

National Aeronautics and
Space Administration

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



August 14, 2003

Reply to Attn of:

QS50 (03-57)

TO: Distribution

FROM: QS50/David J. Spacek

SUBJECT: Minutes of the MSFC Safety, Health, and Environmental Committee
Meeting – July 30, 2003

The Safety, Health, and Environmental (SHE) Committee met at 2:00 p.m. on Wednesday, July 30, 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 asked that any electronic charts be emailed to Richard Smith (HEI) and/or Amelia Mathison (HEI).

Safety Moment – Boating Safety (Steve Cushman/AD35)

Steve reported on the main causes of boating accidents and problems. He shared tips on boating safety and accident prevention to include: 1) always conduct a boating safety pre-brief; 2) check availability of and assign each occupant a life jacket; and 3) that back seat driving is desirable (use prearranged signals; e.g., a nod or a directional point). He also added a note on the dangers of letting small children ride on the front of jet-skis. The chart presentation is attached as Enclosure 2.

Management Mentor (Axel Roth/DE01)

Axel expressed his appreciation for the good work being done by the SHE Committee to continue to improve the Marshall SHE Program.

Previous Meeting Minutes (Nance Jo Ogozalek/ED33)

Nance Jo reported that several SHE minutes have not been received for review.

Open Actions (Dave Spacek/QS50)

Dave reported on the SHE open action items. The chart presentation is attached as Enclosure 3.

Mission Success Starts with Safety

PEP Survey Status (Dave Spacek/QS50)

Dave presented the current status of the PEP survey participation and announced that the deadline to take the survey will be extended one week to August 8, 2003. The chart presentation is attached as Enclosure 4.

SHE Organization Reports**Industrial Safety Report (Dave Spacek/QS50)**

Dave reported on this month's Industrial Safety metrics. The chart presentation is attached as Enclosure 5. In regards to late facilities inspection findings, Axel Roth/DE01 commented that responsible organizations should determine a realistic expected corrective action date at the beginning to eliminate the need to keep extending the date.

Special Reports**Riding Mower Close Call (Joyce Eagan/AD60)**

Joyce reported on an incident that occurred on July 23, 2003, when a tractor lost traction, slid down the side of a small hill, and flipped over. The employee driving the tractor received a minor scrape to the elbow, and there were minor damages to the tractor. Since the incident, all employees have attended a safety discussion. The chart presentation is attached as Enclosure 6.

Trip and Fall Lost Time Mishap (Dave Jones/CSC)

Dave reported on a one-day lost time injury. Outside of Building 4707, an employee stumbled on a raised part of the sidewalk and fell, resulting in an injury to the hand. A work order has been placed to fix the irregular sections of the sidewalk. The chart presentation is attached as Enclosure 7. Comments by attendees included: 1) falls often occur when people are wearing different or new footwear; and 2) that employees should condition themselves to be use caution when walking.

Non-Voting Subcommittee/Team Reports**Environmental Excellence Team (Sharon Scroggins/AD10)**

Sharon reported on new signage posted by EED at MSFC. The chart presentation is attached as Enclosure 8.

Training (Pat Shultz/CD20)

Pat reported that the NASA Training Course Schedule is currently being updated, and will be posted on the web site by September.

Communications (Norma Horton/QS50)

Norma reported that safety posters can be printed from the SHE web page from a personal PC, or can be sent to MSFC reproduction for printing on card stock. She also noted that planning for the Marshall Family Day Picnic and for Safety Day has been initiated. The chart presentation is attached as Enclosure 9.

Marshall Safety and Health Action Team (MSAT) (Glenn Owens/LB&B)

Glenn reported that the next Safety Jeopardy game will be held on August 4, 2003, at Building 4200, Room 715 from 1:00-2:00 p.m.

Review New Actions

No new actions were identified.

New Business

For general information, Steve Cushman/AD35 announced a fatality of an off-duty CSC employee that occurred over the past weekend. While riding a motorcycle, the employee was hit by a truck. Steve reported that fatalities of motorcycle riders over age 50 have increased by 20 percent. Steve also reported that a former NASA employee died while returning into a burning building to rescue a family pet.

Attendees discussed the SHE topics recommended for presentation at the Marshall Team Meeting scheduled for August 4, 2003.

The next SHE Committee Meeting will be a working meeting scheduled for Wednesday, August 13, 2003, at 2:00 p.m. in Building 4202, Conference Room 326A.



David J. Spacek
Manager
Industrial Safety Department

9 Enclosures

Distribution:

SHE Committee Members
SHE Web Page

ENCLOSURE 1

SHE COMMITTEE AGENDA

Building 4200, Conference Room P-110

2:00 pm, Wednesday, July 30, 2003

Open Meeting (Nance Jo Ogozalek/Chairperson)

SHE Moment – Boating Safety (Steve Cushman/AD35)

Management Mentor (Axel Roth/DE01)

Open Actions (Dave Spacek/QS50)

Special Report(s)

- Riding Lawn Mower Close Call (Joyce Eagan/AD60)
- Trip and Fall Lost Time Mishap (Dave Jones/CSC)
- PEP Survey Status Report (Dave Spacek)

SHE Organization Reports

- Industrial Safety Report (Dave Spacek)

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

- Environmental Excellence Team (Sharon Scroggins/AD10)
- Training (Pat Schultz/CD20)
- Communications (Norma Horton/QS50)
- MSAT (Glenn Owens/LB&B)

Topics for Marshall Team Meeting (MTM) - August 4th

New Business - Open Floor (Nance Jo Ogozalek)

Review New Open Actions (Recorder)

**NEXT MEETING – Voting Members Working Meeting, August 13, 2003, 2:00 pm
Building 4202/Conference Room 326A**



Enclosure 2
(7 pages)



Safety Moment

Boating Safety

AD35/Steve Cushman

July 30, 03

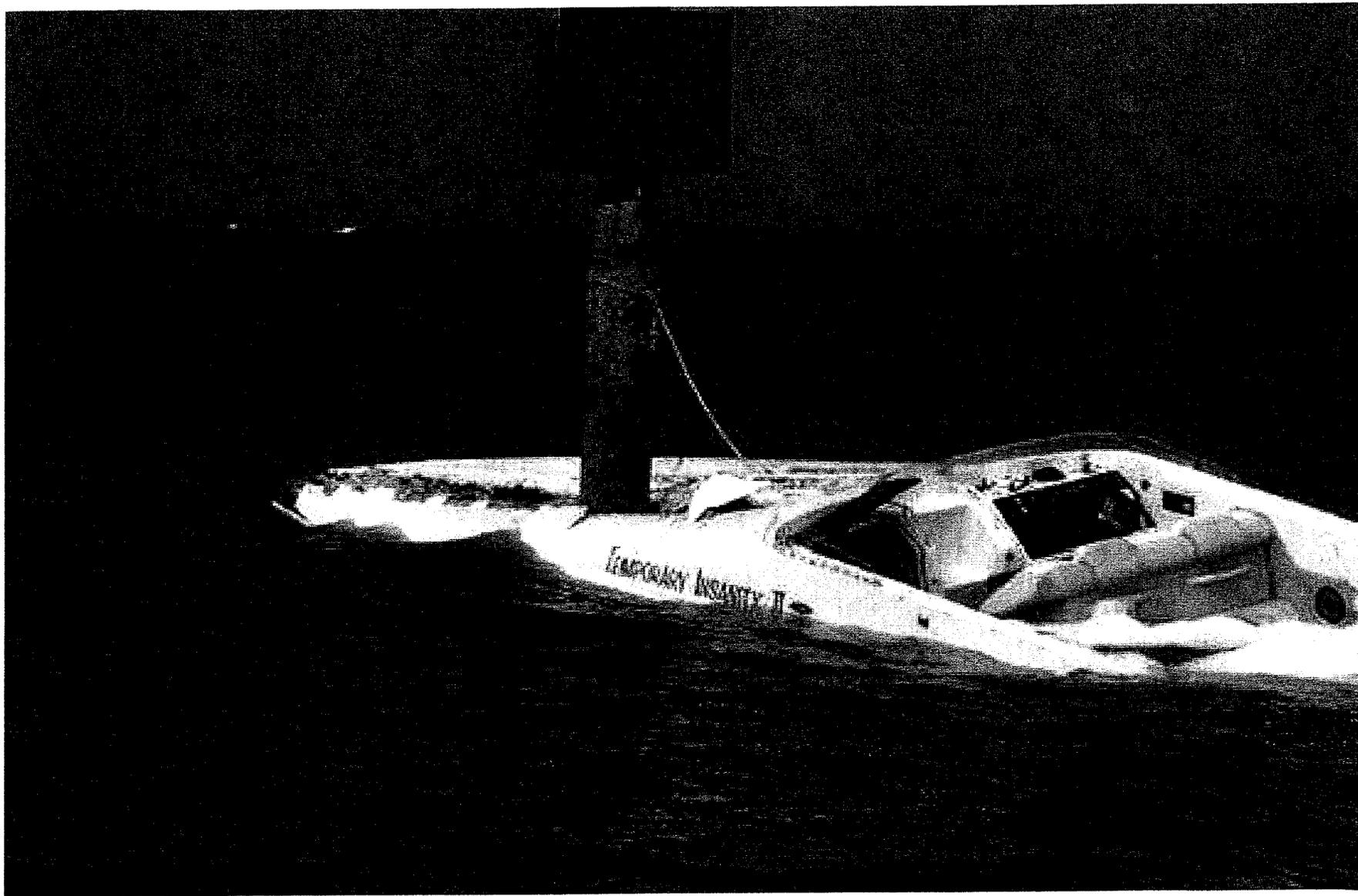
Chart 1



Be Alert



OPERATIONAL SUPPORT CENTER
MARS





What Is The Problem ?



- In the U.S., In One Year

681 Boating Fatalities (498 drown)

AND :

- Another 4,274 persons were injured in boating accidents
- 80% of all victims were not wearing life jackets
- 34% of all fatalities were alcohol related
- 60% of all fatalities were related to falls overboard & capsizings

Stats from National Safe Boating Council cover '01



Added Boating Background



- 12.8 million recreational boats in the U.S.
- Most boating fatalities are in May, June & July
- Boating accidents cause more than \$ 31 million in property damage
- 26 children, age 12 and under, were boating fatalities
- Collision with another vessel – the most common accident .
- Top 3 States for boating fatalities: FL, 52; CA, 48; LA,43.
(Alabama = 17)



National Safe Boating Council's Top 5 Tips



www.marshall.edu

-
- Wear a life jacket.
 - Stay Sober
 - Get Training
 - Check your boat for safety
 - Beware of carbon monoxide



Added ALABAMA Boating Safety Tips for Boat Passengers



- Ask the operator for a Safety Briefing (what to do if...)
- Confirm the operator is licensed (including PWC/jet skis)
- Match / assign children with adults
- Do not overload the boat
- Wear / identify Fitted lifejackets (8 yrs and under, Required in AL)
- Maintain distance from PWC/jet skis
- Be a “backseat” driver (point out water hazards / other traffic)
- Designate a single “spotter” when pulling skiers or kneeboards
- Be Seated IN the boat (not up high)
- In the event of a collision – Stay with the Boat



Always be ALERT for Boating Safety

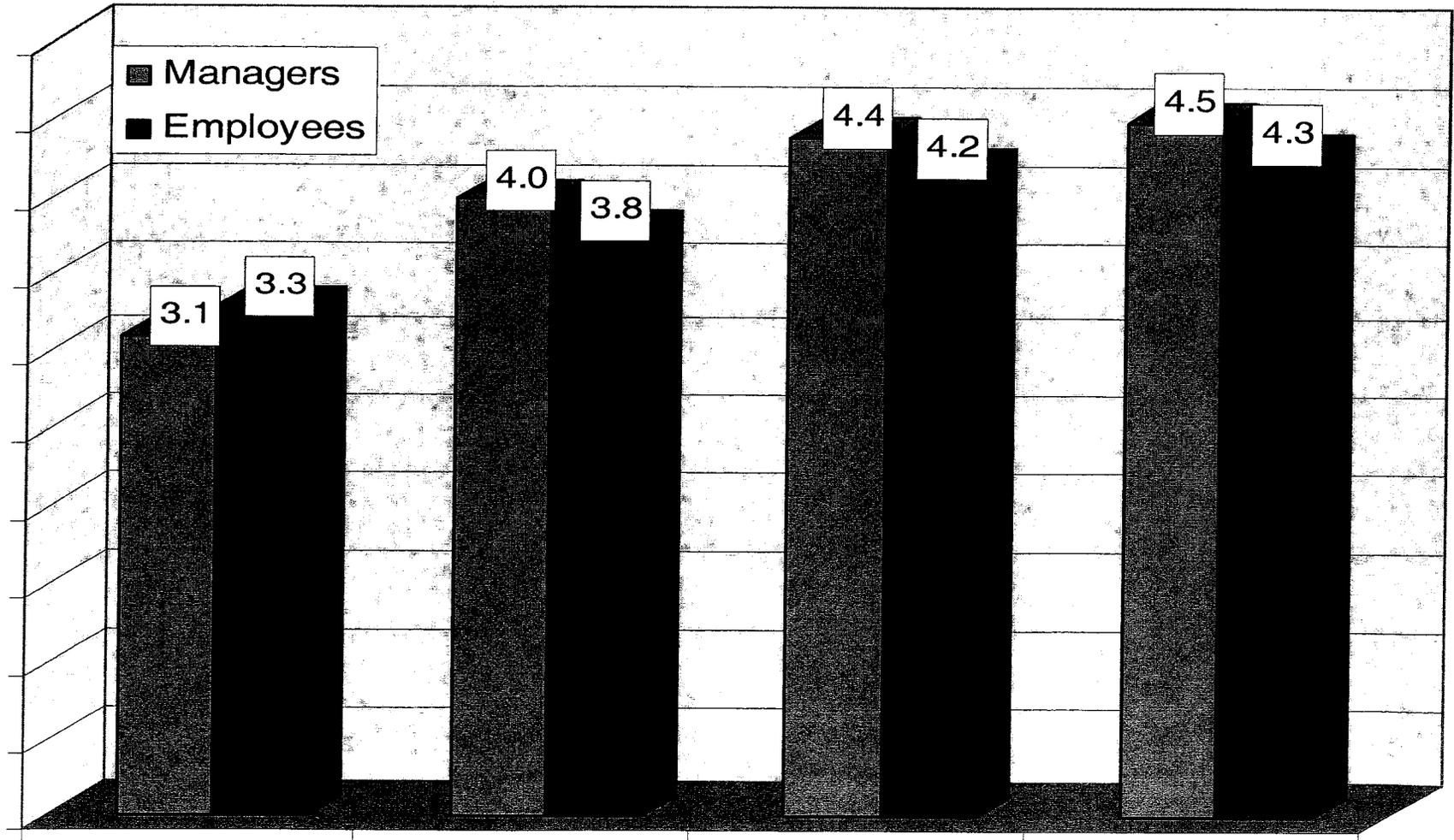


SHE Committee Open Actions July 30, 2003

ENCLOSURE 3

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 SHE Trg Committee	Develop a checklist or other tools to help supervisors identify root causes of mishaps.	04-02-03	11-25-03	In work.
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	In work.
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 03-016	Someone at the meeting mentioned the green SHE Pocket Guides. Some in the meeting indicated they had not received a copy.	Nance Jo Ogozalek/ ED33	Organization Safety Representative	Make sure all support contractors for respective organization have received copies of the SHE Pocket Guide. Contact Norma Horton for more copies.	06-25-03	07-30-03	In Work Per SHE Committee Chair, action to remain open thru end of Sept., then close
SHE 03-018	Dennis Davis mentioned that several people had been reported crossing safety barricades.	Nance Jo Ogozalek/ ED33	Communication Sub-Committee	Post disciplinary policy on the SHE Web Page	06-25-03	07-30-03	In Work CLOSED – Policy linked to SHE Web Page – 7/28/03
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	10-29-03	

MSFC Historical PEP Scores



MSFC PEP Survey Participation

July 30, 2003

Organization	Division	Emp %	Mgr %
MSFC Civil Service			
Center Operations Directorate	AD01, 04, 10	55	75
Center Operations Directorate	AD20	92	83
Center Operations Directorate	AD30	61	83
Center Operations Directorate	AD40	81	50
Center Operations Directorate	AD50	71	100
Center Operations Directorate	AD60	58	50
CAER Directorate	CD	75	70
Office of the Director	DA/DD/DE	89	100
Engineering Directorate	ED01	86	100
Engineering Directorate	ED02	92	
Engineering Directorate	ED03	100	
Engineering Directorate	ED10	78	77
Engineering Directorate	ED20	91	85
Engineering Directorate	ED30	87	92
Engineering Directorate	ED40	77	100
Flight Directorate	FD	68	83
Equal Opportunity Office	OS	100	100
Chief Counsel	LS	100	100
Office of CFO	RS	73	75
Procurement Office	PS	70	50
S&MA	QS	78	86
Science Directorate	SD	77	76
SLI	UP	52	63
X37	UP40	40	0
Space Shuttle Project Office	MP	96	100
Space Transportation Directorate	TD	78	73
SMO	VS	94	100

Center Averages

Employees 4.3 (80%)

Managers 4.5 (85%)

White - 0-49%	Light Green - 75-99%
Yellow - 50-74%	Green - 100%

Organization	Division	Emp %	Mgr %
MSFC On-Site Contractor			
ACCENTURE		71	50
AJL Medical	Medical	100	100
AJT		98	100
ASRI	CAERS Support	88	100
BAE Sytems	RAES	83	100
bd Systems	(Microgravity and	80	100
Bionetics		100	
Boeing	Boeing	84	94
Boeing Rocketdyne		17	0
CNI		83	100
CIS		94	100
CSC	PRISMS	88	98
Cortez III		65	100
CMT		3	0
Eagle		88	0
EG&G		57	100
Ga Tech		100	
Gray Research		50	
HEI		94	89
ICRC		94	50
JOPPA		82	100
K&P		100	100
Lockheed Martin (UMS)		87	100
Madison Research		100	100
Mainthia		97	100
Morgan Research Corp		100	100
NASA Exchange		65	86
Nicks Lawn Service		20	100
ODIN		68	25
Optical Science Corp		100	100
Pace & Waite		80	100
QTEC		50	
RW Beck		100	100
Sa		100	
SAIC		73	50
Sierra Lobo Inc		87	100
Sverdrup	MA	100	100
Sverdrup	ME	84	88
Sverdrup	MF	89	100
Sverdrup	MM	100	100
Sverdrup	MP	100	100
Sverdrup	MR	92	100
Sverdrup	MS	91	100
Sverdrup	MT	89	100
TBE	EXPRESS	64	100
TBE	(Pressure & Prop	77	90
TBE	SDOS	92	100
Thiokol		45	100
UAH		57	
USA		85	100

Type	Score	% Participation
• Civil Service Employee	4.4	(77%)
• Civil Service Manager	4.6	(79%)
• Contractor Employee	4.2	(82%)
• Contractor Manager	4.4	(91%)
• Notes		
– Not All Extra Numbers have been Removed from Totals so Percent (%) Participation will go Up		
– Some Surveys Taken by Hardcopy have Not Been Entered		

Enclosure 5

12 Pages

MSFC Safety Data for FY03

(Current as of July 30, 2003)

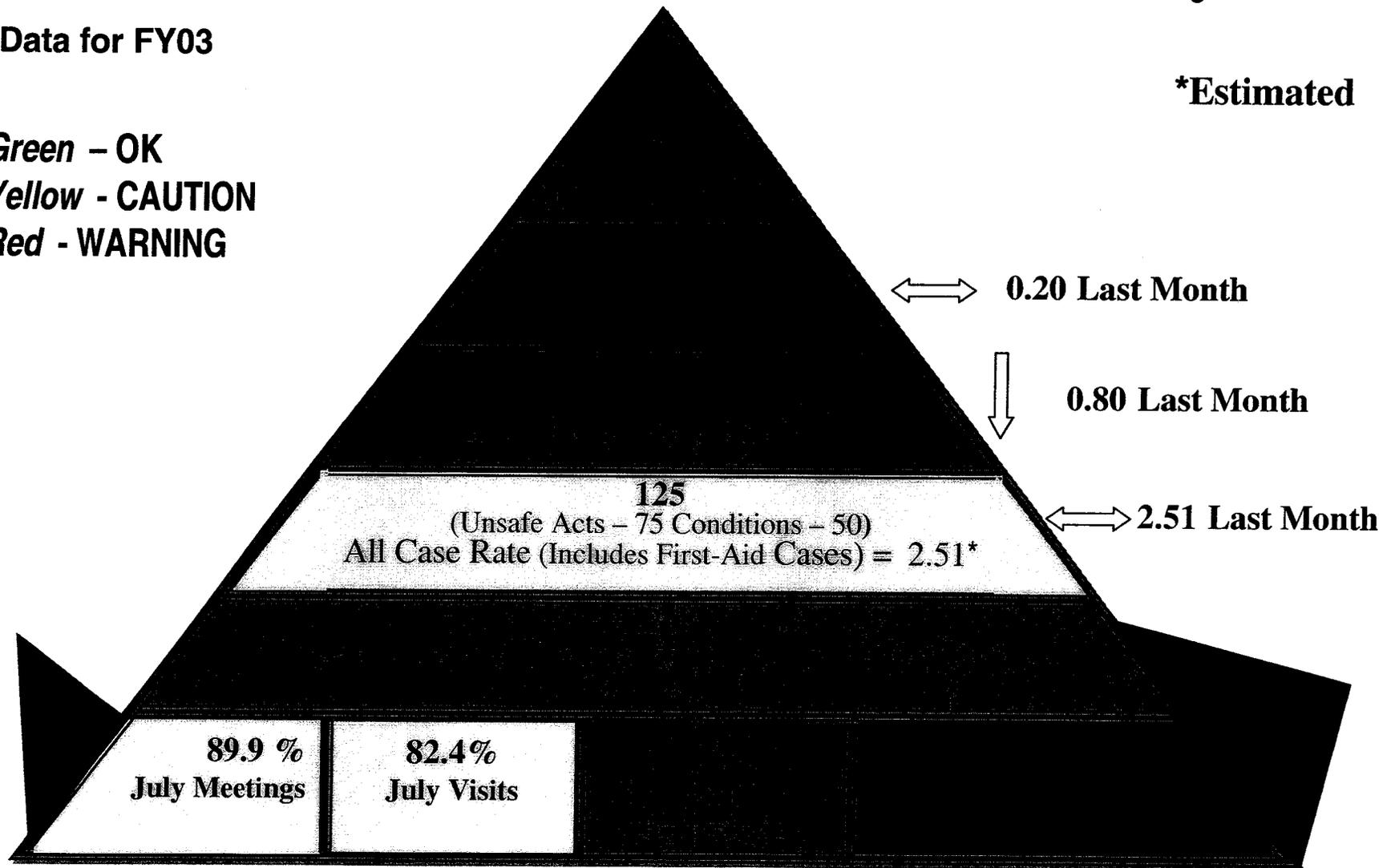
- **Personnel Safety Pyramid**
- **Leading Indicators**
- **July Safety Meetings/Visits**
- **SCRS Report**
- **Trailing Indicators**
- **OSHA Recordable Rates by Organization**
- **FY03 Lost Time Mishaps**
- **IHOPS Update Status**

MSFC Team Metric - Personnel Safety

Data for FY03

*Estimated

Green - OK
Yellow - CAUTION
Red - WARNING



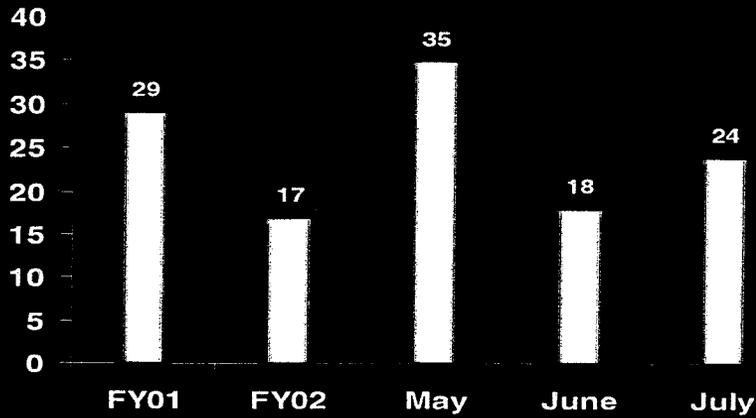


Corrective Actions for Red/Yellow Pyramid Metrics

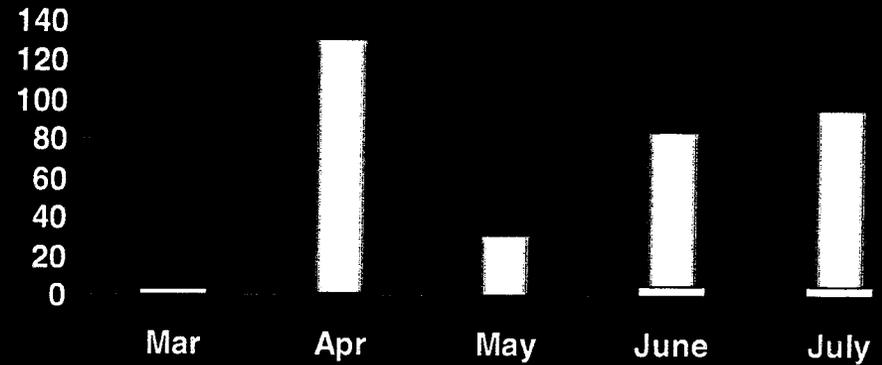
- **Lost Time Rate & All Case Rate**
 - “Back Injury Prevention” campaign last month
 - WERG Subcommittee assessing S-T-F incidents
 - Continuing implementation of SHE Program corrective actions identified in past assessments
- **Ratio of SSWP Findings**
 - Developing new Safety Observation Survey for documenting Unsafe Acts

Team Metrics - Leading Indicators (07-30-03)

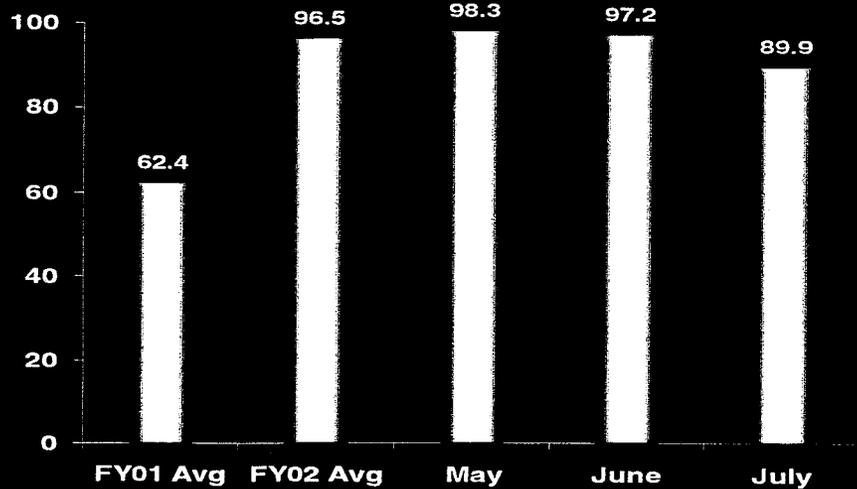
SCRS Submittals



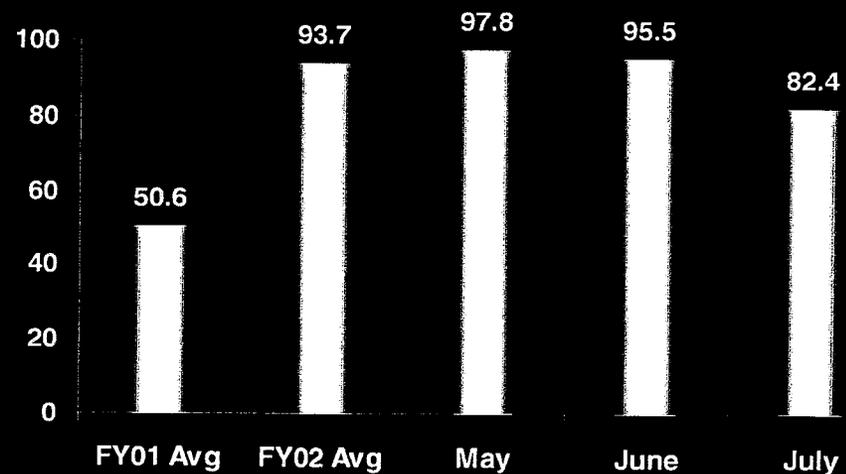
Late Corrective Actions



Supv. Safety Mtgs - % Compl.



Supv. Safety Visits - % Compl.





March Safety Meetings and Visits (07-30-03)

HONOR ROLL - 100% both Meetings & Visits

LS (1)

RS (1)

MP (20)

SD (20)

OS (20)

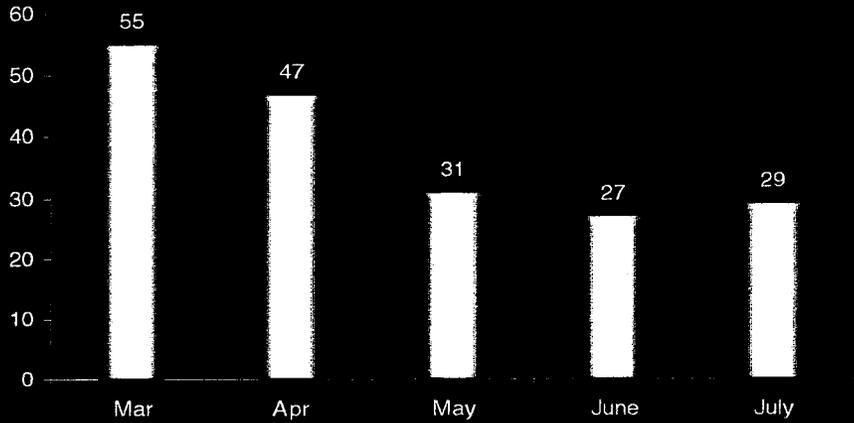
VS (1)

PS (6)

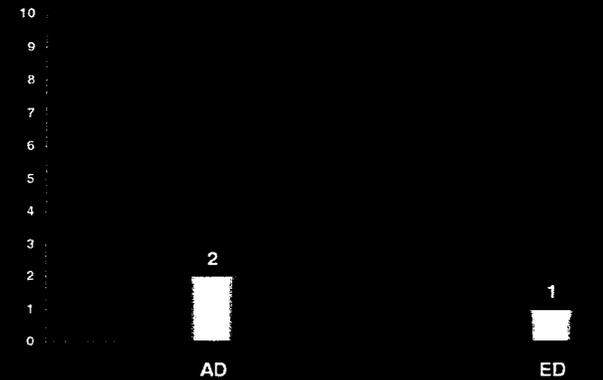
(Consecutive Months on Honor Roll)

SCRS Metrics (07-30-03)

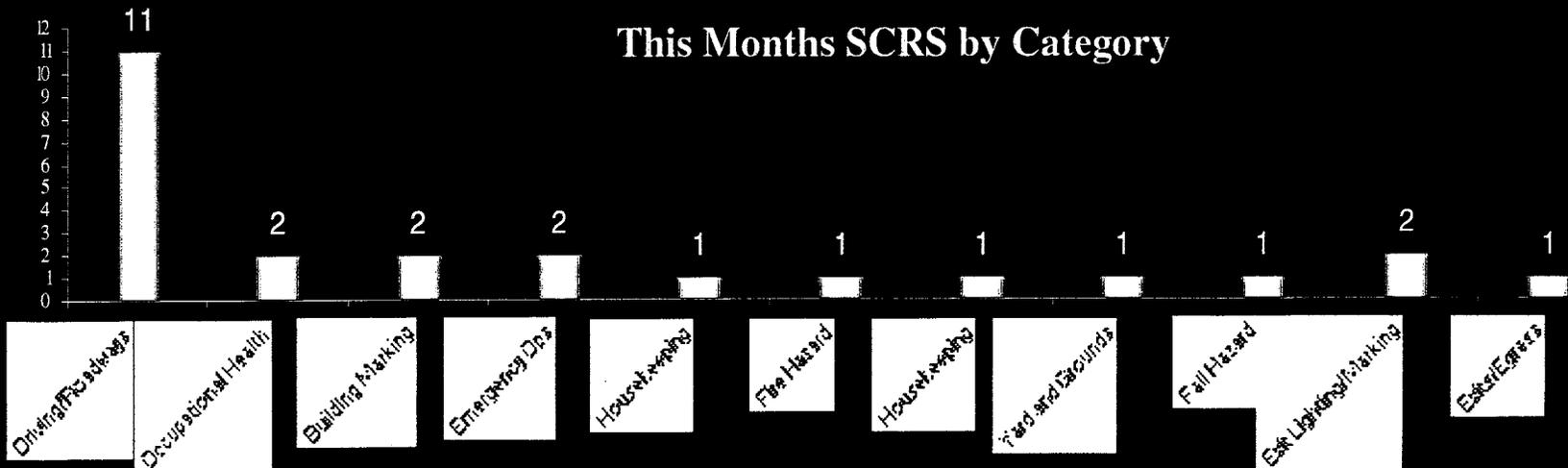
SCRS Open Over 60 Days



Late SCRS by Organization



This Months SCRS by Category



HAZTRAK Finding Status (07-30-03)

AREA	2003	Open Findings	Abatement Plans	Late Last Month	Late
AD01	20	6	0	1	5
AD10	0	0	0	0	0
AD20	802	135	9	2	79
AD30	13	1	0	0	0
AD40	24	1	0	0	0
AD50	3	0	0	0	0
CD	0	0	0	0	0
ED	171	14	5	5	0
FD	115	4	1	1	2
MP	5	1	0	0	0
NSSTC	111	12	7	4	5
RS	0	0	0	0	0
SD	62	15	3	0	0
TD	64	13	0	0	0
Total	1390	202	25	13	91

Terminology

Open Findings - Findings that have not been Closed.

Abatement Plans – Approved interim hazard controls in place until finding can be corrected

Late – Findings open > 45 days with no Abatement Plan submitted, or Abatement Plan ECD has passed.

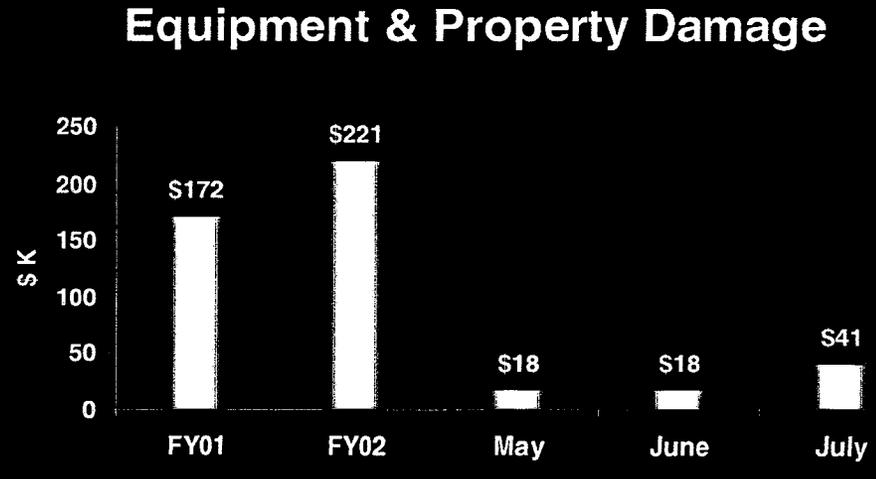
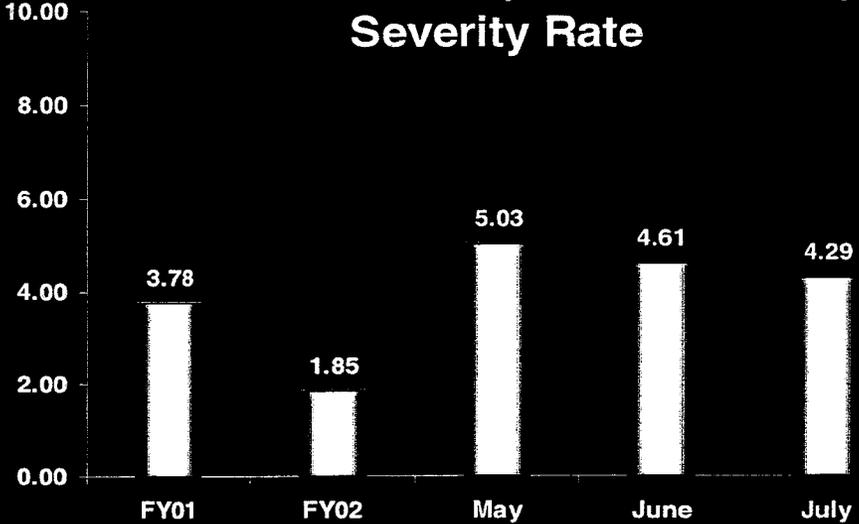
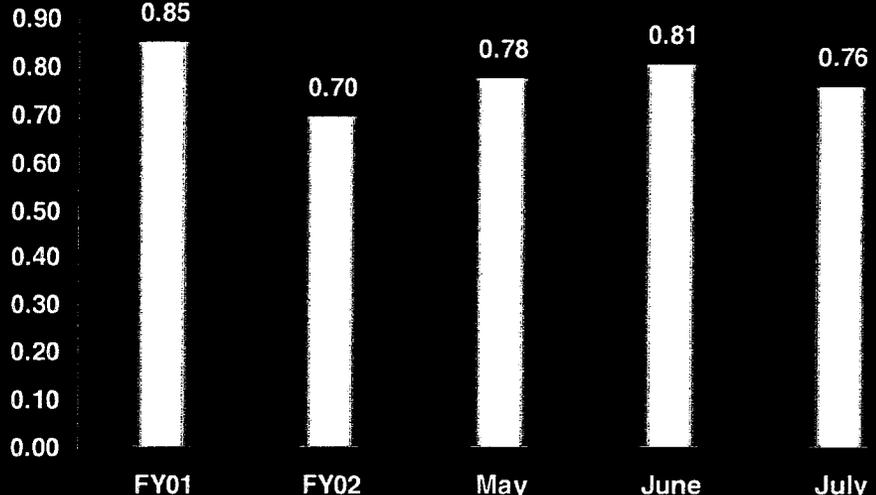
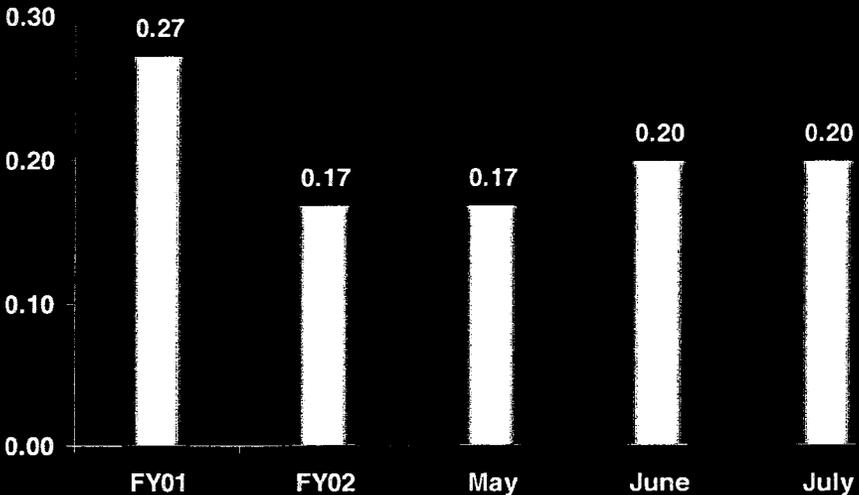
Mishaps - Corrective Action Closure (07-30-03)

Responsible Organization	Open Mishap Cases		Corrective Actions			
	Total	New	Total	New	Late last month	Late this month
AAI	15	2	14+	3+	0	2
EDU	2	1	1	1	0	0
EDU	2	0	3	0	0	0
FSM						
OSM	1	0	0	0	0	0
RSO						
SDM	0	0	0	0	0	0
EDU	1	0	1	0	0	0
VSM						
UPM						
Totals	21	3		4+	0	2

NOTE: Greater than 20% late goes Red

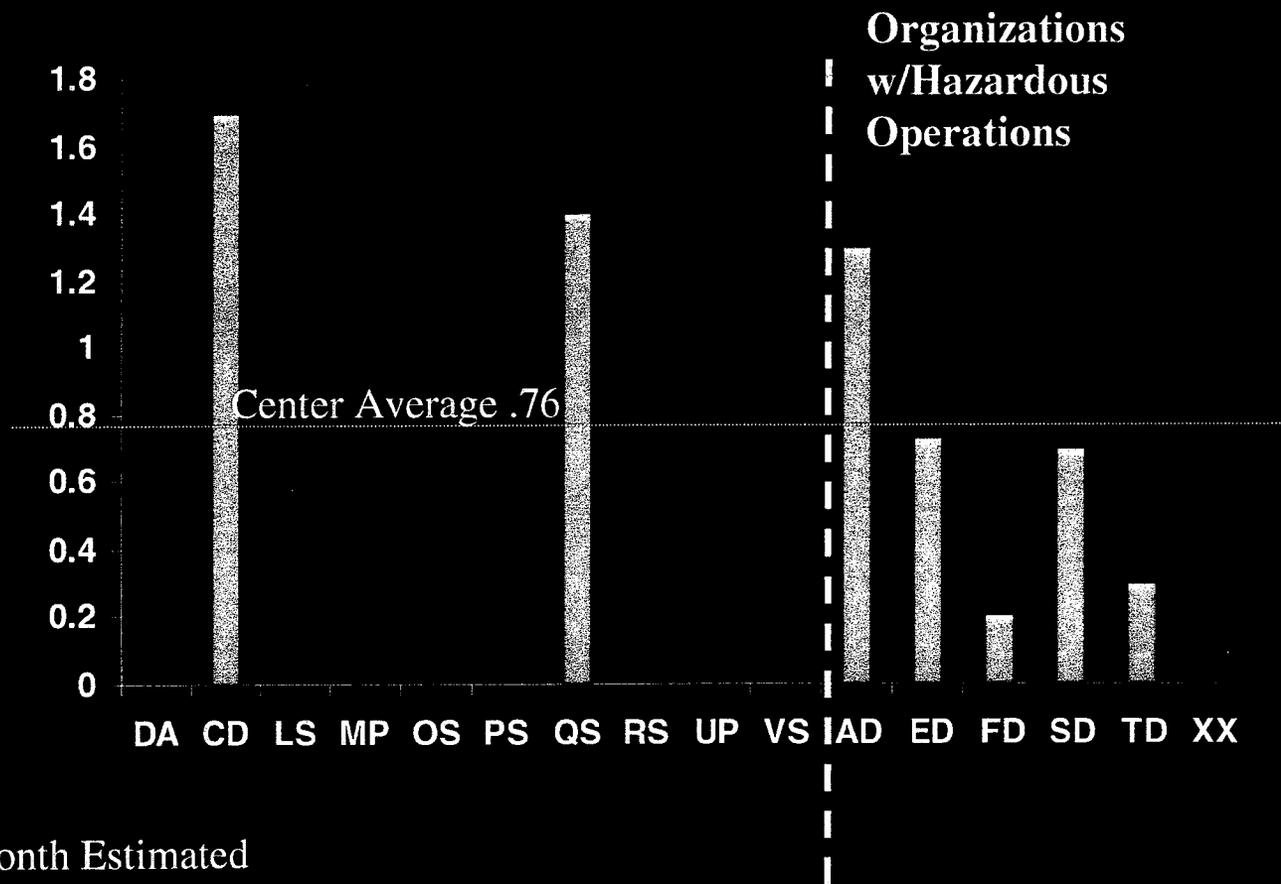
Team Metrics - Trailing Indicators (07-30-03)

Lost-Time Rate **Lower is Better!** Recordable Rate



FY03 OSHA Recordable Rates by Organization (Includes Contractors) (07-30-03)

ORG	Hours*
DA	20,566
CD	462,348
LS	18,693
MP	362,370
OS	7,707
PS	214,608
QS	294,896
RS	211,662
UP	227,193
VS	43,484
AD	3,056,231
ED	1,917,737
FD	1,814,144
SD	598,907
TD	752,795
XX	80,909



*Hours for Current Month Estimated

FY03 Lost-Time Mishaps (07-30-03)

New Lost-Time Cases Since Last Meeting

07/28/03 – Employee tripped on uneven sidewalk, injured arm/hand– Lost 1 day

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 – 118 lost days

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

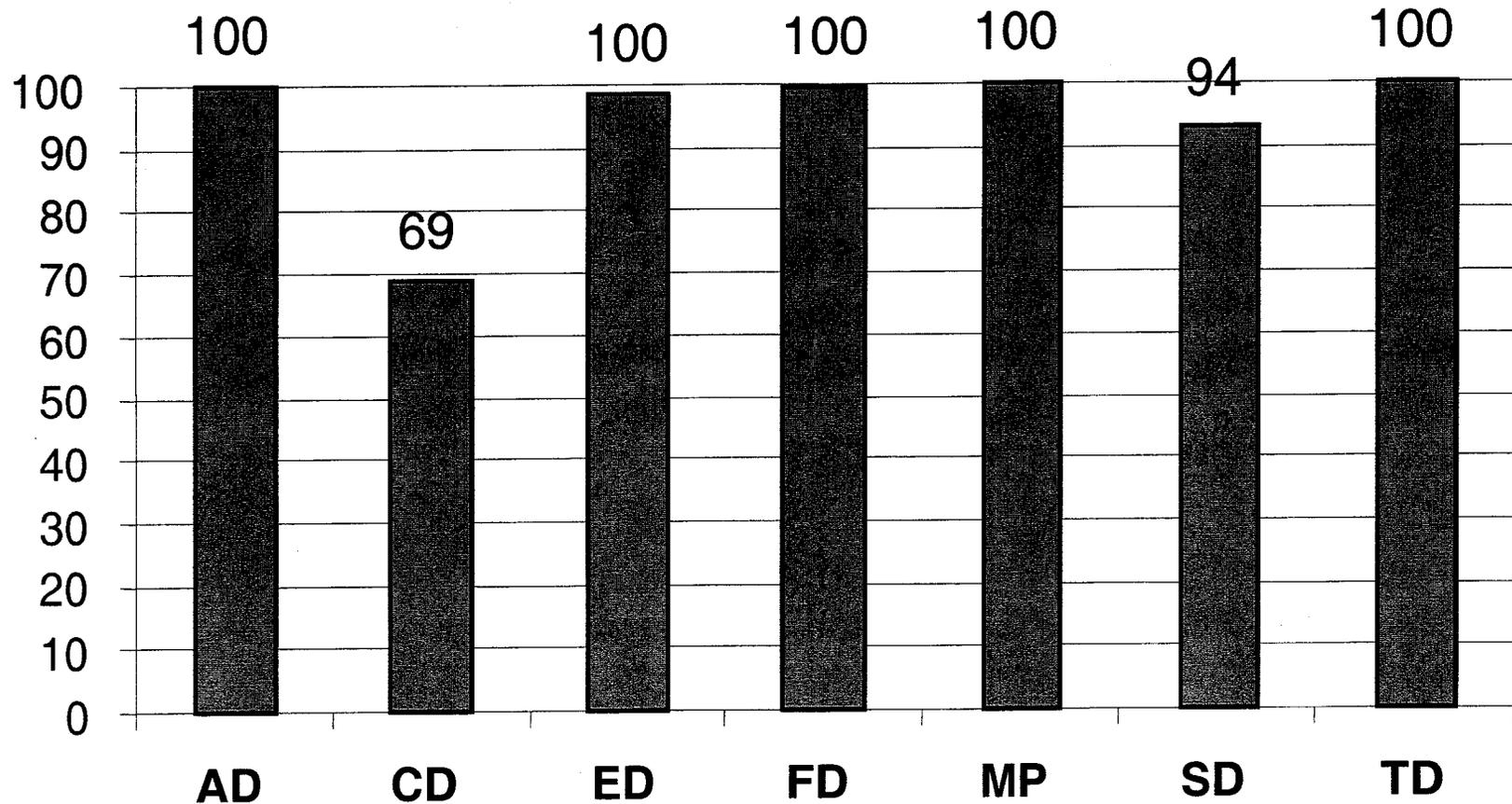
Slips/Trips/Falls

Back Injury

Other

IHOPS Update Status (7/30/03)

% Complete



Percentages based on updates to last years input

CLOSE CALL EVENT WITH MOWER

- **WHO:** Joppa Maintenance Services – responsible for grounds maintenance
- **WHAT:** Joppa employee was operating a Kubota Trim Tractor. The tractor lost traction and slid down an embankment and ended on its side.
- **WHERE:** In ETA along Saturn Road. On a grade and near a culvert.

CLOSE CALL EVENT WITH MOWER

- **WHEN:** July 23, 2003, approximately noon time.
- **WHY:**
 1. On wet grass.
 2. Tires got muddy which contributed to loss of traction.
 3. Poor judgment of Operator as to current conditions.
 4. Operator had nominal experience on this equipment.

CLOSE CALL EVENT WITH MOWER

- **RESULTS:**

- Employee received minor scrape to right elbow; placed on light duty 2-3 days
- Minor damage to tractor

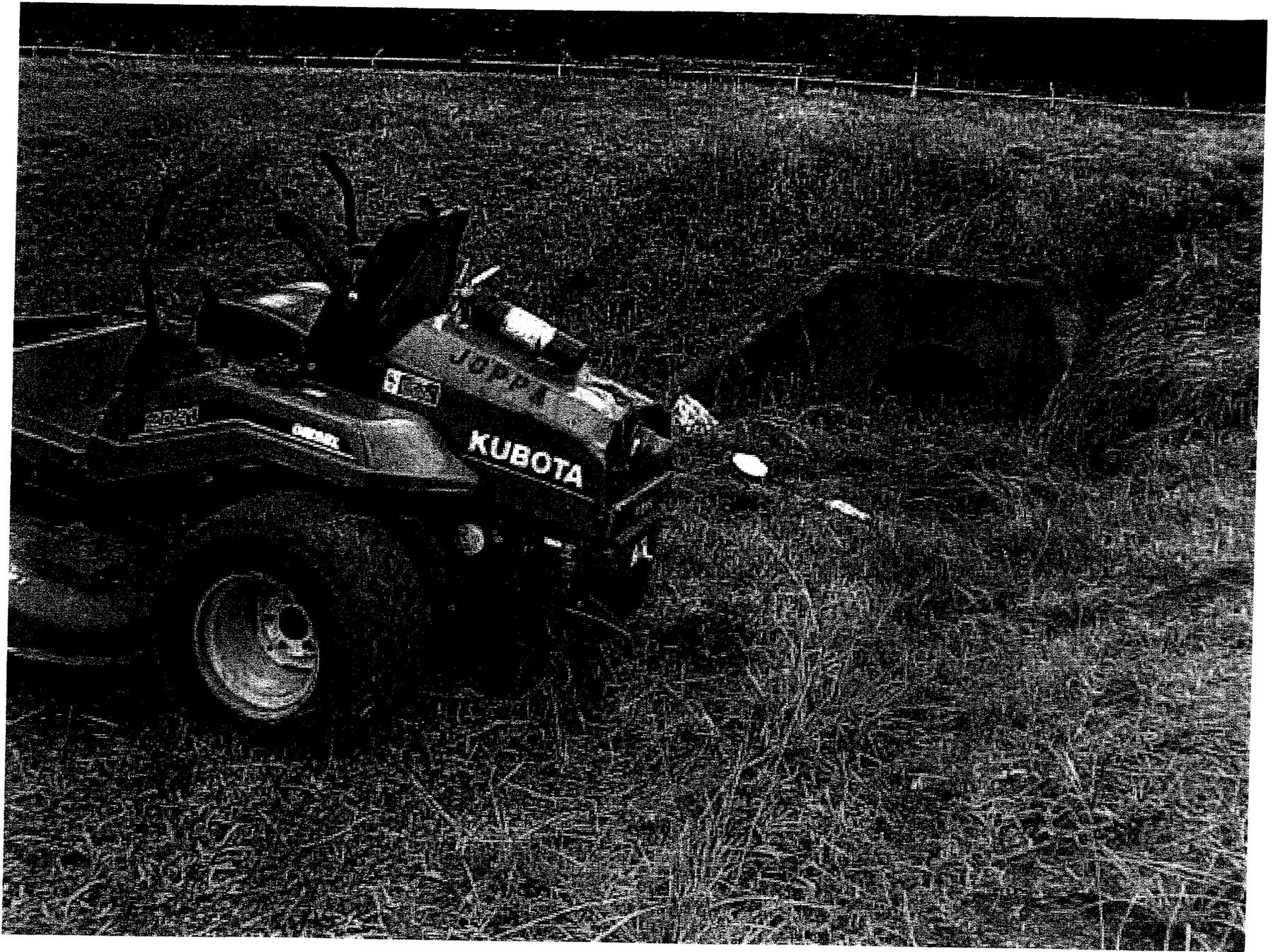
- **CORRECTIVE ACTION:**

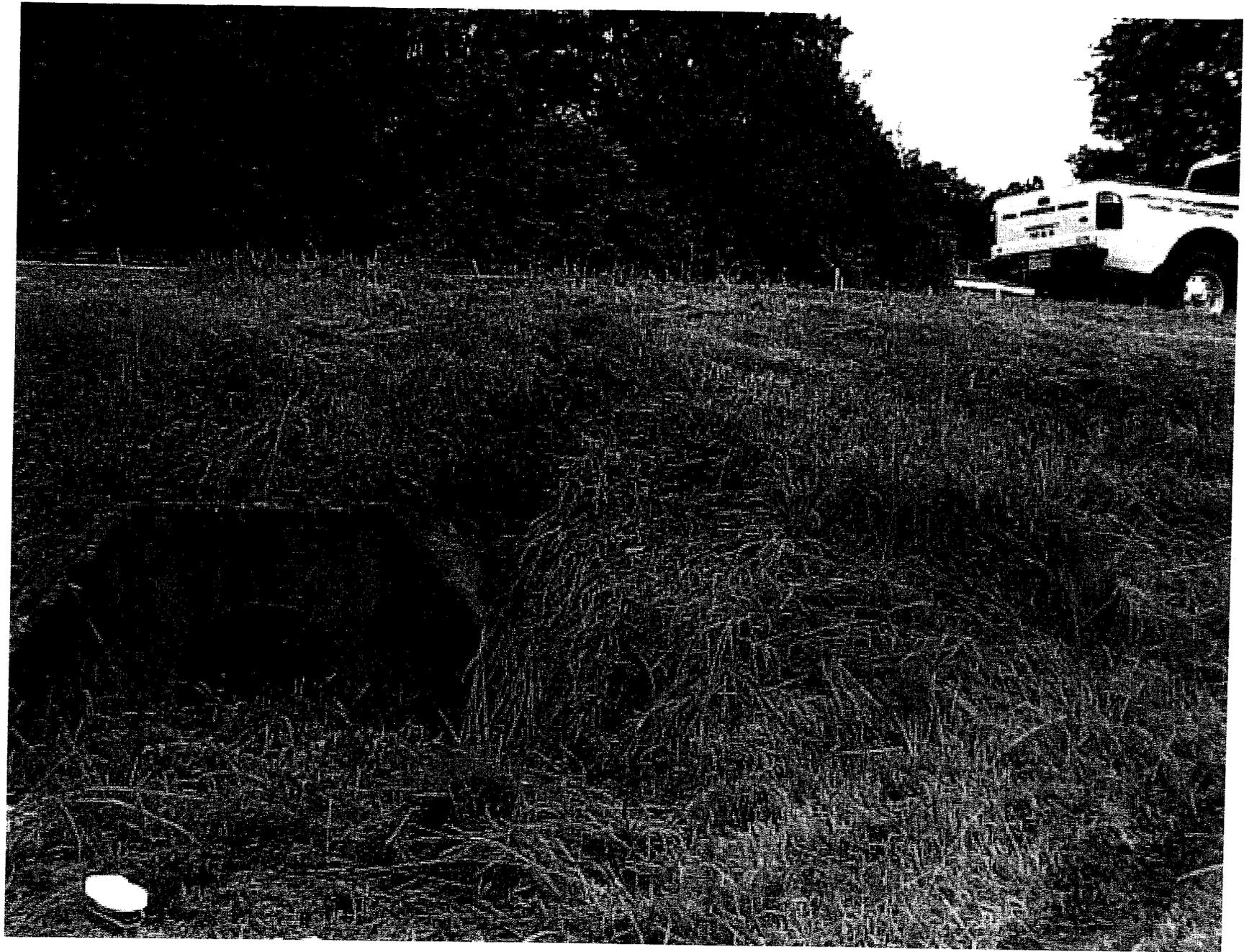
- All employees attended safety discussion of the incident. Emphasized importance of operator awareness and need to use good judgment based on all factors.
- Minor damage repaired by owner in-house.

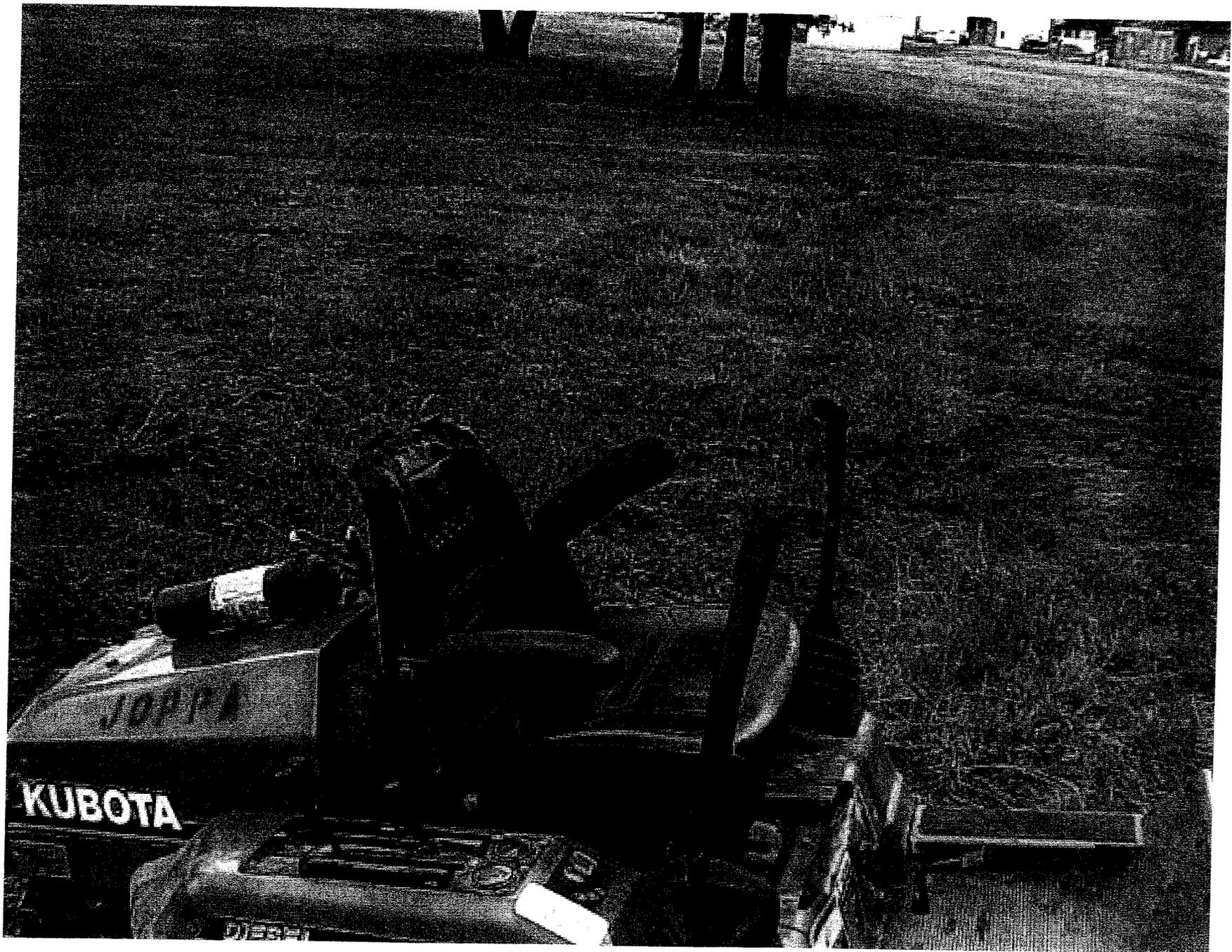
CLOSE CALL EVENT WITH MOWER

ADDITIONAL INFORMATION

- No seat belt on or recommended for this mower.
- Safety mechanism shuts off blades when it tips over; has a speed control.

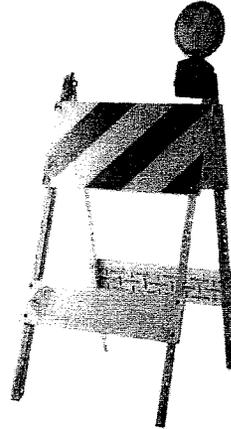






Enclosure 7

9 Pages



MISHAP REPORT

Mishap no. CSC-003/12





PrISMS Mishap Report

Mishap no. CSC-003/12

Mishap Synopsis

- On Monday, July 28, 2003 a CSC employee located in building 4705 was approximately half way between the west corner of building 4707 and the main entrance, she tripped on an uneven surface on the sidewalk and fell.
- Sustained a minor injury (contusion) to her right hand.
- The employee returned to work on Wednesday, July 30, 2003 with no restrictions to her normal duties.
- There was no damage to NASA property, and no impact to a mission occurred.

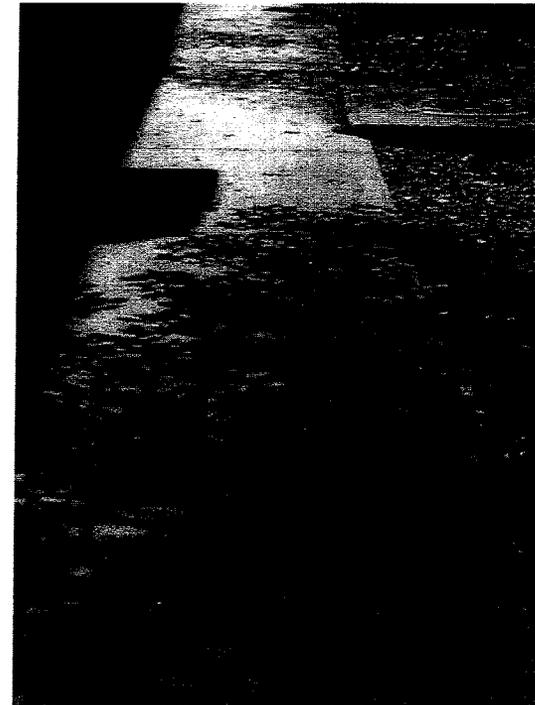




PrISMS Mishap Report

Mishap no. CSC-003/12

Inspection of the side walk in front of building 4707 was performed by the PrISMS Safety Specialist, and revealed that several areas had from 1/2" to 1" difference in adjoining surfaces. The cause of this mishap, is attributed to the irregular walking surfaces and conditions of the side walk.

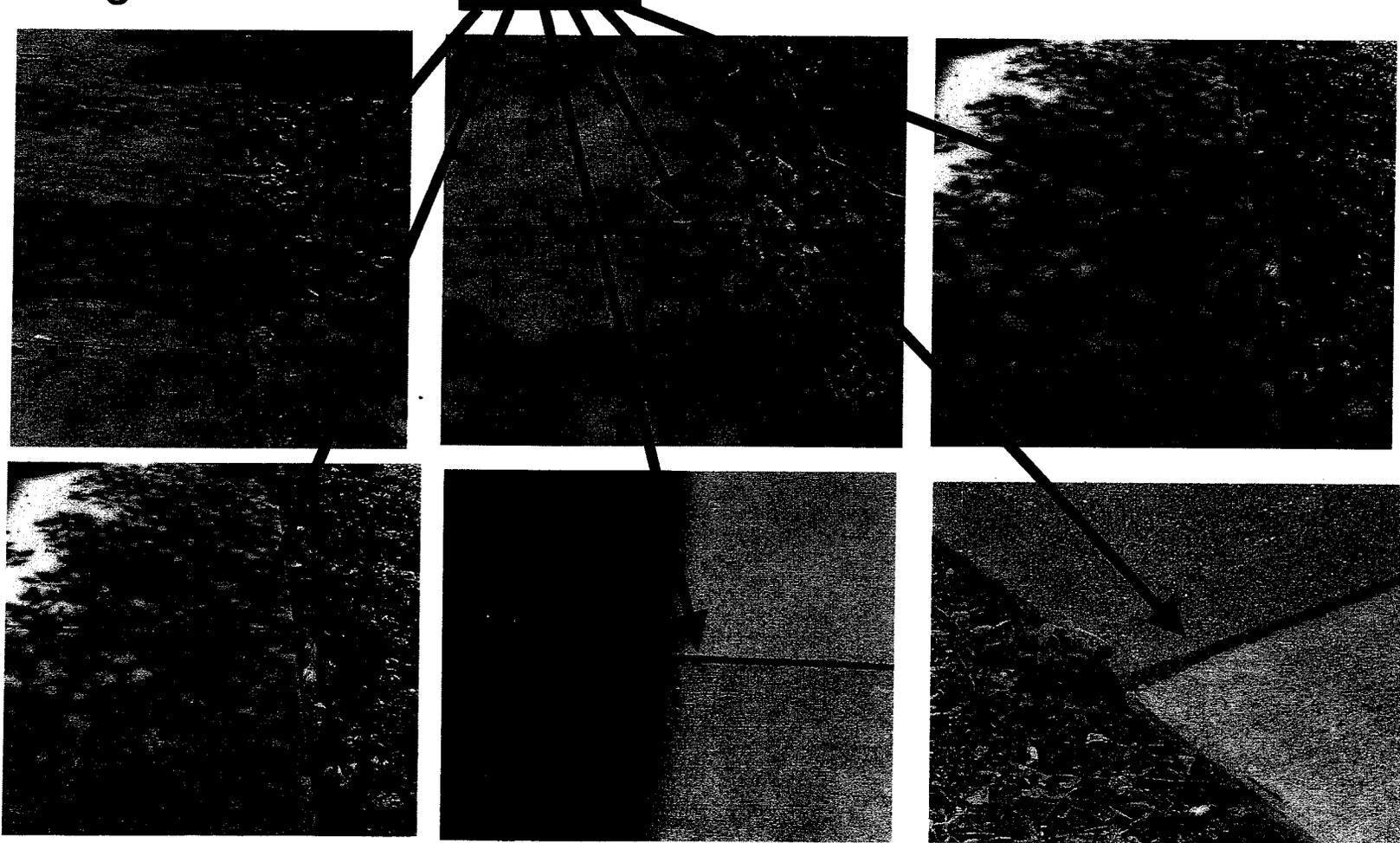




PrISMS Mishap Report

Mishap no. CSC-003/12

Irregular sidewalk surface





PrISMS Mishap Report

Mishap no. CSC-003/12

Medical Treatment required

- The employee was treated by the CSC authorized Workmen's Compensation medical services provider, and directed by the attending physician, to remain off work the day after the accident (July 29. 2003),
- Mishap resulted in one (1) day lost time



PrISMS Mishap Report

Mishap no. CSC-003/12

Remedial Action Plan

1. The PrISMS Safety Specialist initiated a NASA Facilities Work Request (479641) to have the locations repaired.
2. The PrISMS Safety Specialist contacted the MSFC Building Manager and requested that warning signs be placed along the sidewalk to indicate that there are uneven surfaces.
3. THE PrISMS Safety Specialist will prepare and distribute to all PrISMS personnel, A Safety Awareness Announcement addressing Slips, Trips & Falls.

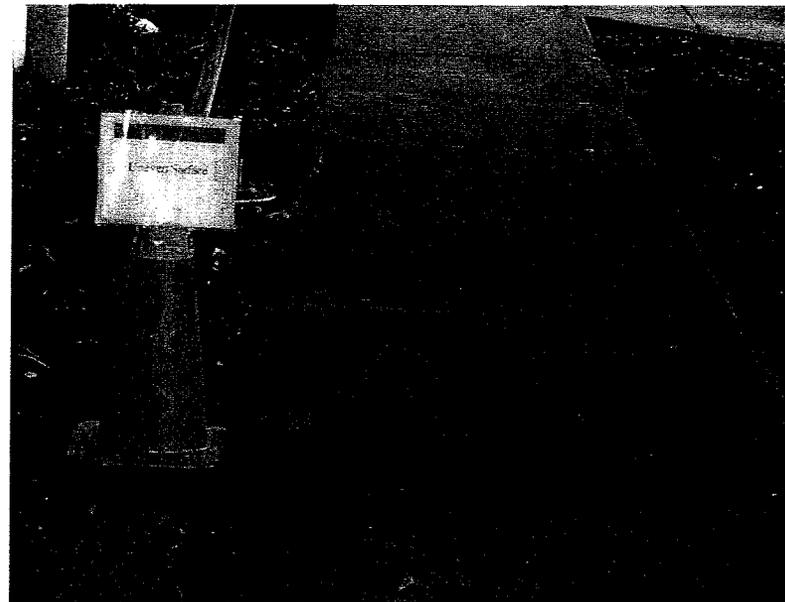
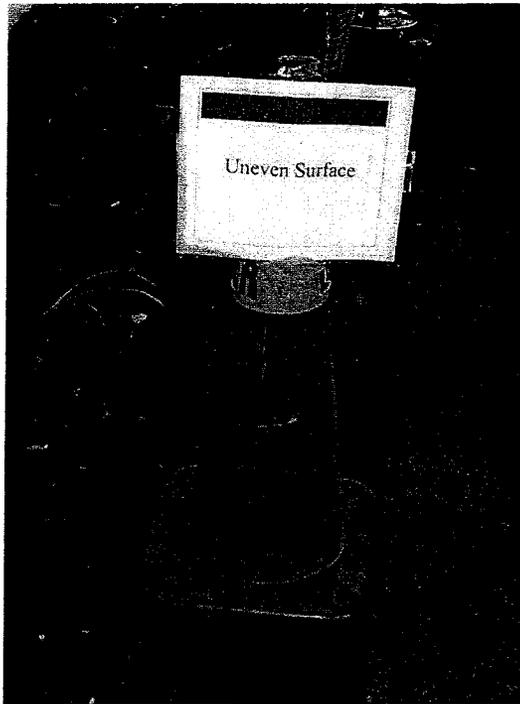


PrISMS Mishap Report

Mishap no. CSC-003/12

Remedial Action Plan

Warning signs are in place along the sidewalk to indicate that there is uneven surfaces.





PrISMS Mishap Report

Mishap no. CSC-003/12

Proposed Remedial Action Plan

The Prisms Safety Specialist will proposed that the MSFC Industrial Safety Office issue a safety bulletin, to alert all MSFC Building Managers, and request they survey external walking surfaces serving their respective buildings.

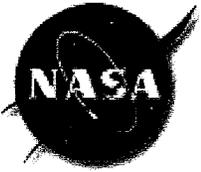


Work Plan



Summary

- Employee has returned to work
- Mishap has been reported to the proper safety authorities
- Survey is being conducted to identify other areas that may need repair.
- Corrective action has been implemented to prevent future occurrence.

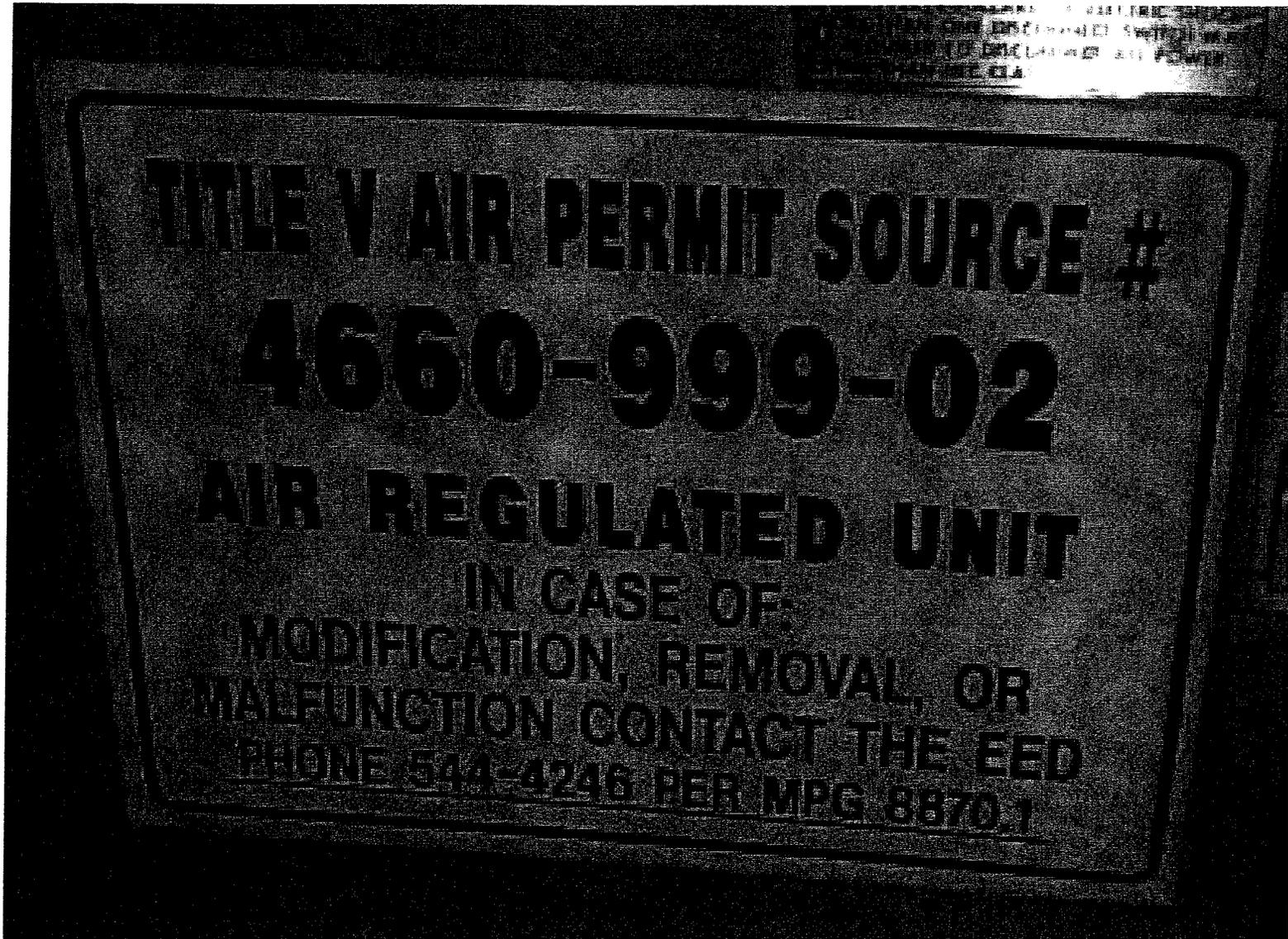


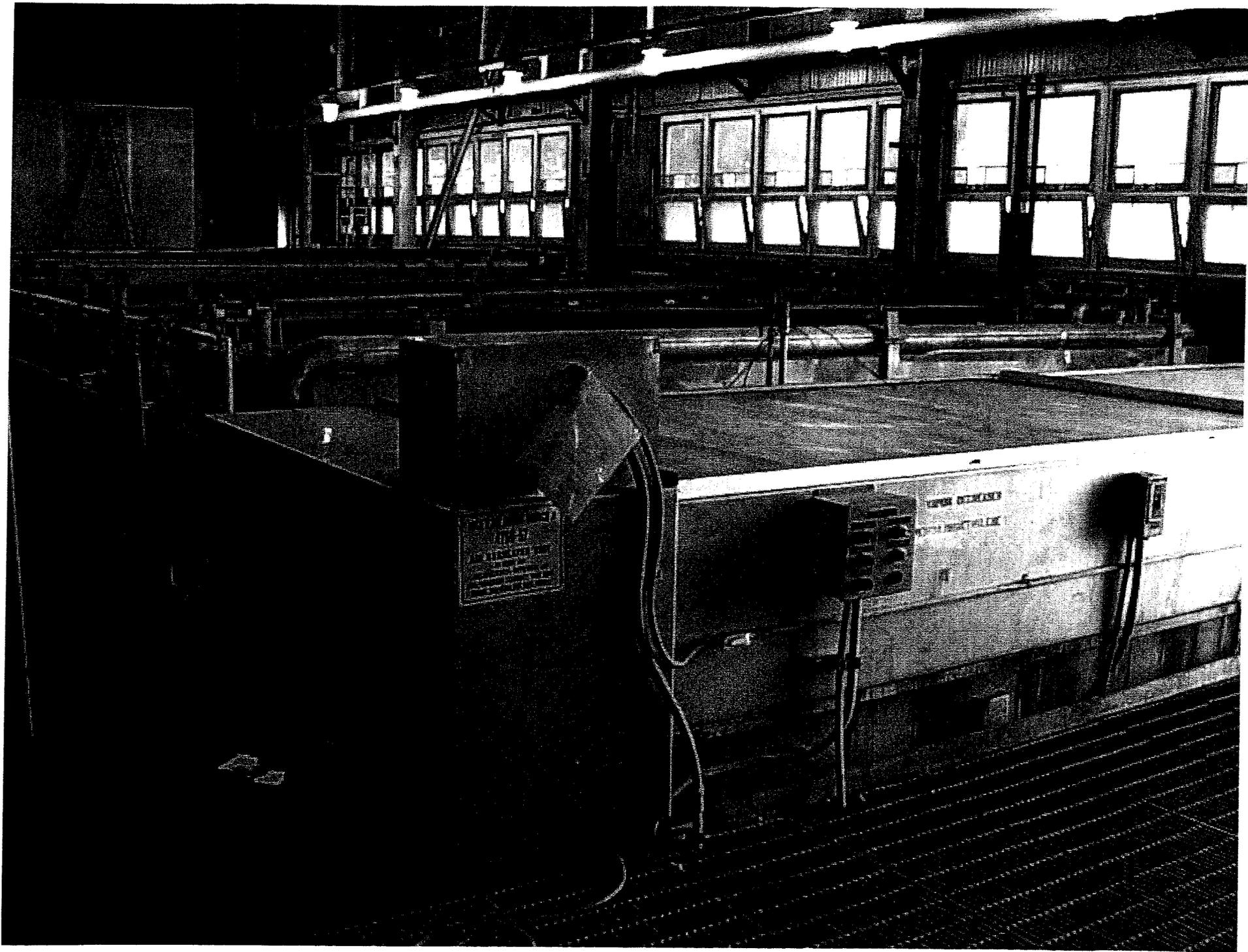
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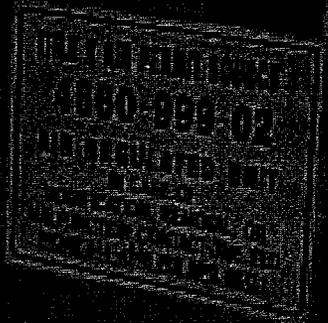
Environmental Signage



supporting the future







NUMBER
0233

AIR REGULATED UNIT
IN USE FOR
MODIFICATION, REMOVAL OF
DUAL FUNCTION CONTROL THE
PHONE EQUIPMENT PER VEC-387



DANGER
FLAMMABLE

SEE SAFETY DATA SHEET FOR HAZARD INFORMATION AND PRECAUTIONS

MSFC-003

**ENVIRONMENTAL
INVESTIGATION SITE**

**PRIOR TO ANY WORK
CALL 256-842-0314**

SHE Communications Subcommittee

Report

- **Current Initiative(s)**
 - **SHE Signs & Posters**
 - The SHE Communications Team has completed their project to develop a 'printable poster's page for the SHE Website. Visit https://msfcsma3.msfc.nasa.gov/she/safety_posters/default2.asp Center employee may print color poster on their organization color printer or request as 8 ½ x 11 or 11 x 17 safety poster on white card stock through the Service Request System (SRS) (found on Inside Marshall).
 - SHE Communications Team Activities
 - Family Fun Day Picnic – Safety Bean Bag Toss Game with safety questions for all ages and free prizes (9/20/03)
 - SHE Mascots will support the 2003 Safety Day (10/8/03)
- **SHE Action Status**

All actions closed