

**Wallops Contractor Safety Council**  
**Meeting Minutes**  
May 8, 2001

**CHAIRMAN:** David Quillen/H&H

**VICE CHAIRMAN:** Dwayne Rye/CSC Code 803

**ATTENDANCE:**

OHI/Curtis Oakley	OHI/Marianne Simko	ESAction/Merle Allshouse
NSI/LeonardVenzke	CSC/803Dwayne Rye	NASA/803 Terry Potterton
OHI/Owen Hooks	FKW/Ron Simko	H&H/David Quillen
PRC/Jim Deaton	CSC/Robin Newswanger	CSC/Bob Hickman
OHI/Pat McCullough	OHI/Robert Harchick	PRC/Ken Digiulian

**AGENDA:**

1. Old Business (Action Pending/Status Reports)
2. New Business
3. Next Meeting

**MINUTES:**

**Old Business:**

**NASA SAFETY REPORTING SYSTEM** As an action item from the last Contractors Safety Council Meeting in April, Dwayne Rye/CSC/803 presented information and requirements of the NASA Safety Reporting System. Literature was passed out and posters were made available for everyone to post in their respective facilities. CLOSED

**SEVERE WEATHER PLAN** (Action Pending) Lightning season is upon us. This issue was not addressed at the meeting, however it is requested that each contractor review the severe weather plan (recently released) and submit to the safety office their implementation plan specifying their procedures and notifications within their organizations. As an Action item for all Contractors, Please submit your implementation plans (if applicable) to the safety office at your soonest.

**NASA SAFETY STANDARD FOR LIFTING DEVICES - NSS 1740.9** (Action Pending). Not addressed at this meeting. Contractor needs to send a copy of the revised standard to the Safety Office for review/distribution to effected council members for their review and impact analysis when received.

INCLEMENT WEATHER PROCEDURES (Action Pending). Not addressed at this meeting. The contract manager will address this issue with Facilities Management and present the results when they become available.

HAZARD COMMUNICATION (PENDING- Action Required). Not addressed at this meeting. Contractors that have not submitted input need to submit a listing of all specific hazards within their facilities at your soonest. The information will be used and included into the HAZCOM Program at WFF.

### **New Business**

VPP IMPLEMENTATION WFF is applying for VPP Star Status by September 2002. Robert Harchick/OHI presented follow-on VPP information to include what VPP is and the requirements for application. Discussion included what contractors responsibilities are and what is required. Specifically contractors need to hazard analysis conducted for all processes and jobs conducted, and to have a designated Safety representative and/or a Safety Committee established. A sample VPP Site Report detailing what OSHA will be looking for was distributed. Additionally contractors are encouraged to apply for VPP along with WFF. Terry Potterton stated that OSHA is accepting applications from contractors, specifically throughout NASA Centers, prior to the NASA Centers Application. Robert Harchick/OHI (GSFC VPP Project Manager) will be attending future meetings to provide follow-on information and to review specific areas OSHA will be looking at. Terry Potterton has taken the action item to provide the council with monthly status of major milestones for VPP Application. The following Web Sites have specific information concerning VPP They can be accessed at: [www.vpppa.org](http://www.vpppa.org) or at [www.osha.gov](http://www.osha.gov)

UPCOMING SAFETY TRAINING Curtis Oakley/OHI/Code 803 presented the upcoming NSTC Training coming up in June. The NSTC Course for Lab Safety will be held on June 12-14, 2001. The Explosive Safety Management Course will be held on June 25-29, 2001. Registration information and deadlines will be sent out.

SAFETY OFFICE MONTHLY INCIDENT REPORT Curtis Oakley/OHI presented incident report for the month of April. 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. If you're not getting this report notify the safety office at Ext. 2290

STATUS/UPDATE The safety Office has been working on an issue regarding static fired rocket motors and the hazards involving disposal . Two meetings have recently been held to discuss what needs to be done to eliminate this hazard. Another meeting is scheduled for May 10, 2001 to determine a proper course of action. The most cost effective alternative appears to be to ship the fired casings off to a facility that

decontaminates and certifies the casing free from energetic material, and provides the disposal.

E-COMPLIANCE ASSISTANCE TOOLS (E-CATS) Terry Potterton addressed OSHA E-CATS for ERGONOMICS that have been developed to assist industry with Safety processes and requirements . The Ergonomic E-CAT is an outstanding resource to assist contractors with ergonomic issues, and measures they can take to prevent Muscular-Skeletal Disorders. The E-CAT has been added to the Safety Office Home Page at [www.wff.nasa.gov/~code803/](http://www.wff.nasa.gov/~code803/) under "Whats New"

**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 June 12, 2001 at 10 a.m. in building E-107, Room 117.**

**See You Next Month.**