

August 4, 2003

QS50 (03-54)

TO: Distribution

FROM: QS50/David J. Spacek

SUBJECT: Minutes of the MSFC Safety, Health, and Environmental Committee Working Meeting – July 16, 2003

The Safety, Health, and Environmental (SHE) Committee met at 2:00 p.m. on Wednesday, July 16, 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/Chairperson)

Nance Jo promptly began the meeting thanking everyone for attending.

Safety Moment (Dennis Davis/QS50)

As a suggested method of talking to employees identified as performing unsafe acts in the workplace, Dennis addressed “Three Steps of Giving Feedback”. He also recommended a video available for loan from EDTEC, “Speaking Up.” The chart presentation is attached as Enclosure 2.

Previous Meeting Minutes (Nance Jo Ogozalek/Chairperson)

The minutes for the May 14, 2003 and May 28, 2003 were approved as written. The June 11, 2003 minutes were approved with minor changes - On page 2 under Laboratory Operations, change the last sentence to read, "She also introduced Greg Smith/AJT as the sub committee's Alternate Deputy and James Colebaugh/ERC as the Deputy."

Marshall Safety and Health Action Team (MSAT) Membership

(Nance Jo Ogozalek/Chairperson)

On the suggestion that MSAT be changed to full membership with voting rights and following a discussion, the voting membership voted “no.” The basis of the vote was that the MSAT should remain an independent working group.

SHE Awards (Nance Jo Ogozalek/Chairperson)

Nance Jo requested volunteers to serve on an Ad Hoc/new SHE Awards Committee. Tom Dollman/SD01 and Keith Cornett/UP10 volunteered to serve.

SHE Committee Overview (Nance Jo Ogozalek/Chairperson)

Nance Jo will arrange a meeting with the new Center Director for a SHE Committee overview briefing.

Committee Management Mentor (Axel Roth/DE01)

Axel announced that there is a good indication that MSFC will soon reinstate a plan to pursue the OSHA Voluntary Protection Program (VPP) Star.

SHE Committee ReportsProgram Improvement Corrective Actions (Nance Jo Ogozalek/ED33 Chairperson)

Nance Jo provided a SHE Committee Status report. The chart presentation is attached as Enclosure 3. Nance Jo stated that she planned to ask Brian Ramsey/SD50, Chairperson for the Radiation Subcommittee, to provide a Radiation Subcommittee update at the next Marshall Team Meeting (MTM) scheduled for August 4, 2003.

Special Report (Deborah Anderson/QS50)

Deborah demonstrated a proposed Safety Observation Survey (SOS) web based database for reporting Unsafe Acts. The committee suggested that an option to document Safe Acts and other positive observations be added to SOS. This system is meant to augment, not replace existing systems; e.g., Supervisor Safety Web Page (SSWP). Once approved, the Industrial Safety Department/QS50 will conduct an employee awareness campaign. The chart presentation is attached as Enclosure 4.

Subcommittee ReportsWellness and Ergonomics (WERG) (Judy Milburn/QS50)

Judy reported on the WERG subcommittee. The chart presentation is attached as Enclosure 5.

Radiation

No report.

Pressure Operations (Jack Caudle/AD24)

Jack reported on the Pressure Operations subcommittee. The chart presentation is attached as Enclosure 6.

Machine Shops

No report.

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

T.D. stated that the Lockout-Tagout subcommittee continues to work on the new draft MWI 8715.2, "Lockout/Tagout Program."

Lifting Devices and Equipment (Kevin Primm/AD24)

No report

Laboratory Operations (Nance Jo Ogozalek/ED33)

Nance Jo reported on the Laboratory Operations subcommittee. The chart presentation is attached as Enclosure 7.

Safety Assessment (John Simmons/Thiokol)

John reported on the Safety Assessment subcommittee. The chart presentation is attached as Enclosure 8. Tammy Barcala/TD40 initiated a discussion regarding availability of evacuation chairs for physically impaired employees from Building 4203. Dennis Davis/QS50 stated that currently, evacuation chairs are assigned to individuals requiring their use and are mounted to the wall near their assigned workstation.

ACTION SHE-03-020: Re-address the availability of evacuation chairs for physically impaired employees, Centerwide. Also address training requirements. (Dennis Davis/QS50 & Tammy Barcala/TD40; Due 10-29-03)

Hazardous Chemicals and Materials (Laurel Karr/SD46)

Laurel reported on the Hazardous Chemical and Materials subcommittee. The chart presentation is attached as Enclosure 9.

Cryogenics

No report; however, Nance Jo announced that the subcommittee was looking for more members.

Contractor Safety Forum (CSF)

No report.

Building Managers (Brenda Wade/FD43)

Brenda reported on the Building Managers subcommittee. The chart presentation is attached as Enclosure 10.

Safety Concerns Reporting System (SCRS) Ad Hoc (Judy Milburn/QS50)

Judy reported that the SCRS Ad Hoc subcommittee has made significant progress in reducing the number of open SCRS. She reported that a flashing light would be installed on top of a yield sign at the intersection of Martin and Dodd roads.

Hazardous Operations DirectoratesSpace Transportation (Tammy Barcala/TD40)

Tammy reported on the Space Transportation Directorate. The chart presentation is attached as Enclosure 11. Of special note is that TD has worked 3 million hours without a lost time injury.

Science (Tom Dollman/SD01)

Tom reported on the Science Directorate. The chart presentation is attached as Enclosure 12.

Flight Projects (Paige Vaughn/FD22)

Paige reported on the Flight Projects Directorate. The chart presentation is attached as Enclosure 13. Paige briefly described a recent close call where a chemical drain cleaner being used caused evacuation of Building 4708.

Engineering (Wendell Colberg/ED30)

Wendell reported on the Engineering Directorate. The chart presentation is attached as Enclosure 14. Wendell mentioned that the recent SHE Refresher training was a big help in closing multiple open Program Improvement Targets.

Center Operations (Cathy Miller/AD62)

Cathy reported on the Center Operations Directorate. The chart presentation is attached as Enclosure 15.

New Business (Nance Jo Ogozalek/ED33)

Dave Spacek/QS50 reported a carpal tunnel lost time injury of an employee on the telecommuting program. Since this is the first occurrence involving an employee on the telecommuting program, QS50 is researching how to document the lost time injury.

Open Actions (Dennis Davis/QS50)

Dennis addressed the open actions. The chart presentation is attached as Enclosure 16.

Judy Milburn/QS50 noted that she was missing information for the Marshall Star articles from SHE subcommittees, CSF, JHA, Lifting Devices and Machine Shop.

The next SHE Committee Meeting is scheduled for July 30, 2003, at 2:00 p.m. in Building 4200, Conference Room P110.

Original Signed by

David J. Spacek
Manager
Industrial Safety Department

16 Enclosures

Distribution:

SHE Committee Members
SHE Web Page

Enclosure 1

SHE WORKING GROUP MEETING AGENDA

Wednesday, July 16, 2003

2 pm, Building 4202, Room 326A

Open Meeting (Nance Jo Ogozalek / Chairperson)

Safety Moment (Dennis Davis/QS50)

Management Mentor Comments (Axel Roth/DE01)

Special Reports:

- ◆ **Proposed Safety Observation Survey (SOS) for Unsafe Acts (Deborah Anderson/QS50)**

Subcommittee Reports

((Send charts electronically to Richard Smith, HEI))

- ◆ **Wellness & Ergonomics**
- ◆ **Radiation**
- ◆ **Pressure Operations**
- ◆ **Machine Shops**
- ◆ **Lockout-Tagout**
- ◆ **Lifting Devices & Equipment**
- ◆ **Laboratory Operations**
- ◆ **Job Hazard Analysis**
- ◆ **Hazardous Chemicals & Materials**
- ◆ **Cryogenics**
- ◆ **Contractor Safety Forum**
- ◆ **Building Managers**
- ◆ **SCRS Ad Hoc**

Hazardous Operations Directorates

((Send charts electronically to Richard Smith, HEI))

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

New Business (Open Floor)

Open Actions (Dennis Davis/QS50)

Next Meeting – July 30, 2003; 2 pm; Building 4200, P110

Three Steps of Giving Feedback*

1. Ask

- Find out **why** they are doing what they are.
- Ask if you can share your concern with them.

2. Get a Commitment

- Work together to find a safer way.
- Ask them to make a commitment to work safely

3. Follow Up

- Check to make sure they are working safely
- Don't give up if they're not
- Offer positive feedback if they are.

**Core Media "Speak Up! Commit to Give Feedback"*

SHE COMMITTEE STATUS REPORT

July 16, 2003

➤ **SHE Program Improvement Targets - Corrective Actions**

- **SHE-1.3A: MPG 8715.1 - Revision In Progress, ECD: 8-4-03**
- **SHE-1.5.1A: Annual Training Plan - In Progress, ECD: 7-15-03**
- **SHE-1.8B:**
 - 2002 Final Report - In Progress, ECD for review: 8-11-03**
 - 2003 Annual Plan – In Progress, ECD for review: 8-29-03**
- **SHE-1.8C: PEP Survey Results –**
 - will be incorporated with PICA in FY04, ECD: 8-29-03**
- **SHE-2.8A: Close call trending, HQ developing IRIS database,**
ECD: 04-30-04 for Phase III completion
- **SHE-4.1B: Root Cause training – Supervisors may access accident**
investigations training videos from SHE library.
Next MORT class in FY04

SHE COMMITTEE STATUS REPORT

July 16, 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 June 11 meeting

*** still not accepted*

- **SHE-3.1.9.4: Assure that load limit signs are in place on all overhead storage areas. (Self-Assessment 2, # 64)**

Latest rewording >>

Assure the load limits of floors are not exceeded. As a minimum, provide load limit signs on:

- **Open floors on top of rooms within rooms that are used for storage.**
- **Any elevated or raised floor where there is a high potential of it being inadvertently overloaded."**

SHE COMMITTEE STATUS REPORT

July 16, 2003

➤ Action from Art Stephenson - 5/12/03

- Identification of Unsafe Acts by Supervisors during Walk-Throughs
Supervisors encouraged to discuss any unsafe acts with employees during their safety walk throughs (MTM, July 7, 2003)

➤ Committee and Subcommittee Milestones

❖ Wellness & Ergonomics Subcommittee presented at last MTM

- Successes to report at MTM – input required by 07-31-03
- Next MTM is August 4th, 8:30 am, 4200, P110

➤ New Business *[updates included in minutes memorandum]*

- ❖ Meeting Minutes – **May 14, May 28, June 11- discussion & approval**
- ❖ SHE Proposal 2003-01: MSAT Membership – **discussion & vote**
- Meeting with Dave King, MSFC Center Director – **to be scheduled**
- SHE Awards Program – **no volunteers for Ad Hoc Subcommittee**
- HQ Draft NPG: Third party certification of SHE Program
- KSC awarded with VPP Star

Updates from meeting shown in italics

Enclosure 4

1 of 2



SOS
SAFETY OBSERVATION
SURVEY
(Proposal)



SOS

- * The purpose of SOS would be to gather metrics on unsafe acts occurring in the work place and to identify the frequency and trends of these actions.
- * The program would be available to all MSFC employees.
- * The program would be totally anonymous. It would deal with the “big picture” and therefore the user is only given the option of identifying the unsafe act, NOT the names, organizations, places, etc.
- * The program would provide metrics to the SHE Committee to help determine future initiatives and actions.

Wellness & Ergonomics Subcommittee Report

9 July, 2003

Status of Current Initiatives

- Slips Trips & Falls-compiling checklist
- Snack Machine Makeover-contacted NASA Exchange, SELF Magazine
- Ergonomics MWI-In Development
- Pedestrian Friendly Center-found website with information on how to establish
 - Meeting w/facilities
- Benchmarking Team -being established to research health and ergonomics programs at other centers and in industry
- Safety Day Booth
- Monitoring metrics on Medical Center Appointments

SHE Actions Status

- Slips/Trips/Falls Checklist:
 - In Work: Subcommittee discussing Slips/Trips/Falls

Proposed Initiatives

- Several items under consideration. Here are just a few:
 - Quarterly Slips Trips and Falls Focus
 - Training workforce on Ergo chair use
 - Train the Trainer approach to Ergo Evaluations



**Next Meeting 25 July 2003
9:30 am Building 4610/1086**



Proposed WERG 2004 Budget

Item	Cost	Rationale
Training/Travel/ Conferences	\$4,000	Due to the nature of the subcommittee scope, educating the members on fitness, wellness and ergonomics practices will provide a way to bring new information and practices to MSFC
Promotional Items	\$800	Giveaways to increase Awareness of WERG activities
Trophies	\$200	Fitness Competition Trophies/Prizes

Pressure System Committee Report

- ❑ **Status of Current Initiative(s) - Completed Certification of Sodium Fill Machine in B4707**
- ❑ **SHE Actions Status – None**
- ❑ **Subcommittee Issues**
 - 1) Pneumatic hose testing requirements – Changes to MPG 8823.2 submitted
 - 2) Cryogenic hose testing requirements – Changes to MPG 8823.2 submitted

Laboratory Operations Subcommittee Report

July 16, 2003

Status of Current Initiatives

➤ **CHEMICAL LABELING SOFTWARE**

- Brady Signmark representative will demonstrate their Right-To-Know Labeling Software at the July 24th subcommittee meeting. Grainger representative (local distributor) will also attend.
- ChemWatch software available through HQ OMEH – evaluation of capabilities continuing; utilized by KSC & SSC
- Pending – information from other Centers and RSA

➤ **NFPA RATINGS REFERENCE SOURCE** – in progress

SHE Action # 03-014

- Laboratory Fume and Exhaust Hoods, LOS-2003-01
Communications Team has prepared a Safety Bulletin – will not issue
EG&G has checked 2 fume hoods in Building 4612
Results: Fume hoods are not intentionally connected to UCS

Next Meeting

- July 24th, 2 pm, Building 4612, Room 2403

Enclosure 8

1 of 4

Safety Assessment Subcommittee Report

July 11, 2003

Committee Members

- ❑ John Simmons/Thiokol (Chairperson)
- ❑ Mark Hammond/Thiokol (Alternate)
- ❑ John Nugent/TBE
- ❑ Joan Trolinger/TD61
- ❑ Sonya Hutchenson/QS50
- ❑ Mark Hyder/AD23
- ❑ Tim Jett/ED32
- ❑ Susan Kosinski/EG&G
- ❑ Dennis Davis/QS50 (Mentor)

Activities

- Bi-Weekly Meetings
- Initiatives/Activities
 - **Incorporate JHA wording into annual employee & supervisor performance evaluations.**
ECD: Completed
 - **Review and Improve Clarity of Process Instructions.**
Activity: Reviewing best practices and developing proposed process flowcharts. At last meeting identified the different phases of operations/programs and the safety assessment tools used in each.
ECD: July 31, 2003
 - **Develop Training Program for Employees**
Activity: To start after process is clearly identified
ECD: September 30, 2003
- Marshall Star Article Status – Pictures and Article Completed. Ready for publication.

Assigned SHE Program Improvement Targets

- ❑ **SHE 2.4E: Continue to encourage the implementation of the JHA process.**

ECD: Fully implemented by end of CY04

- ❑ **SHE 4.1C: Better define and train personnel to incorporate JHA identified controls into existing work procedures.**

ECD: 11-25-03

Hazardous Chemicals/Materials Subcommittee Report

7/16/03

➤ **Status of Current Initiatives:**

❖ **Coordinate with Fire Department**

- ✓ Develop goals for making sure firefighters have the information they need in an emergency situation (e.g. posting signs, maps at each entrance)
- ✓ Include representatives on safety walk-throughs.

Status: Wrong date was put on Chief's calendar. He is supposed to be at August meeting

❖ **Add disposition of assigned hazardous chemicals/materials to employee termination check-list**

Status: Talked with Edwina Bressette – Need to send information to Mack Blackmon. Formulating a proposal to SHE for next meeting.

Current Initiatives (Continued):

- ❖ Investigate IFMP Orders for Chemicals Being Routed Through OMEHS

Status: Fix was supposed to be in place shortly at end of April.

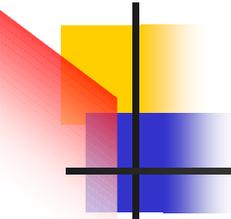
- ❖ Send out notice to all Hazardous Chemicals/Materials users to reinforce applicable rules for notifying OMEHS of new purchases, and Safety when initiating new processes.

Status: Formulating a proposal for next SHE meeting

Building Managers Subcommittee



- ✚ *Submitted Charter to the Chairman for review.*
- ✚ *Submitted Marshall Star write-up to Judy Milburn.*
- ✚ *Still trying to get Building Managers to complete the SHE Program Improvement Targets.*



Building Managers Subcommittee (Cont'd)

✚ The following list was submitted to the SHE as potential items for the budget.

✚ Power strips, Cord covers for floors

✚ Non-contact handheld thermometer w/laser pointer

✚ Utility control system monitoring points-indoor air quality, moisture detection

✚ New cigarette waste collectors

✚ New stair treads, safety cabinets, & signage



TD Directorate Report – July 16, 2003

Safety Findings Open

- SCRS 1 open 0 late
 - #3138 Opened 5/21/03, Bldg 4203, emergency evacuation chairs (There is 1 chair on the 6th floor, action in place to get 4 volunteers to operate the chair).
- HAZTRAKs 17 open 0 late
- Close Calls 0 open
- Mishap 0 open

Special note: Space Transportation Directorate might possibly receive recognition for **3 million hours of no lost time** incidents/accidents at the Aug. 4, 2003 MTM. Dennis Davis will confirm and let me know so I can arrange for a recipient to be there to accept for TD.



TD Directorate Report – July 16, 2003

SHE Program Improvement Targets

TD Closed Targets:

- 1) SHE-1.1.2A (Part 1 & 2)
- 2) SHE-1.1.3A
- 3) SHE-1.5.1C
- 4) SHE-1.5.1E
- 5) SHE-1.5.5F
- 6) SHE-1.5.5G
- 7) SHE-1.8D
- 8) SHE-2.6A (Partially closed)
- 9) SHE-2.6E
- 10) SHE-3.1.4B
- 11) SHE-3.1.8A (Partially closed)
- 12) SHE-3.1.9.4A
- 13) SHE-3.1.9.4B
- 14) SHE-3.1.9.5
- 15) SHE-4.4C

How Closed:

- ✓ July SHE Refresher Training, Charts 5 & 6
- ✓ TD Monthly Safety Review given at staff meeting
- ✓ SHE MTM reporting and TD Monthly Safety Review
- ✓ July SHE Refresher Training, Charts 18, 19, & 20
- ✓ Mandatory safety training Feb/Mar 2003 and Chart 30
- ✓ July SHE Refresher Training, Charts 7 & 32
- ✓ Presented 2002 metrics with the July 2003 safety topic
- ✓ SCRS reporting is closed, question on how to report a hazard?
- ✓ Mandatory safety training Feb/Mar 2003, and Chart 30
- ✓ July SHE Refresher Training, Charts 8 & 22
- ✓ IHOPS, FRIs and JHA reviews, need to assure closure
- ✓ July SHE Refresher Training, Charts 30 & 32
- ✓ TD Monthly Safety Review given at staff meeting
- ✓ Mandatory safety training Feb/Mar 2003, and Chart 30
- ✓ Mandatory safety training Feb/Mar 2003, and Chart 30 & 32

SD SHE Committee Report (Jul03)

- Open SCRS Metrics (Total=1+0*):
 - 1 Late: FWR denied (new lock to alleviate RMS-type pain from frequent door locking/unlocking)
 - (2) Closed in past 60 days
- Open HAZTRAK corrective actions (Total=15+12*):
 - (8) Total for COD action
 - (2+6*) Late
 - (2) Tripping Hazards (COD is working)
 - (5) UAH resp.; Resulting from bldg. design or usage protocol;
 - Requests to close or extend denied
 - (1) Load Limit signs for overhead storage; SHE action
 - (12+81*) closed in past 60 days
- Open mishap/close-call corrective actions (0)

Note: Includes SD-on-site + off-site (i.e., NSSTC) buildings

Dollman/SD_SHE_Report_Jul03.ppt

SD SHE Committee Report (Jul03)

- SD CY02 Program Impr. Target Actions (PITAs)
 - Getting worked in ISHEPHOD Ad Hoc Subcommittee:
 - AD, ED, FD, SD, and TD collaborating
 - 13 PITAs to be closed as result of SHE Refresher Training
 - Mandatory Safety Meeting Topic for July, '03
 - Assess directorate coverage; potential followup
 - Additional 2 PITAs – partial closure
 - THANKS to QS50/Kristie French and Lesley Crowe for support
 - Subcommittee to plan on addressing other 23 PITAs
 - Draft plan in review
 - Weekly Meetings

Flight Projects July 2003

SHE Report

- **SCRS** (60 days)
 - 5 Open, 1 closed from last month
 - 3 late SCRS (inadequate lighting in parking lots 4708/4755)
(Parking problem on service road that runs parallel on Gemini Rd)
- 2 New - One regarding the altered deflector on the Ground Main Mower
 - One cited the equipment room in Bldg. 4708 being full of excess furniture.
- **HAZTRAK** (25 days)
 - 11 Open
 - 2 new actions entered in June
 - ❑ Lights located < 7ft from floor without guards (East Entrance)
 - ❑ High voltage transformer not locked (key and lock found on top of transformer) Trailer Complex (West)
- Of the 11 open, 8 are assigned to Facilities

Flight Project July SHE Report

Close Calls/Mishaps

No close calls or mishaps reported

Program Improvements Targets

- **Closed 13 Targets with the SHE Refresher Training (1.1.2A, 1.1.3A (p) 1.5.1C, 1.5.1E, 1.5G, 1.5.1H(p), 2.1A, 2.4A, 2.6A(p), 3.1.4B(p), 3.1.9.4A, 3.1.9.5, 4.4C (p))**
- **Proposed Targets assigned to other groups**
- **1.1.3A, 1.5.5A - S&MA to provide guidance to Center**
- **3.1.4B – AD to provide as mandatory annual topic for mgnrs**
- **2.4D & F - Personnel Office to provide policy**
- **2.5B – Bldg.Managers to implement**

Engineering Directorate Report

7/16/03

- **SCRS**
 - 6 Open; 2 late SCRS's
- **HAZTRAK**
 - 64 open; 56 are Facilities; 8 are ED; 3 open; 1 late
- **Mishaps/Close Call Status**
 - 3 open mishaps (corrective actions implemented or in work)
- **Self Evaluation Open Corrective Actions – SHE Program Improvement Targets**
 - Closed, partially closed or refreshed 15 actions using SHE Refresher training during July [1.1.2A, 1.1.3A, 1.5.1C, 1.5.1E, 1.5.5F, 1.5.5G, 1.5.5H, 1.8D, 2.6A, 2.6E, 3.1.4B, 3.1.8A, 3.1.9.4A, 3.1.9.5, 4.4C]

Center Operations Directorate

SH&E Report – July 15, 2003

- Open SCRS – 28
- Late SCRS – 3
- HAZTRAK – open 151 10 - late
- Mishap cases total 16 2 - new
- Corrective actions total 15 3 -new 10 - late
- Self-evaluation Open Corrective Action 02-020:
 - Awareness training being tracked for civil service and contractors. Other items are still being worked to closure.