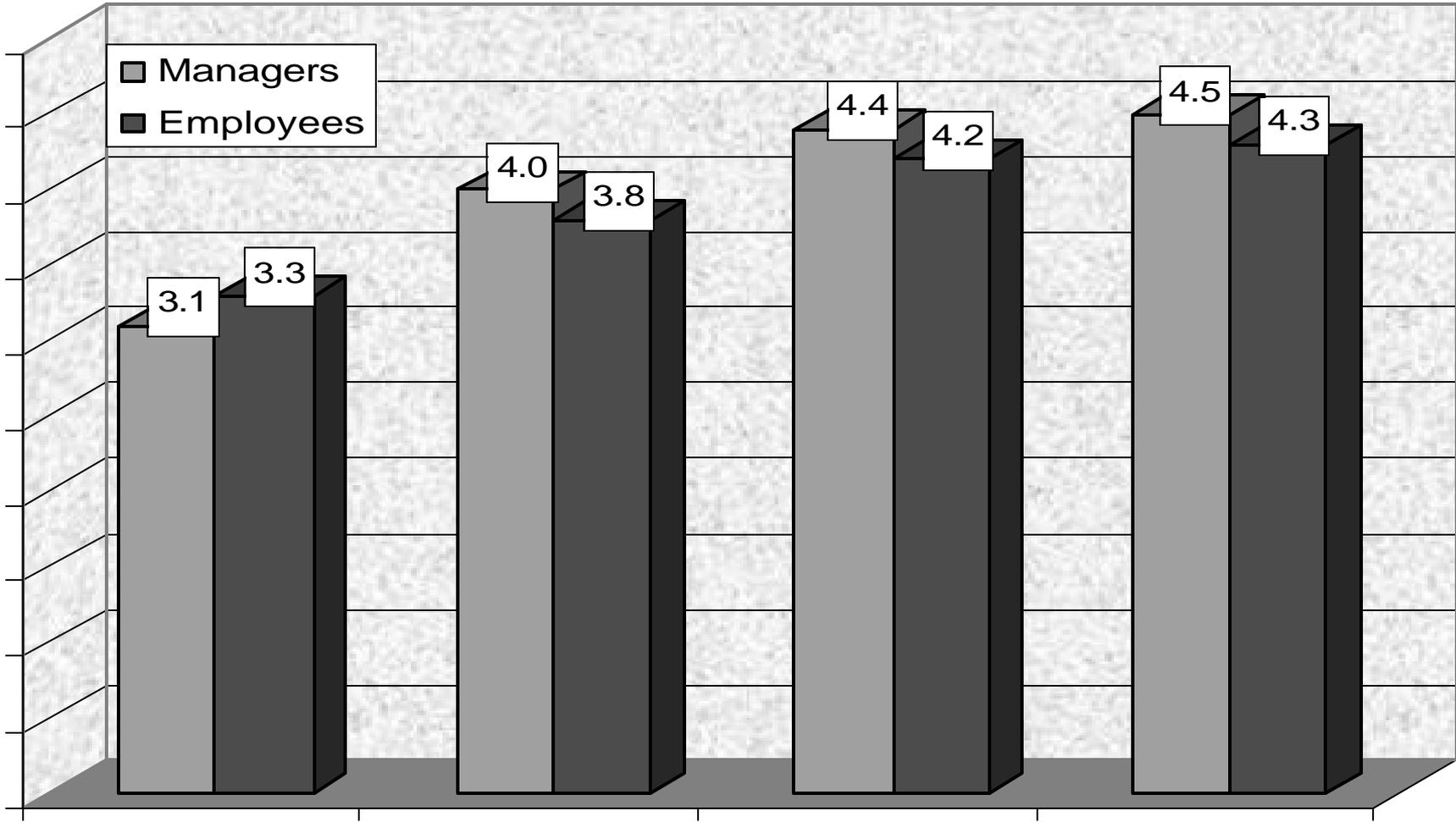
NASA Performance Evaluation Profile (PEP) Survey

- Annual, agency-wide self-assessment tool used by NASA and Contractor organizations to evaluate effectiveness of Occupational Safety & Health programs
- Monitors continuous improvement by comparing current scores with previous years PEP data and reviewing PEP-generated get well recommendations
- Center participation directed by NASA Administrator memo

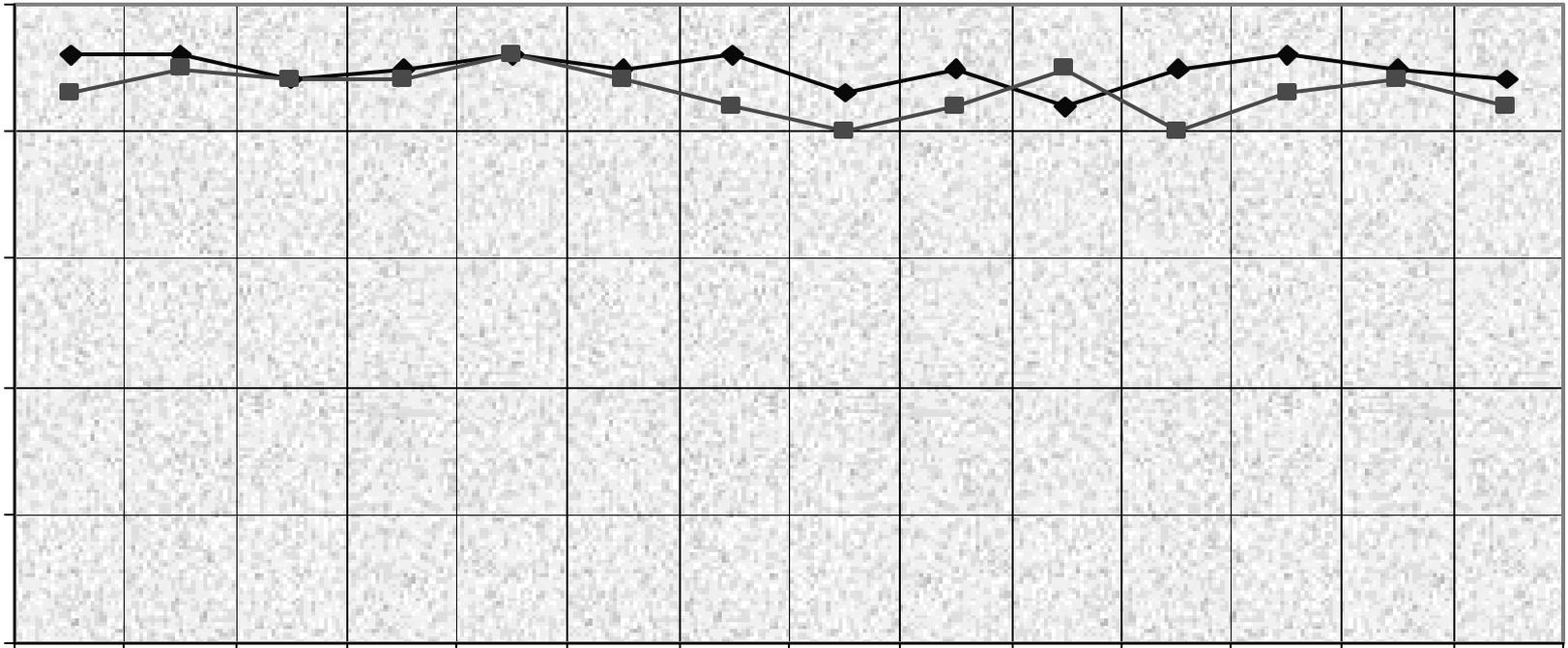
NASA Performance Evaluation Profile (PEP) Survey

- 2003 Survey Dates – June 30 through July 31
- SHE Refresher Training to be SSWP topic for July
- Questions and method is unchanged
 - Individual control numbers will be issued to each employee taking the survey
 - Employee Survey has 2 versions (45 questions each)
 - Separate surveys for Managers based on CPRs
- Results tabulated by directorates and contractors
- Get Well Plan provided and incorporated into our SHE continuous improvement activities.

MSFC Historical PEP Scores



MSFC FY02 Scores by Survey Element



FY02 Participation - 86% of Onsite Personnel

FY02 Participation Best in Agency - 86%

MSFC Safety Data for FY03

(Current as of June 30, 2003)

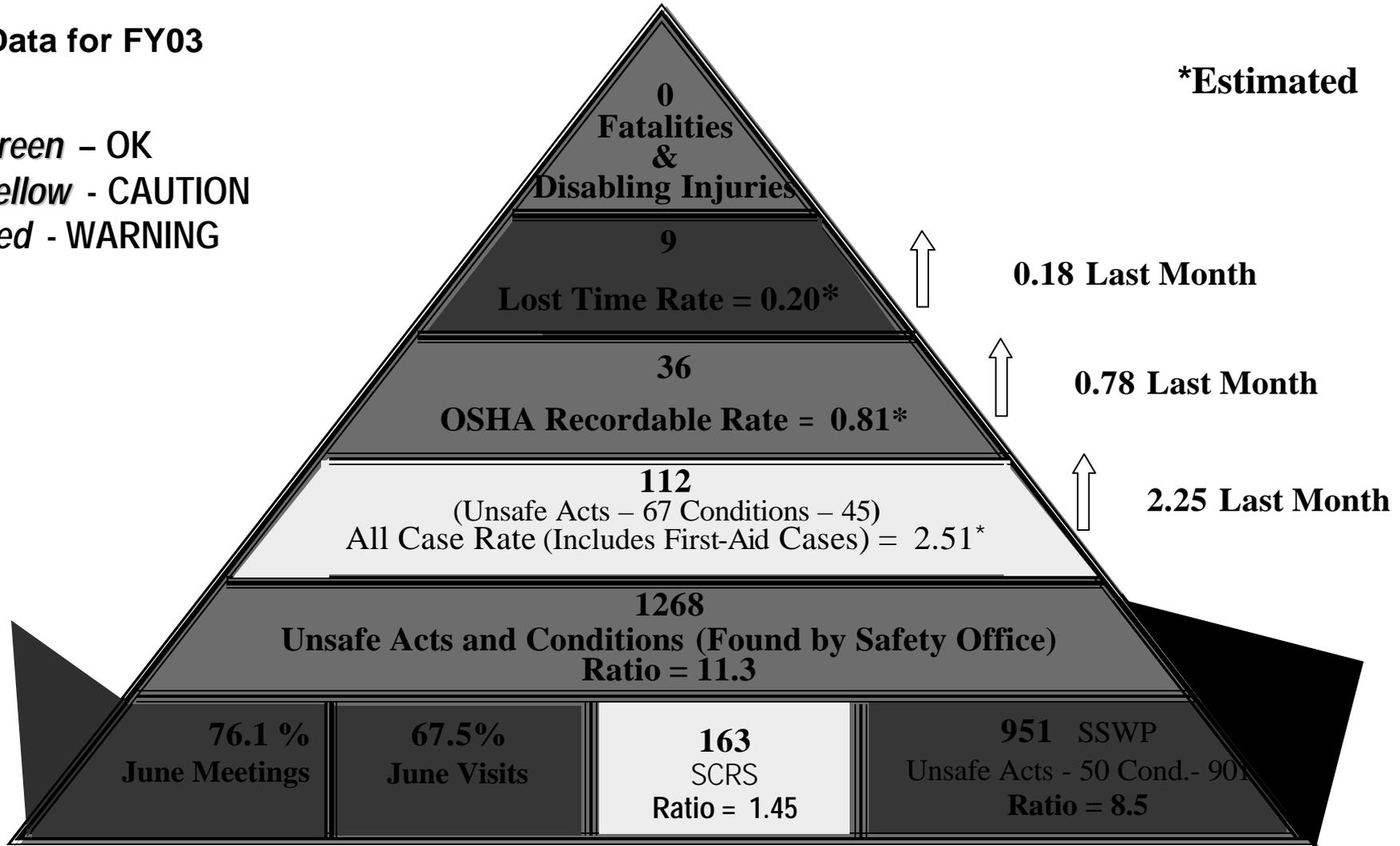
- **Personnel Safety Pyramid**
- **Leading Indicators**
- **June Safety Meetings/Visits**
- **SCRS Report**
- **Trailing Indicators**
- **OSHA Recordable Rates by Organization**
- **FY03 Lost Time Mishaps**
- **IHOPS Update**

MSFC Team Metric - Personnel Safety

Data for FY03

*Estimated

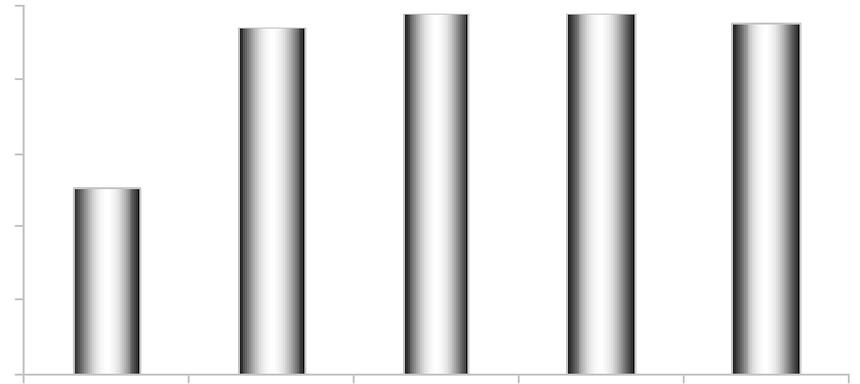
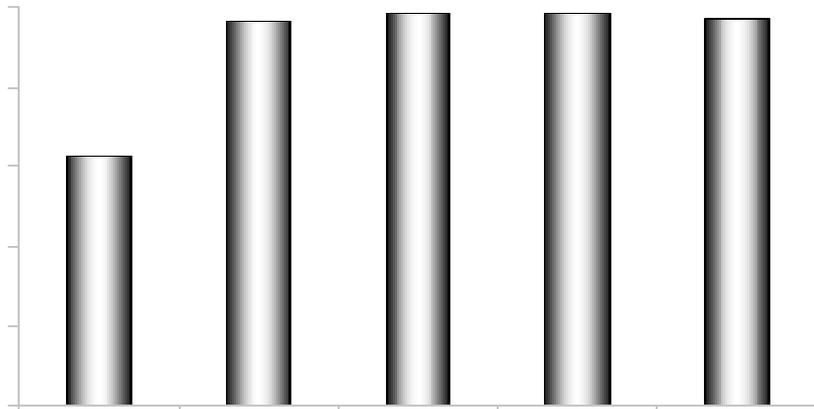
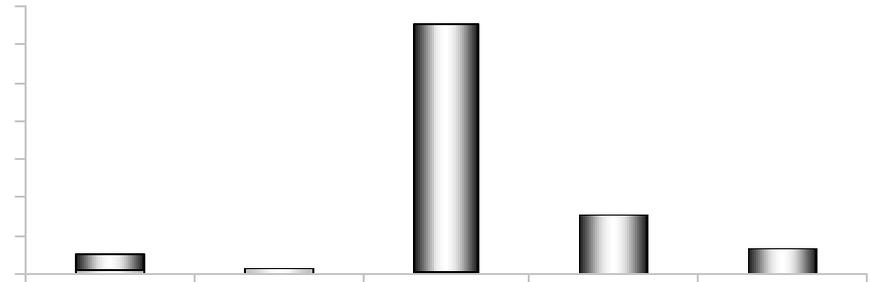
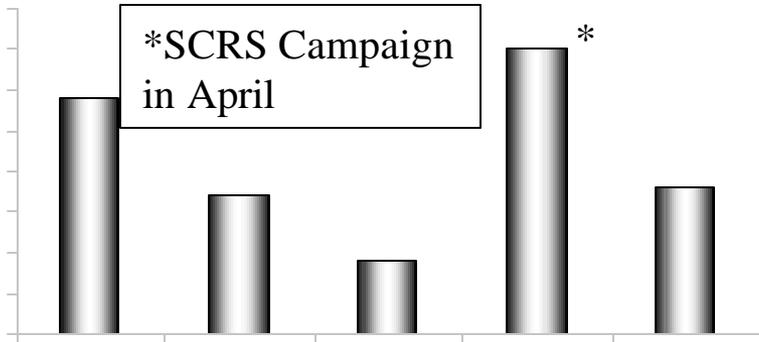
Green - OK
 Yellow - CAUTION
 Red - WARNING



Corrective Actions for Red/Yellow Pyramid Metrics

- **Lost Time Rate & All Case Rate**
 - “Back Injury Prevention” campaign this month
 - WERG Subcommittee assessing S-T-F incidents
 - Developing an Employee Safety Observation Survey for reporting Unsafe Acts
 - Continuing implementation of SHE Program corrective actions identified in past assessments
- **Ratio of SSWP Findings**
 - Management stress importance of UC/UA identification and reporting to line supervision

Team Metrics - Leading Indicators (06-30-03)



March Safety Meetings and Visits (06-30-03)

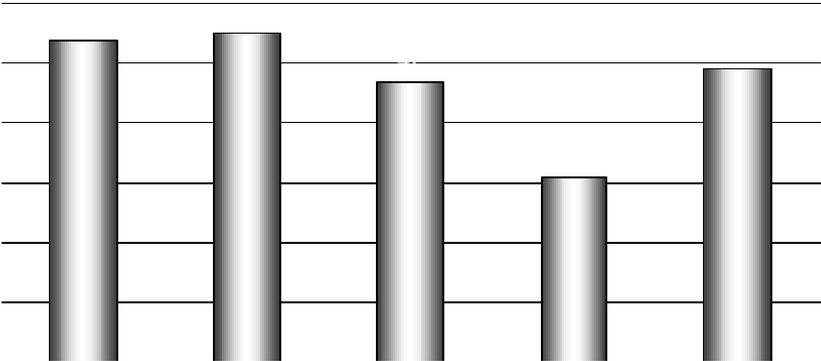
HONOR ROLL - 100% both Meetings & Visits

None to Date

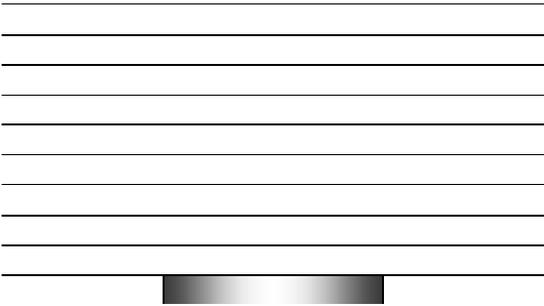
(Consecutive Months on Honor Roll)

SCRS Metrics (06-30-03)

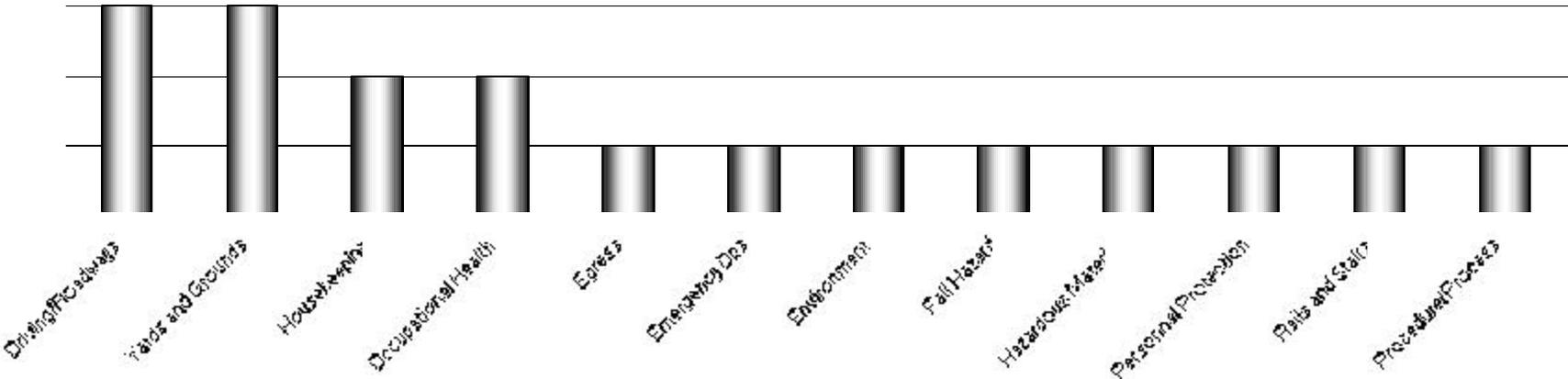
SCRS Open Over 60 Days



Late SCRS by Organization

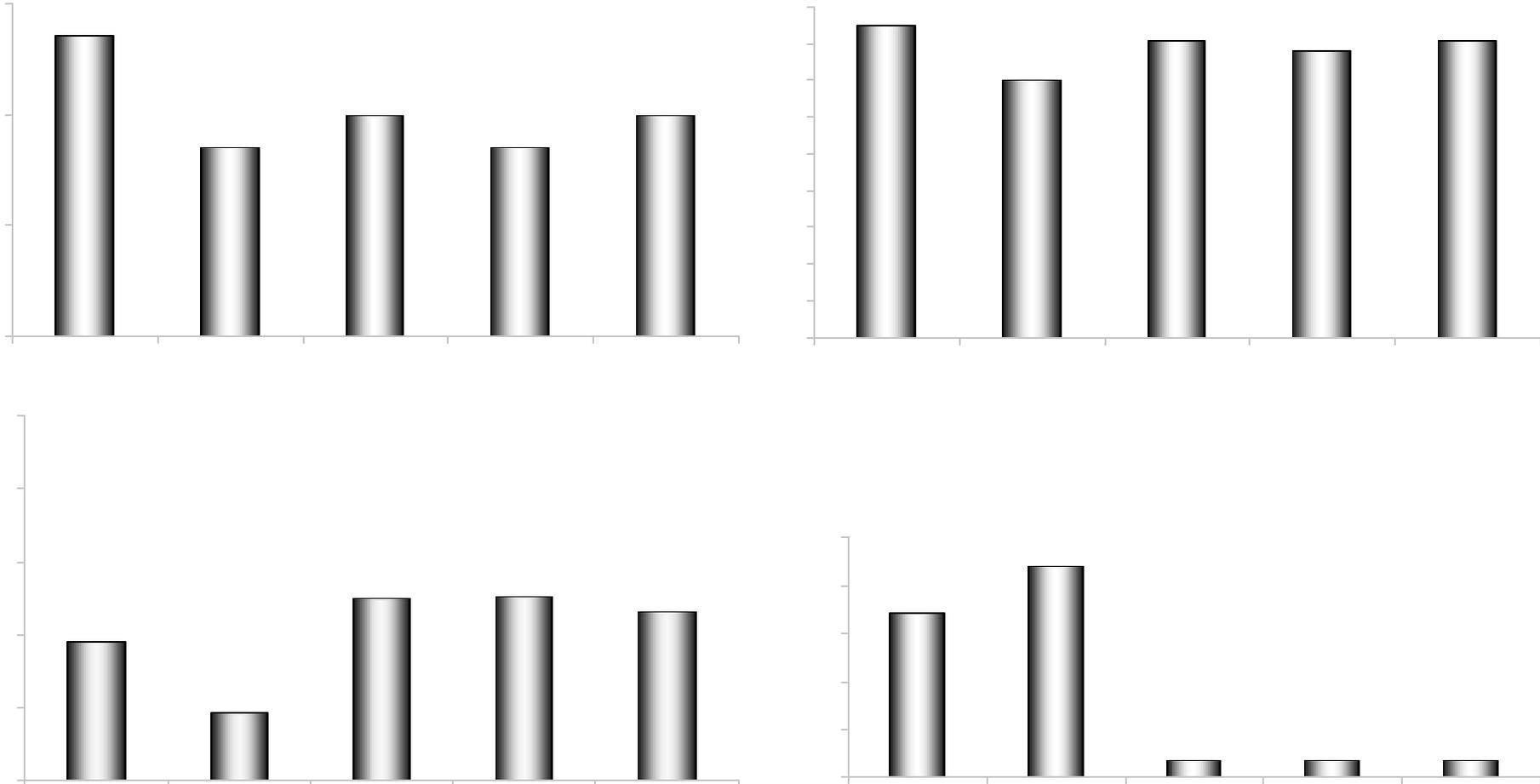


This Months SCRS by Category



Team Metrics - Trailing Indicators (06-30-23)

Lower is Better!



FY03 Lost-Time Mishaps (06-30-03)

New Lost-Time Cases Since Last Meeting

06/17/03 – Employee twisted ankle on uneven pavement and fell on knee – Lost 1 day

06/09/03 – Employee strained back while repositioning item weighing 75 lbs. – Lost 4 days

03/11/03 – Employee's foot slipped, strained upper thigh – Lost 1 day

03/14/03 – Employee slipped and fell on freshly waxed floor, fractured arm & injured back – 101 lost days and counting

02/13/03 – Employee strained back when EWS control panel pulled loose from wall – Lost 1 day

02/06/03 – Employee slipped and fell in hallway, injured knee – Lost 32 days

11/01/02 – Employee strained lower back while lifting a box – Lost 1 day + 3 restricted days

10/28/02 – Employee slipped and fell off sidewalk, injuring right foot – Lost 2 days

10/24/02 – Employee tore tendon in arm while lifting sheet metal, required surgery – Lost 90 days

Slips/Trips/Falls

Back Injury

Other