

Charter

NASA

National Aeronautics and
Space Administration

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

MSFC Safety, Health, and Environmental (SHE) Committee	MPD 1150.1	Charter Number: MC-12-B
Effective Date: January 26, 2004		

Subject: MSFC Safety, Health, and Environmental (SHE) Committee

1. PURPOSE

To promote and improve the MSFC safety, health, and environmental program and provide recommendations for improvements to the program.

2. POLICY (As established in MPG 8715.1)

SAFETY: MSFC will strive to prevent human injury and occupational illness and ensure safety of all operations and products.

HEALTH: MSFC will strive to promote and maintain the physical well-being of its employees.

ENVIRONMENTAL: MSFC will strive to protect, preserve, and enhance the quality of the environment while conducting its primary mission activities.

3. RESPONSIBILITIES

a. Serve as the Center's organizational committee to implement the SHE Program policies and procedures and to support their formulation by the MSFC responsible organizations (AD, QS, and CD).

b. Establish and maintain subcommittees to support the SHE Committee in the execution of its responsibilities. Ad Hoc subcommittees will be established, as required, to address unique, short-term issues.

c. Effect the resolution of SHE Program problems and issues associated with the execution of the SHE program.

d. Ensure that items submitted to the Safety Concerns Reporting System (SCRS) receive timely closure. Resolve issues with resolution of submitted items.

- e. Review applicable SHE Program audit and inspection results. When appropriate, identify organizations that should be assigned responsibilities to develop corrective action and monitor their implementation.
- f. Review investigations of all serious mishaps and close calls.
- g. Review all subcommittee reports.
- h. Ensure appropriate metrics are developed which support the implementation of the objectives. Review monthly SHE metrics. When appropriate, make recommendations to corrective action plans and monitor completion schedules.
- i. Report SHE Program status/issues to the Marshall Team Meeting.

4. MEMBERSHIP

- a. The voting membership shall consist of at least 50% non-management employees and a goal of at least 20% management or supervisory personnel. Both civil service and contractor employees are eligible.

b. Chairperson

The Chairperson is a voting member with only one (1) vote; i.e., does not have a second vote as a result of any other affiliation with the SHE Committee.

c. Deputy Chairperson

The Deputy Chairperson is a voting member with only one (1) vote; i.e., does not have a second vote as a result of any other affiliation with the SHE Committee.

d. Voting Membership

- Chairpersons or appointed designee of the following SHE Practitioner Subcommittees:
 - o Wellness and Ergonomics
 - o Safety Assessment
 - o Lockout/Tagout (LOTO)
 - o Lifting Devices and Equipment
 - o Pressure Operations
 - o Radiation
 - o Hazardous Chemicals and Materials
 - o Machine Shop
 - o Cryogenics
 - o Laboratory Operations
 - o Building Managers

- Appointed Representatives or designee from Directorates and Offices:
 - Engineering Directorate (ED)
 - Science Directorate (SD)
 - Space Transportation Directorate (TD)
 - Flight Projects Directorate (FD)
 - Center Operations Directorate (AD)
 - Customer and Employee Relations Directorate (CD)
 - Safety and Mission Assurance Office (QS)
 - Procurement Office (PS)
 - Office of Chief Counsel (LS)
 - Office of Chief Financial Officer (RS)
 - Equal Opportunity Office (OS)
 - Space Shuttle Propulsion Office (MP)
 - Systems Management Office
 - Next Generation Launch Technology Program Office (NP)
 - Orbital Space Plane Program Office (UP)
 - Office of the Director (DA/DD/DE)
 - X-37 Project Office (XP)

- Appointed Representative or designee from the Contractor Safety Forum

- Senior Management Representative or designee

e. Non-Voting Members

Chairperson or designated representative of the following Supporting Subcommittees and Teams:

- Marshall Safety Action Team (MSAT)
- SHE Communications
- Performance Evaluation Profile (PEP) Ad Hoc
- Safety and Health Training Ad Hoc
- Emergency Preparedness
- Energy and Water Conservation
- Safety Concerns Reporting System (SCRS) Ad Hoc
- Environmental Excellence Team
- Improving Safety, Health, and Environmental Program in all Directorates and Offices (ISHEPADO) Ad Hoc Subcommittee

5. FREQUENCY OF MEETINGS

Meetings will be scheduled at least monthly and the Chairperson may call special meetings, as required.

6. METHOD OF OPERATION

- a. Reports of the SHE Committee and subcommittee activities will be published to assure accessibility to all civil servants, onsite contractors, and tenants at all levels in the organization. These reports will be published within 10 working days after the meeting.

- b. Subcommittee, Directorate, and Office reports and safety trends will be electronically published with the meeting minutes within 10 working days after meetings.
- c. Actions, proposals, or other business activities submitted for SHE Committee approval will require a majority of votes cast. Votes may be cast by voting members by either being present during the vote or by electronically submitting their vote to the Chairperson or Deputy Chairperson prior to the voting session.
- d. Elections
- Nominations will be accepted by the Elections Ad Hoc Subcommittee by either self nomination or from the Centerwide workforce during January and February for the positions of SHE Committee Chairperson and Deputy Chairperson.
 - Nominees must agree to serve in advance of the election and for the full term of office.
 - The term of office is one (1) year for each position
 - The elections for Chairperson and Deputy Chairperson will be conducted at the regular February monthly meeting by written ballot.
 - The nominee with the majority of votes cast for each office will be elected.
 - Voting members may cast their vote either by being present at the February meeting or electronically prior to the meeting to the Elections Ad Hoc Subcommittee Chairperson.
 - The term of office will begin with the first meeting in April.
 - Practitioner Subcommittees, Ad Hoc Subcommittees, Supporting Subcommittees, and Teams will establish their own requirements for officers and elections.

Original signed by
Axel Roth for

David A. King
Director