

## **VPP Steering Committee Minutes**

### **2/8/2000**

Kristie French presented the agenda.

**Training (Bretns Pepper):** "Train the Trainer" will be held February 28 through May 19. The first 8-hour session will be March 13 for all Civil Service employees. The Train the Trainer will be divided into two groups with 10 classes each week. These trained instructors have a 10-day commitment. Contractor training is not included in this. The MSFC trainers will train them with the 4-hour sessions in the Morris Auditorium. JHA Development training meeting will be February 9. VPP training will be mandatory.

**Audit Committee (Warren Woods):** The 2000 Internal Audit Schedule was shown. Stated that he will be able to audit only about half of the Center prior to June. Jim Ellis suggested that most hazardous areas be audited first. This audit will begin March 27 and hopefully end on October 23. All organizations will be required to conduct a self-assessment. Was stated that all employees need to be told what is expected with the self-assessment and the audits. Employees are aware of the safety issues and are willing to do whatever to implement. Documentation is needed and without it there is no proof of what we say, we do. Can't fabricate documentation at the last minute. Question was asked, "Will escorts be provided for external auditors?" The answer was YES.

**Hazard Prevention and Control Team (David Thaxton):** Has a saturation of team members and volunteered some to be moved to other teams if needed. Approximately 60 percent of the work have been completed to have all documentation as evidence gathered for team. Majority of this teams' work fall under the Center Operations Directorate.

**VPP Application Team (John Howell):** Showed the VPP Application Team schedule. Stated that supported documentation is contained in MWI's and MPG's. Discussed the VPP Application Gap Analysis and stressed the importance of identifying all gaps and providing closure. Discussion was held concerning Merit and Star certification, stating that, in general, employees were not aware of the differences. Also discussed the need for internal review of VPP application in preparation for the external review.

**Communications Team (Judy Milburn):** Stated that meeting time has changed from Monday to Tuesday (same place and time). Gave a web demonstration on the VPP page. Stated that the new Safety home page is in the works and could be completed by the end of the week. Jim Ellis stated that he would like it to be put out immediately with the possibility of changes to be implemented. VPP will be presented at the upcoming ED open house. This presentation was made to the Procurement office 2/7/2000. Alan Phillips, Langley, will be here February 10, 2000, to discuss lessons learned and their success story. Marshall Star articles are being written each week to let you know what you "need to know" for the Marshall Safety Program. Discussed the different types of media for employee communication (Marshall Star, Web sites, Television, etc.) Safety mascot - Greg Smith; Dr. Know will be touring Center and discussing Safety, Health,

and Environmental issues. It was also suggested that he be prepared to answer questions on other related subjects as well.

**SWAT Presentation (Linda Myszka):** Chart of SWAT team members. Stating that she is having a hard time getting member participation. SWAT objectives include 1. JHA clear, simple, easy to understand format; 2. Development of documentation (MWI 8715); 3. Training managers and supervisors; and 4. Install JHA on VPP web site for availability. Per Jim Ellis, it is critical that procedure is “nailed down” and documented immediately for JHA. Jim Ellis asked for a listing of the POC’s so he could send a personal message for the purpose of VPP.

**Documentation Team (Shawn Wallace):** As a result of the February 3 rally, he has added 2 new members to his team. Points of interest in his discussion included developed preliminary milestone dates, how to define required documentation, list of local VPP Star sites to visit, and formulation of questions to be posed to Alan Phillips, Langley.

**ACTIONS:**

1. Establish VPP Ambassadors to offer help to MSFC organizations to help them learn what items they will be audited on. **Actionees:** Brents Pepper/Tom Sullinger
2. Establish VPP Library in Room 300F/4202. **Actionee:** John Howell
3. Establish Review Plan by 2/15/2000 on VPP Application Gap Analysis. **Actionee:** John Howell
4. Brief VPP Application Gap Analysis team on contents of training. **Actionee:** Brents Pepper
5. Come to Steering Committee with list of requirements and draft or procedure of how the documentation will be kept. **Actionee:** Shawn Wallace

**ATTENEDEES:**

Kristie French, QS10, 4-7474  
Linda Myszka, Lockheed, 461-4329  
Herb Shivers, QS10, 4-8903  
Lorraine Raby, QS10, 4-0309  
Dennis Davis, QS10, 4-8628  
Jim Ellis, QS01, 4-0721  
John Howell, rS40, 4-5219  
Warren K. Wood, QS10, 4-2275  
Judy Milburn, QS10, 4-4802  
Don Miller, QS10, 4-8361  
Brents Pepper, QS10, 4-1620  
Tom Sullinger, HEI, 4-1986  
David Thaxton, aD02, 4-8371  
Shawn Wallace, ED13, 4-1109  
Jim Hill, QS10, 4-0924

# Training Team Status

- Marshall Safety & Health 2000
- Currently Meeting With DuPont Reps. Feb 7th and 8th
- Start Date for Train the Trainer Feb. 28th
- First 8 hour Session - March 13th

# Issues Being Discussed

- Curriculum
- Photos, Expected at noon today
- Video was shot Friday, Example for Orton to go by.
- Logo Design, Being worked, sent for approval.
- Reproduction, Being handled by Schultz & training.

# Issues Continued

- Instructors, To be discussed with Ellis/Washington.
- Instructors will need to be able to commit to at least 10 days.
- Solicit Volunteer Instructors

# JHA Training

- Meeting with Jim Johnson Feb. 9th
- Discussing JHA Training 1:00-2:30 room 326/4203

**Internal Quality Audit Schedule**  
**March 2000 – November 2000 Internal Audit Schedule**

	<b>Organization</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>
DA01	Office of the Director	*27								
AD01	Center Operations Directorate							11		
CD01	Customer and Employee Relations Directorate						21			
ED01	Engineering Directorate			01						
FD01	Flight Projects Directorate					10				
LS01	Office of Chief Counsel	*27								
MP01	Space Shuttle Projects Office								02	
OS01	Equal Opportunity Office	*27								
PS01	Procurement Office				12					
QS01	Safety and Mission Assurance Office		10							
RS01	Office of Chief Financial Officer			22						
SD01	Science Directorate								23	
TD01	Space Transportation Directorate					31				
VS01	Systems Management Office	*27								
XP01	CHANDRA									

\*One audit covering ~47 people.

# Hazard Prevention and Control Team

AD02/David L. Thaxton  
Team Lead

# Hazard Prevention and Control Team Members

- David Thaxton/AD02--Lead
- Joyce Eagan/AD02
- Eddie Phillips/AJT
- Farley Davis/AD10
- Howard Bozeman/AJT
- Billy Caldwell/RWBK
- Alvin Eidson/QS10
- Tommy Powell/HEI
- Mark Hammond/THKL
- Kurt Everhart/Sverdrup
- James Johnston/ED35
- Tom Sullinger/HEI
- Lynn Stone/ EG&G
- Karen Young/EG&G
- Byron Bonds/TBE
- John Keel/TBE
- Dave Scott/FD30
- Joseph Suns/ASRI
- J.T. Tanner/AD32
- Greg Lovell/EG&G
- Dwight Bates/BIO
- Hal Moore/CST
- Teresa Foley/PS50
- Kathy Jones/FD21

## Hazard Prevention and Control Team Elements

- Environmental Health Program
- Medical Program
- Emergency Preparedness
- Disciplinary Program
- Preventive Maintenance
- Personal Protective Equipment
- Resources

DLT 2/8/00

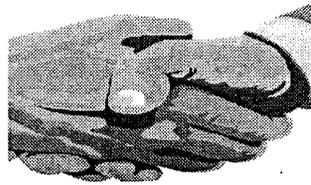
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## Hazard Prevention and Control Team Status

- Team member assignments made 1/19/00
- Approx. 60% Data Collected 2/7/00
- Estimated completion date 2/17/00

DLT 2/8/00

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**MARSHALL SPACE  
FLIGHT CENTER**  
HUNTSVILLE, AL

## DOCUMENTATION TEAM STATUS

- Rally on Feb 3<sup>rd</sup>, added two team members.
- Team Meeting on Feb 4<sup>th</sup>.
  - Developed preliminary milestone dates.
    - Meetings with Directorates to discuss pros/cons of possible processes (April 7th)
    - Final selection of process (May 12, 2000).
  - Discussed how to define required documentation.
    - Divided 19 VPP Elements among team members to evaluate.
    - Established a local area to begin baselining all of the required audit records, out of the associated MWIs.
  - Developed list of local VPP Star sites. List will be reviewed and companies selected to contact at next meeting (other teams interested?). Also need to start checking into JSC visit on NASA plane.
  - Formed list of questions to be posed to Langley's Allan Phillips.