

Wallops Contractor Safety Council Meeting Minutes

CHAIRMAN: Curtis Oakley/Cube Corp.

ATTENDANCE:

Dwayne Rye/CSC/803
Jim Deaton/NSROC
Dean Carroll/GHG
Bill Hargrove/ManTech
John Glenn/Navy

R. Owen Hooks/EG&G
Marvin Bunting/CSC
Curtis Oakley/EG&G
Jim Yungel/EG&G

AGENDA:

Plans and Milestones for 2002
Safety and Health Audits and Surveys for 2002
Safety Training Presentations Available
Monthly Incident Report (attached)
Upcoming Safety Training

MINUTES:

Old Business:

None Discussed

New Business

AGENDA ITEMS

Curtis Oakley/Cube opened the meeting in place of Mr. David Quillen. Dwayne Rye/CSC/803 opened the discussion concerning agenda items for the Safety Council. To ensure that all safety issues concerning contractors and the facility are addressed contractors are encouraged to submit, or bring forward, any concerns, comments, or recommendations they have so they can be included into the agenda for the next scheduled meeting.

SAFETY OFFICE PLANS AND MILESTONES FOR 2002

Dwayne Rye/CSC/803 reviewed the various projects and milestones that are planned for the Institutional Safety Office for 2002.

Confined Space Program The first and probably biggest project is the WFF Confined Space Program that will continue through the majority of 2002. This project includes:

Developing and Implementing a Written WFF Confined Space Program; Evaluating and classifying all confined spaces at WFF; Developing a Master Entry Plan that can be accessed electronically that will provide standardized procedures and the required Entry Permit; Formal training for all personnel that enter confined spaces; Capabilities for Emergency Confined Space Rescue.

Employee Safety Committee This committee was formed in late 2001 and will continue to develop in 2002. Designed primarily for Government Employees, it will provide and promote Safety and Health awareness and training to Civil Servants here at WFF.

Safety and Health Training Course development will begin in 2002 addressing training for Facility Operation Managers (FOM's) and Contractor and Civil Servant Managers and Supervisors in the areas of facility and operational Safety, and general safety awareness and responsibilities.

Hazard Abatement Program This program will provide the process for tracking and closing out identified hazards at WFF.

WFF Safety Manual The Safety Office has started the development of a WFF Safety Manual and is expected to continue. The manual will be a comprehensive safety directory of all safety programs, requirements, processes and procedures at WFF.

Industrial Hygiene Services The Safety Office is currently working on providing Industrial hygiene services here at WFF. Currently these services are limited through Greenbelt.

UPCOMING MEETING FOR SAFETY REPS ON THE WFF CONFINED SPACE PROGRAM

Dwayne Rye stated that a meeting will be scheduled in the near future to discuss and review the new written Confined Space documents. Contractors will be given copies of the written documents for their review. A follow-on meeting will also be scheduled on Jan 30 to review all comments and recommendation around the end of January 2002. Comments and recommendations will be due to the Safety Office by Jan 21, 2002.

BROKEN CHAIR MISHAP

Curtis Oakley/Cube discussed the latest mishap involving an injury to a WICC employee caused by a chair breaking and sending an employee backwards to the ground and hitting his hand leaving a cut that required stitches. The main reason the chair broke was due to metal fatigue at the point the chair frame attached to the underside of the seat. The chair that broke was a standard office 4 caster rolling chair. All contractors should examine their chairs for signs of stress cracks at the point the frame and seat are attached, and remove all chairs from services that show signs of stress cracks or metal fatigue. Please see the attached presentation on what to look for and how to inspect.

GSFC EXECUTIVE SAFETY COMMITTEE

Bob Hickman/CSC discussed the last Executive Safety Committee meeting held at Goddard. The meeting will start to focus discussions more on lessons learned than on organization presentations. Also discussed was a new Safety Office web Page being developed.

SAFETY TRAINING PRESENTATIONS (POWER POINT) AVAILABLE

Dwayne Rye/CSC mentioned that Safety Training presentations are available in the Safety Office and available for checkout. Over twenty different topics are covered along with training materials for downloads. Contractors interested in viewing or checking out the training materials contact the Safety Office.

OLD ACTION ITEMS

Jim Deaton/NSROC discussed old business items that have not been resolved. One issue was the Automated External Defibrillators (AED). Dwayne Rye/CSC/803 stated he would look into Old Business issues and AED issue and report back to the council next month with updates.

OSHA's NEW RECORD KEEPING WEBCAST

Marvin Bunting/CSC/803 discussed the OSHA WebCast that was presented on Dec 12, 2001. The web cast was recorded and still available for viewing if any one would like to view it. The webcast can be viewed at:
<http://www.osha-slc.gov/recordkeeping/RKsatellite.html>

SAFETY HIGHLIGHTS FOR THE MONTH of DECEMBER 2001

Safety Highlights for the month of December were not distributed during the meeting, but will accompany these minutes when distributed.

UPCOMING SAFETY TRAINING: The following NSTC Training course will be offered in February 2002: Course registrations are due to the Safety Office NLT Jan. 30, 2002

High Pressure System Safety	Feb 20-21, 2002.
Flex Hose Safety	Feb 22, 2002

If you have any questions or concerns regarding these minutes, 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 February 12, 2002 at 10 a.m. in building E-107, Room 117.

See You Next Month.