

November 2001  
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## Team Update...

### Steering Council

Submitted funding proposal to Center; received approval.

### Implementation

Updating team schedules, and revised funding proposal.

### Application

Compiling information to include in OSHA application.

### Assessment

Developing IHOPS self-assessment checklists.

### Communication

Developing VPP training material for MSFC employees.

### Process & Procedure

Evaluating OSHA-required records and documents.

### Training

Developing training material on the SHE Program.

### Coordination

Mobilizing organizational support and information.

**SHE Communications Team**  
Marshall Space Flight Center  
Huntsville, Alabama

# VPP Star Search

## MSFC implements an electronic system for Annual Inventory of Hazardous Operations

Taking another major step in the direction of reducing the time and effort supervisors spend managing work area safety, the Center unveiled the new IHOPS system in mid-October. The electronic system includes features designed to help supervisory personnel 'do it right the first time', and to correct systemic problems involved in the inventory process.

The inventory process was modified by the current revision of MWI 8715.15, "MSFC Safety Assessment Program". Accessed through the *Supervisor Safety Web Page*, IHOPS provides a convenient vehicle to list potentially hazardous operations and locations, assign an FRI (Facility Risk Indicator) code, and provide titles and dates for hazard assessment and control documentation.

New self-assessment checklists on compliance with OSHA and MSFC standards are linked to data entered into IHOPS. The checklists aid supervisors in reviewing and revising hazard control documents, training employees, and correcting identified compliance issues.

Electronic inventory submission is a timesaver, and allows easy update as required for work area changes.

### Inventory of Hazardous Operations Selected Reference Documents

- **MPG 8715.1**
- **MWI 8715.15**
- **MWI 8715.4**
- **MWI 8715.6**
- **MWI 8715.8**

## SPOT The MASCOT Contest runs through December 13th

The SHE Communications Team opened the SPOT The MASCOT Contest on November 13<sup>th</sup>. The SHE Program mascots will be visiting MSFC buildings, giving employees a chance to test their readiness for the employee interviews OSHA will do during the VPP on-site evaluation. Mascots will ask a typical interview question, giving feedback and a prize for the answer. All Center personnel are encouraged to participate.



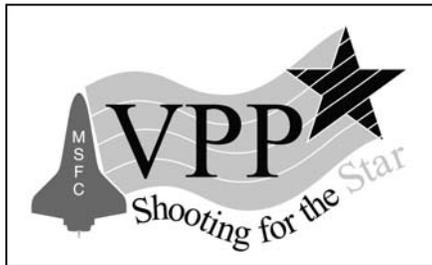
## VPP web page provides needed information

The MSFC VPP Web Page has been updated to reflect the Center's current drive to earn the VPP Star.

The SHE Communications Team will use the web page to post the OSHA standards for VPP participants, past VPP articles and publications, details on 'Shooting for the Star' special events, and VPP Team activities.

The web page is **THE** source of accurate, reliable information you need to know, to fulfill your role in the campaign. Check daily for updates:

[http://vpp.msfc.nasa.gov:2000/vpp\\_main.html](http://vpp.msfc.nasa.gov:2000/vpp_main.html)



# VPP Star Search

## 'Shooting for the Star' means knowing your SHE Program

OSHA seeks VPP participants that have innovative safety and health programs, and evidence to show that their programs are effective in providing worker protection that goes beyond the minimum standard set by OSHA regulations. Our VPP application will describe our SHE Program, and give examples of how it works.

If the MSFC application passes the initial OSHA review, an OSHA team will visit the Center for about 2 weeks. The team will inspect work areas and operations, audit records and documents, and interview personnel. The review will include both NASA and contractor programs (see OSHA quote in inset box). This on-site evaluation will occur next spring, when scheduled by OSHA.

We don't have to learn a lot about OSHA and the VPP. What we **do** need to know, and **be able to talk about**, is how our own SHE Program works to protect us.

## Contractors play an expanded role...

"If a review of all contractor data would place undue burden on the OSHA team because of the large number of applicable contractors at a particular site, it will be reasonable, at the discretion of the OSHA review team leader, to limit data review to a representative sample of contractors or to contractors who perform especially hazardous work at the site." OSHA Directive 01-02 (TED 3.5), *Interim Guidance for Voluntary Protection Programs*, April 18, 2001

## Self-assessment is a golden opportunity

MSFC organizations are taking a second look at their scope of work, to identify all potentially hazardous operations and work areas (injury or damage might occur, if things go wrong). The ways risks are controlled, to protect workers, must be documented.

IHOPS self-assessment checklists highlight mandatory OSHA and MSFC requirements for many hazard exposures. Work groups can use them to refresh their knowledge of regulations, verify their compliance, and correct any weak areas they identify.

Mock OSHA evaluations will be conducted soon, using outside agencies to objectively assess our SHE Program. Discrepancies will be reported to and tracked by Center management, to assure readiness for the real on-site evaluation.

Use of the IHOPS checklists to seriously evaluate and upgrade operations will allow MSFC organizations to pass the mock audits with flying colors!

## Your voice in the SHE Program: SCRS

The MSFC **Safety Concerns Reporting System** (say "scars", for short) gives all employees a chance to shape the SHE Program. Use SCRS to report hazards and concerns, or SHE Program improvement suggestions. Submit reports by computer or SCRS flyer; you don't have to give your name. MSFC follows up on all reports until properly resolved. Visit SCRS online at: <http://msfcsma1.msfc.nasa.gov/dbwebs/apps/scrs/>

## Cover the basics... Can you answer this?

- \* What does SHE stand for?  
*Safety, Health, and Environment*
- \* What is the MSFC Safety Policy?  
*To prevent human injury and occupational illnesses, and ensure the safety of all operations and products*
- \* Who is Chief Safety Officer at MSFC?  
*Center Director, Art Stephenson*
- \* Who is responsible for safety at MSFC?  
*Each civil service & contractor employee*
- \* Who can stop an unsafe act at MSFC?  
*Any civil service & contractor employee*
- \* How often do we inspect for safe working conditions?  
*Supervisors inspect at least monthly*
- \* How many mishaps can be prevented?  
*All of them, or 100%*
- \* What does danger barricade tape mean?  
*Hazardous condition with risk of death or serious injury – do NOT enter or cross*
- \* When should you use stairway handrails?  
*Whenever you use a stairway*
- \* What does VPP stand for?  
*Voluntary Protection Program*
- \* What government agency runs the VPP?  
*OSHA*
- \* What does OSHA stand for?  
*Occupational Safety & Health Administration*

**YOU**  
Are The Key to VPP Success  
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**Know Your SHE Program,  
As It Relates To:**

- \* You
- \* Your Job
- \* Places Where You Work
- \* Hazards You Face
- \* Protecting You From Injury
- \* Reporting SHE Hazards, Concerns, & Suggestions
- \* Getting SHE Answers
- \* Reporting & Investigating Accidents & Close Calls
- \* Knowing Our Progress Toward Zero Accident Goal

VPP Organization Leads	
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ED: TBD	RS: Peggy Williamson
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LS: Audrey Robinson	TD: David Harris
MP: Darlene Garner	UP: Charlie Chesser
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