

Wallops Contractor Safety Council
Meeting Minutes
July 10, 2001

CHAIRMAN: Dave Quillen/H&H

ATTENDANCE:

OHI/Curtis Oakley
ESAction/Merle Allshouse
CSC/803Dwayne Rye
DynCorp/Mike Singer
NASA/803 Terry Potterton
DynCorp/ Jim Yungel
CSC/Robin Newswanger
CSC/Bob Hickman

PRC/Jim Deaton
H&H/Dave Quillen
Navy/John Glenn
Cortez III/Ed Bohl
NASA/803/Les Mcgonigal
PRC/Ken DiGiulian
H&H/Tom Taylor

AGENDA:

Emergency Eyewash Stations
Job Hazard Analysis
WFF Annual Training Needs Assessment
VPP Update
ER2 Aircraft at WFF between July 10 - August 3, 2001 (Hydrazine Hazard Area)
Upcoming Training
Monthly Incidence Report for the month of June

MINUTES:

Old Business:

None Discussed.

New Business

EMERGENCY EYE-WASH STATIONS Information was passed out regarding emergency eyewash stations. Some portable eyewash stations have been found recently that have not been properly maintained. Word was passed that all eyewash stations need to be tested at a minimum of once per month. The individual performing the test needs to additionally sign and date the inspection sheet. Employees working in high hazard areas where chemicals are used should take an active interest and ensure emergency equipment is maintained. Supervisors are also responsible for ensuring these eyewash stations are maintained as required.

JOB HAZARD ANALYSIS Robin Newswanger/CSC/Code 803 presented information regarding Job Hazard Analysis. NASA and OSHA requires that Job Hazard Analysis (JHA) be performed for each employee. A generic JHA was distributed to all council members for review. It was discussed that the intent of the JHA is to ensure that all employees are aware of the hazards they face and the required Personnel Protective Equipment and training required that protects the employee from those hazards. The Safety Office reviews contractor's JHA's as part of the Safety and Health Audit process, and will assist contractor's that have not completed the requirement.

2002 ANNUAL TRAINING NEEDS ASSESSMENT Dwayne Rye/CSC/Code 803 stated that the 2002 Annual Training Needs Assessment has been completed, and distributed the proposed training courses that would be requested at WFF. Contractors that have not submitted the survey could still have their input considered provided the surveys are received prior to the official request being submitted to HQ. Contractor's will be provided a copy of the approved courses for 2002 once they're received by NSTC.

V.P.P. UPDATE Curtis Oakley/OHI/Code 803 provided an update to the GSFC/WFF VPP initiative. At this point the VPP initiative has been postponed until further notice. Issues regarding the one year demonstration period and the required deadlines to have required Safety and Health Programs in place were areas of concern. Other issues also prevented further tasking for the VPP Program.

ER2 AIRCRAFT AT WFF BETWEEN JULY 10 - AUGUST 3, 2001 (HYDRAZINE HAZARD AREA) Information was announced concerning the ER2 Aircraft located in Hanger N-159. Personnel that work in and around the aircraft hanger (including cleaning personnel) must be briefed on the hazards involving Hydrazine, and view a hydrazine safety video prior to working in and around the ER2 aircraft. Contractors were reminded that they must ensure their personnel view this video if their work is within this area.

UPCOMING SAFETY TRAINING Curtis Oakley presented information concerning the upcoming NSTC training at WFF. The Software System Safety class scheduled for July 31 through August 3, 2001 has been Cancelled. The System Safety Special Subjects is currently scheduled for August 14, 2001. Mishap Investigation Board Chairman course scheduled for August 17 has been extended now to August 16-17, 2001

SAFETY OFFICE MONTHLY INCIDENT REPORT Curtis Oakley/OHI presented the incident report for the month of June. The report is a compilation of all reported close calls, mishap reports, and Fire Dept. responses for that particular month.

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 August 14, 2001 at 10 a.m. in building E-107, Room 117.

See You Next Month.