

Wallops Contractor Safety Council
Meeting Minutes
February 13, 2001

CHAIRMAN: David Quillen/H&H

VICE CHAIRMAN: Dwayne Rye/CSC Code 803

ATTENDANCE:

OHI/Curtis Oakley	DynCorp/Ray Gillet	SCSC/Dick Davis
NSI/Tom Henman	CSC/Dwayne Rye	NASA/803 Terry Potterton
Cortez/Edward Bohl	H&H/Harvey Spurlock	GHG/Robin Newswanger
PRC/Jim Deaton	FKW/Ron Simko	EG&G/Jim Yungel
SCSC/John Glenn		

AGENDA:

1. Old Business (Status Reports)
2. New

MINUTES:

Old Business:

COUNSEL CHARTER REVIEW The current Contractors Safety Council Charter was distributed to counsel members last meeting in Jan. for review. It was proposed that members review the charter and provide recommendations for revision by E-mail to Dwayne Rye/CSC prior to the next meeting. No proposals to change or modify the charter were received as of this meeting. Any and all recommended revisions must be received by the Safety Office NLT Friday Feb. 16, 2001. Provided no recommendations are submitted this action item is closed. Recommendations received will be sent out by E-mail to council members for concurrence or non-concurrence.

LIST OF SAFETY COUNSEL MEMBERS The Council member listing was updated and the mailing list revised. As a result representation of contractors here at WFF increased. A hardy welcome goes out to Cortez III, Facilities Management, EG&G, SCSC, for attending and participating in a truly important and vital function here at WFF.

GSFC/WFF HAZARD /CLOSE CALL REPORTING SYSTEM As a Safety Office action item from the January meeting. Some council members stated they would like

to have a means of accessing the system themselves to track specific close calls. The Safety Office is still looking into how to expand the current access list. This action item remains open. An update and the close calls received for the month of February will be provided at the next meeting.

CONSOLIDATING SAFETY TRAINING As a point of discussion at the last meeting, it was proposed that consolidating training between contractors and the Safety Office may be an effective means to reduce individual contractor training costs by opening scheduled training to other contractors that require the same training at no cost (except for materials). Currently NASA Safety Training (NSTC) Classes offered by the Safety Office will be open to contractors on a space available basis. It is encouraged that contractors that have training scheduled for their employees extend the same courtesy to other contractors if the host contractor incurs no additional costs. Additionally at future meetings it will be asked if any council member has training seats open for upcoming training.

New Business

COMMUNICATING AND COORDINATING CRITICAL SAFETY PROCEDURES BETWEEN CONTRACTORS Dwayne Rye/CSC/Code 803 mentioned that there is an occasional break- down of communications and coordination between contractors and the Safety Office in established procedures involving safety. The example was the Y-15 crane that broke down during the lifting of a rocket motor. The problem resulted when there was very little communications and coordination in the three critical phases of repair and re-certification of the crane between the necessary parties involved. The Safety Office will ensure that proper notifications to all parties concerned will be made on all Hazard and Close Call reports received. Follow-up actions will also be conducted until the hazard is closed out. Contractors should also ensure that they maintain good communications and coordination between other contractors and the Safety Office during operations that involve multiple contractors to ensure that safety is not compromised.

CRANES AND AIR COMPRESSORS Tom Henman/NSI addressed Re-Certification procedures of cranes. NSI has the responsibility for certification and re-certification of all cranes on WFF. (Excluding other organizations outside of NASA) After repairs are conducted on cranes NSI needs to be notified so they can re-certify the crane if required. This includes ordering new crane and air compressors. This information was presented at the last meeting in Jan. Please refer to those minute on the Safety Office home page for details.

SAFETY OFFICE MONTHLY INCIDENT REPORT Curtis Oakley/OHI presented incident report for the month of January. The report is a compilation of all reported close calls, mishap reports, and Fire Dept. responses for that particular month. Counsel members should now be receiving this report when it's distributed.

NASA PURSUEING VPP CERTIFICATION Terry Potterton/NASA/Code 803 presented information regarding upcoming VPP certification. NASA has given direction for all Centers to be VPP Certified by Sept. 2002. Many of the processes involved will affect the contractors here at WFF. Although VPP is not a requirement for the on-site contractors here at WFF, it will require WFF to institute changes in how we manage the safety and health program for Contractors as well as Federal employees. One of the requirements is to have a WFF safety and health committee. The concept of combining the Contractors Safety Council with Civil servants has been proposed. It was requested that the council members consider this proposal by the next meeting and provide their concurrence or non-concurrence at the next meeting in March.

CONTRACTOR SAFETY AND HEALTH INSPECTIONS/UPCOMING AUDITS
Dwayne Rye/CSC/Code 803 presented requirements for Safety and Health Inspections. Contractor, as well as Civil Service, Managers and Supervisors are required to conduct scheduled safety and health inspections of their work sites and facilities within their organizations. The Safety Office scheduled audits (as part of the VPP and NPG 8715.3) will look closely at implementation and performance of these inspections and ensure that all facets of their Safety and Health Programs are complied with. It is managements (Contractors and Civil Service) responsibility to ensure their Safety and Health Programs are in compliance with not only NASA's, but with all applicable Federal, State and Local regulations.

SAFETY OFFICE HOME PAGE The Safety Office Home page is in the process of new changes. New information will be available at this site for easy assess of new safety and health information to include information on new and revised OSHA standards.

If you have any questions or have information that you would like to discuss please contact Dave Quillen at Ext. 2025 or Dwayne Rye at ext. 1884,

The next Contractor Safety Council meeting is scheduled for March 13, 2001 at 10 a.m. in building E-107, Room 117.

The following NSTC Training courses are scheduled for the month on March.

Confined Space Entry Training March 1, 2001.

Lockout/Tagout Training March 2, 2001

**Electrical Safety Standards& March 26 - 30, 2001
Battery Safety**

Please ensure that your personnel desiring or required to have this training are registered by February 1, 2001.

See You Next Month.