

September 23, 2003

QS50 (03-63)

TO: Distribution

FROM: QS50/David J. Spacek

SUBJECT: Minutes of the MSFC Safety, Health, and Environmental Committee *Working Meeting* – September 10, 2003

The Safety, Health, and Environmental (SHE) Committee met at 2:00 p.m. on Wednesday, September 10, 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)

Nance Jo promptly began the SHE Working Committee meeting thanking everyone for attending.

Previous Meeting Minutes (Nance Jo Ogozalek/ED33)

Nance Jo asked for any comments on previous minutes. The minutes were approved.

Safety Moment (Dennis Davis/QS50)

Dennis demonstrated how to locate the mishaps on the MSFC SHE page for the current month. As an example, Dennis opened the list of mishaps reported since August 15, 2003, and addressed each one. Regarding mishap case number 2003-0123, 8/28/03, "Close Call- Dropped nuts/washers to floor below bridge girder of crane #4" in Building 4755," numerous attendees were concerned that this was the second occurrence when items were dropped from an overhead crane in Building 4755. Attendees looked for some assurance that similar occurrences would not happen again.

ACTION SHE-03-022: As part of the dropped bolt close-call investigation at Building 4755, look at the pre-construction safety assessment process to assure it is adequate to prevent future similar incidents on other jobs. (Kyle Daniel/QS50/Investigation Team Lead; Due 12/17/03)

Dennis also introduced a new web-based accident prevention tool: the SAFETY OBSERVATION SURVEY, or SOS. The web application allows quick and easy reporting of observed unsafe acts, so that trends in unsafe behavior can be analyzed. Data will be used to plan and implement Centerwide corrective actions to help the Marshall Team avoid actions that set the stage for accidents to occur. Access the new application through the SHE Website by clicking the menu button for "File A Report," then choosing "Safety Observation Survey." <https://msfcsma3.msfc.nasa.gov/dbwebs/apps/SOS/default.asp>.

SHE Committee Status Report (Nance Jo Ogozalek/ED33 Chairperson)

Nance Jo reported on the following activity of the SHE Committee to include SHE Program Improvement Targets; e.g., revised MPG 8715.1 is scheduled for presentation to the Directive Control Board (DCB) on October 1, 2003. The chart presentation is attached as Enclosure 2.

New Business Highlights included:

- 1) Minutes of the July 30, 2003 SHE Committee meeting were approved as written. Approval of the minutes of the August 13, 2003 SHE Working Meeting were delayed to allow more time for the voting members to review them.
- 2) VPP Implementation Team & SHE Enhancement Team to visit KSC on September 15, 2003, to collect lessons learned from KSC's Voluntary Protection Program (VPP) Star Certification effort.
- 3) SHE overview briefs are planned for S&MA and Center managers
- 4) The SHE Committee will not have a separate booth at Family Fun Day (September 20th) and Safety Day 2003 (October 8th).
- 5) Pete Allen/AD60 briefly discussed Risk Management as it relates to hazardous operations and recommended a process be developed to inform the Center Director of all residual risks of hazardous operations and chemicals. Phil Robbins volunteered to provide a copy of a process used by CSC.

ACTION SHE-03-023: 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. (Dennis Davis/QS50; Due 02/15/04)

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

The PEP Survey is completed. Presentation of final results postponed until a full report is available.

Subcommittee Reports

Awards Program (Tom Dollman/SD01)

Tom reported that he was still looking for volunteers to serve on the subcommittee. Phil Robbins/CSC suggested the SHE Committee promote the Safety Day Safety Excellence Awards.

Safety Concerns Reporting System (SCRS) Tom Dollman/SD01)

Tom reported that the SCRS AD Hoc subcommittee only meets when a backlog of SCRS indicates special attention. Currently, all open SCRS are actively being worked.

Building Managers (Pete Allen/AD60, Brenda Wade/FD43)

Brenda reported that she was working on refining the list of Building Managers and increasing attendance at monthly meetings. Pete will follow-up on late actions assigned to Building Managers.

Contractor Safety Forum (CSF) (Phil Robbins/CSC)

Reported that Judy Milburn/QS50 provided a discussion on the MSFC Lockout/Tagout procedure at the August 29, 2003 CSF monthly meeting.

Cryogenics

No report

Hazardous Chemicals and Materials (Laurel Karr/SD46)

Laurel submitted a proposal to include a statement regarding chemical disposition and point of contact on the employee termination checklist. Tom Dollman suggested that the appropriate supervisor be added to the signature requirement, and an inventory be made prior to termination. Following a brief discussion, specific wording was established and the proposal was approved. The chart presentation is attached as Enclosure 3.

Safety Assessment (Dennis Davis/QS50)

Dennis reported that the applicable procedures/MWIs were being reviewed and in accordance with the SHE Charter. The subcommittee will provide recommendations to the Office of Primary Responsibility (OPR).

Laboratory Operations (Nance Jo Ogozalek/ED33)

Nance Jo reported on the Laboratory Operations Subcommittee. A logo for the Laboratory Operations Subcommittee has been developed. The chart presentation is attached as Enclosure 4.

Lifting Devices and Equipment (Kevin Primm/AD24)

Kevin reported that during the September 4th subcommittee meeting, Mike Parnell of Industrial Training International, Inc. (ITI), specialist in training lifting operators, provided a briefing on their capabilities. ITI has opened an office in Birmingham. Kevin also reported that Marshall Work Instruction (MWI) 6430.1, "Lifting Equipment and Operations," was being reviewed.

Lockout/Tagout (T. D. Jackson/EG&G, Judy Milburn/QS50)

As part of the review of the MWI 8715.2, "Lockout/Tagout Program," a decision was made to restructure the MWI based on the JSC procedure. The revised MWI will be available for the subcommittee to review soon. One significant change to the current MWI is that contractors will be required to follow the MSFC lockout/tagout MWI.

Machine Shops (Robert Carroll/LMC)

No report.

Pressure Operations (Jack Caudle/AD24)

Jack reported on subcommittee activities. The chart presentation is attached as Enclosure 5.

Radiation (Patrick Patterson/AJT)

No report

Wellness and Ergonomics (WERG) (Charles Dischinger/ED42)

Charles reported that the WERG subcommittee is working on:

- A manager's checklist for use immediately following a mishap.
- An employee survey to determine interest in and ideas for a biking/walking path.
- A booth for Safety Day.

Hazardous Operations DirectoratesCenter Operations (Cathy Miller/AD62)

Cathy reported on the Center Operations activities to include a report of a recent incident where an employee backed a vehicle into a concrete support. The chart presentation is attached as Enclosure 6.

Engineering (Ralph Carruth/ED30)

Ralph reported on the Engineering Directorate. The chart presentation is attached as Enclosure 7.

Flight Projects (Paige Vaughn/FD22)

Paige reported on the Flight Projects Directorate. Flight Projects employees will be moved to the off-site Intergraph facility by the end of the month. The chart presentation is attached as Enclosure 8.

Science (Tom Dollman/SD01)

Tom reported on the Science Directorate. The chart presentation is attached as Enclosure 9.

Space Transportation (Ray Bailey/TD53)

Ray reported that he is the new representative for the Space Transportation Directorate, replacing Tammy Barcala.

Ad Hoc Committee for Program Improvement Targets (Tom Dollman/SD01)

Tom reported on the Improving Safety, Health, and Environmental Programs in Hazardous Operations Directorates (ISHEPHODS). The chart presentation is attached as Enclosure 10.

New Business (Nance Jo Ogozalek/ED33 Chairperson)

None

Open Actions (Dennis Davis/QS50)

Dennis presented the open actions. Following a discussion of action item, SHE 03-020, Evacuation Plans for Physically Disabled Persons, Dennis agreed that part of that action would be to assure that evacuation procedures are included in appropriate MSFC instructions. The chart presentation is attached as Enclosure 11.

The next SHE Committee Meeting is scheduled for October 1, 2003, at 2:00 p.m. in Building 4200, Conference Room P110.

Original signed by

David J. Spacek
Manager
Industrial Safety Department

11 Enclosures

Distribution:
SHE Committee Members
SHE Web Page

Enclosure 1

SHE WORKING GROUP MEETING AGENDA

Wednesday, September 10, 2003

2 pm, Building 4202, Room 326A

Open Meeting (Nance Jo Ogozalek / Chairperson)

- **Approval of Meeting Minutes for July 30, 2003**

Safety Moment (Dennis Davis/QS50)

Management Mentor Comments (Axel Roth/DE01)

SHE Committee Reports

- **MSFC Family Fun Day, September 20th**
- **Safety Day, October 8th**
- **SHE Committee Awards Program (Tom Dollman/SD)**

Special Reports

- **PEP Survey - New Corrective Actions (Kristie French/QS50)**

Subcommittee Reports

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

((Send charts electronically to Richard Smith, Lisa Zandler, 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**

Hazardous Operations Directorates

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

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

New Business

Open Actions (Dennis Davis/QS50)

Next Meeting – October 1, 2003; 2 pm; Building 4200, P110

SHE COMMITTEE STATUS REPORT

September 10, 2003

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

- **SHE-1.3A: MPG 8715.1 – First Draft Review Completed**
ECD for Directives Board: *10-1-03*

- **SHE-1.8B:**
2002 Final Report – In QS50 for Review
ECD for SHE Committee: *9/12/03*
2003 Annual Plan – In Progress, ECD for review: *9-30-03*

- **SHE-1.8C: PEP Survey Results –**
will be incorporated with PITA in FY04, ECD: *12-30-03*

- **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

September 10, 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, July 16, August 13 meetings

=> Assigned to Directorates with Hazardous Operations Ad Hoc Subcommittee

>>>> *No resolution*

➤ Committee and Subcommittee Milestones

- ❖ **Radiation Subcommittee reported at September 2nd MTM**
- ❖ **Next MTM is October 6th, 8:30 am, 4200, P110**

Next Subcommittee Milestone Report – discussion

>>>> *Pending*

Updates from meeting shown in italics

SHE COMMITTEE STATUS REPORT

September 10, 2003

➤ New Business

- ❖ Meeting Minutes – August 13 – *minutes approved*
- ❖ VPP Implementation Team & SHE Enhancement Team going to KSC September 15th to discuss lessons learned during KSC's VPP "Star" Certification effort
- Meeting with Dave King, MSFC Center Director – **to be scheduled**
SHE Program Overview & VPP Schedule
Supervisors VPP Handbook in preparation
- SHE Program Overview Briefing given to Axel Roth, 8/4/03; Jim Carter, 8/15/03; and Jan Davis and Herb Shivers, 8/20/03
- HQ Draft NPG: VPP Certification of SHE Program –
Briefing on schedule and requirements given to Axel Roth, 8/4/03
- MSFC Family Day – Sept. 20th – **Will SHE Committee have a booth?**
SHE Committee will not have a separate booth
- Safety Day – Oct. 8th – *SHE Committee will not have a separate booth*
WERG, Lab Ops Subcommittees will have booths

Updates from meeting shown in italics

Enclosure 3

Safety, Health, and Environmental (SHE) Committee Proposal

1. SUBCOMMITTEE/ORGANIZATION NAME:

Hazardous Chemicals and Materials Subcommittee

2. SEQUENCE NUMBER OF PROPOSAL: **HCM-2003-01**

3. PROPOSAL NAME: **Chemical Disposition Item for Employee Clearance Check-list (MSFC form 383 – Civil Service and**

383-001 – Contractor)

4. CHAMPION'S NAME: **Laurel Karr**

5. CHAMPION'S ORGANIZATION: **SD46**

6. CHAMPION'S EMAIL ADDRESS: **Laurel.J.Karr@nasa.gov**

7. CHAMPION'S PHONE NUMBER: **544-7817**

8. DATE OF PRESENTATION TO SHE COMMITTEE: **September 10, 2003**

9. BACKGROUND OR HISTORY (optional):

10. PROBLEM:

People have often left MSFC without making arrangements for disposing of chemicals they have on hand, or for naming a point of contact for these chemicals

11. PERSONS AFFECTED BY THE PROBLEM:

Employees (civil service and contractors) conducting work in and nearby areas with hazardous chemicals.

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

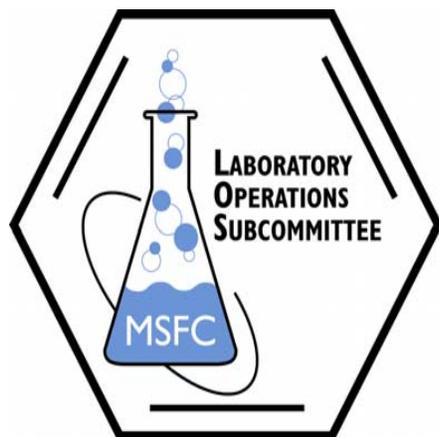
- a. **Initiate an action to include statement regarding chemical disposition and point of contact on the employee clearance checklist that must be followed upon leaving MSFC. The following wording is suggested: "Chemicals used during tenure at MSFC have either been properly disposed of, or inventoried and identified to supervisor, who assumes responsibility."**
- b. **Human Resources (CD10 – contact: Mack Blackman) will then get the necessary approvals and add it to the employee clearance checklist.**

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

N/A

14. SHE COMMITTEE DISPOSITION:

Enclosure 4



Laboratory Operations Subcommittee Report

September 10, 2003

- + Activities Completed:
 - + Logo Developed
 - + Promotional Items for Safety Day Selected

+ New Members:

- + David Glover, Nathan Coffee, & Bryon Collier – EG&G
- + Charlie Davis – ATK Thiokol

+ Current Activities:

- + Planning for MSFC Family Day, September 20th
- + Planning for Safety Day, October 8th
- + Continuing search for other chemical labeling software
- + Evaluating Brady Signmark chemical labels
- + Campaign for additional members

+ Next Meeting: Tentative Date - September 18th, 2 pm, building 4612, room 2403

Pressure System Committee Report

- Status of Current Initiative(s) - Currently working to certify system for Composite Panel Test at 4572 (next week), Laser Ignition Test at Hydrogen Cold Flow (early Oct) and GOX Generation Facility at B4623
- SHE Actions Status – None
- Subcommittee Issues - None

Center Operations Directorate

SH&E Report – September 10, 2003

- Open SCRS – 7
- Late SCRS – 0
- HAZTRAK – 37 open
- Mishap cases total 17 1 -new
- Corrective actions total 30 3 -new
- Self-evaluation Open Corrective Action
02-020: Open items are still being worked to closure.

Engineering Directorate Report

9/10/03

(as of 9/5/03)

- **SCRS**
 - 5 Open; No late SCRS's
- **HAZTRAK**
 - 81 open for area; 62 have work orders; 22 open; 2 late
- **Mishaps/Close Call Status**
 - 4 open mishaps (corrective actions implemented or in work)
- **Self Evaluation Open Corrective Actions – SHE Program Improvement Targets (no change since last report)**
 - Completed or Closed 21 of 26.
 - Recommended primary responsibility of two actions reassigned to Building Managers (posting reports of inspection findings), and S&MA or AD (procedure to familiarize personnel with MSDS's)

Flight Projects September 2003

SHE Report

- **SCRS** (60 days)

4 Open (1 New action)

1) Inadequate lighting in parking lots Bldg. 4755 (**IDIQ placed to correct problem**)

2) Parking problem on service road that runs parallel on Gemini Road (**one way sign to be installed on service Rd & Gemini to be painted with diagonal parking lines**)

3) The equipment room in Bldg. 4708 full of excess furniture obstructing access to equipment.

4) Overhead Crane in 4755 high bay reported 4 instances of bolts or washers dropped over test area with temporary tin roof (**NEW**)

Flight Project Sept SHE Report

- **HAZTRAK** (25 days)
- **17 Open** (Fire Alarms Panel, Improperly labeled Tubing & piping)
- **10 new actions entered in Mid August due to Semi Annual Hazardous Operations Inspection**
- **Of the 17 open, 11 are assigned to Facilities**
- **Close Calls/Mishaps**
1 close call reported – Bolts and/or washer dropped from Crane in 4755 high bay area.
- **Program Improvements Targets**
- **Updating matrix to reflect status of closed improvements & new target dates.**
Obtained clarification and/or guidance on several targets from Dave Spacek

SD SHE Committee Report (Sep03)

- Open SCRS Metrics (Total=3+0*):
 - 4201-outside step; 4201-6th floor stairwell(s); 4481 light fixture fail
 - (2+0) Closed in past 60 days
- Open HAZTRAK corrective actions (Total=31+13*):
 - (16+11) Total for COD+UAH action
 - (13+2) Late
 - (2) NSSTC/UAH Storage area & Crane Load Test
 - (13) COD is working (11 findings went late last month)
 - (1) Load Limit signs for overhead storage; SHE action
 - (44+8) closed in past 60 days
- Open mishap/close-call corrective actions (1+0*)
 - Delivery Vehicle and Loading Dock Mismatch – in work for Oct 1
- PITAs: No additional closures since Aug SHEWG Meeting

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

Ad Hoc ISHEHOD Subcommittee Report (Sep03)

- Improving Safety, Health, and Environmental Programs in Hazardous Operations Directorates (ISHEPHODS)
 - AD, ED, FD, SD, & TD collaborating
- Met once since previous SHE Working Group Meeting
 - A number of questions/items discussed with & addressed by QS/Dave Spacek – Many Thanks!
- Next Meeting scheduled 09/17/03

Enclosure 11

SHE Committee Open Actions September 10, 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. Most but not all organizations have 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	SHE Training 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	In work. Many videos have been moved to Training Center in Basement of 4200. Original will remain in 4207 for making copies.
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	