

# ***Wallops Flight Facility***

**2005 Safety & Health Managers  
Meeting  
Cocoa Beach, FL**

**Les McGonigal and Robert Nock  
March 3, 2004**

# 2004 VPP Assessment

ID	Description	Score 1	Score 2
1.1	Safety & Health Policy	72%	
1.2	Goals & Objectives	46%	
1.3	Planning	83%	
1.4	Top Management Involvement	83%	
1.5	Responsibility & Authority	67%	
1.6	Line Accountability	38%	
1.7	Resources	72%	
1.8	Contract Workers	74%	
1.9	Written Safety & Health Management Systems	67%	
1.10	Program Evaluation	47%	
1.0	Management Commitment		66%
2.1	Encouragement	72%	
2.2	Involvement	51%	
2.3	Committees	69%	
2.0	Employee Involvement		64%

# 2004 VPP Assessment

ID	Description	Score 1	Score 2
3.1	Routine Hazards Analysis	56%	
3.2	Change Hazards Analysis	67%	
3.3	Inspections	79%	
3.4	Reporting System	93%	
3.5	Industrial Hygiene Program	30%	
3.6	Investigations	69%	
3.7	Trend/Pattern Analysis	33%	
3.0	Worksite Hazard Analysis		61%
4.1	Certified Professional Resources	67%	
4.2	Hierarchy of Controls	66%	
4.3	Process Safety Management (see section 3.1)		
4.4	Occupational Health Care	78%	
4.5	Preventative Maintenance	79%	
4.6	Hazard Correction Tracking	61%	
4.7	Emergency Preparedness	95%	
1.9	Hazard Prevention & Control		74%

# 2004 VPP Assessment

ID	Description	Score 1	Score 2
5.1	Managers	50%	
5.2	Supervisors	46%	
5.3	Employees	57%	
5.4	Emergencies	92%	
5.5	PPE	42%	
5.0	Safety & Health Training		57%

<b>2004 BASELINE</b>	<b>65%</b>
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Time for Action

# Action Plans

## **Industrial Hygiene Baseline Survey**

Activities at WFF were ranked according to actual or potential hazardous duties. The ranking was system used identified hazard potential as High, Medium or Low risk. A certified industrial hygienist From GSFC GB conducted the Baseline Survey of the facility beginning with the high hazard areas. The assessment of the high and medium hazard areas were completed in 2004. Low hazard areas will be addressed during 2005-2006. Action items identified during the survey were initiated during 2004 and will continue to be worked during 2005.

## **Hazard Tracking and Trending, and Mishap Reporting**

The Safety Office implemented a new database in 2004 for tracking and trending hazards. In addition the existing Incident Report Information System (IRIS) was updated for better tracking and trending of mishaps. In addition to Safety Office use, the updated program will allow supervisors or designated points of contact to enter the initial assessment data and corrective actions. The IRIS administrator received training on the system in 2003 and 2004. Supervisor training expected to be complete in 2005.

# Action Plans

## **Safety Committee and Councils**

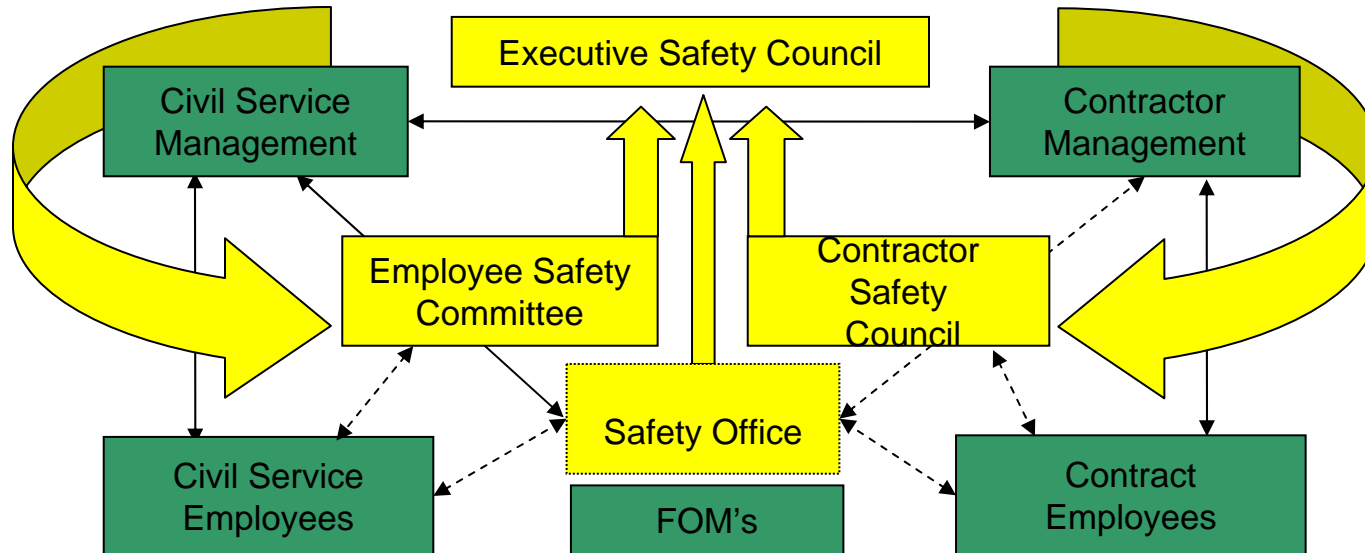
The Wallops **Employee Safety Committee** (EmSC) revised its charter to provide for member accountability, empowerment, and to ensure adequate representation of civil servant workforce. The focus of the committee is to increase employee involvement in safety and provide employees with the opportunity to actively participate in the safety program. The committee has worked several issues to improve safety and safety awareness at WFF. The committee also provides a mechanism for improving communication between employees and management. A member of the EmSC attends the Executive Safety Council meetings and provides a standing report of activities and concerns posed by the employee representatives.

The **Executive Safety Council** (ExSC) consists of senior management members along with representatives from various organizational groups such as the Employee Safety Committee, Contractor Safety Council, the Safety Office and others. The ExSC has taken an active leadership roll in implementing safety initiatives and responding to the needs workers. The ExSC developed and published the GSFC and WFF Safety Goals and Objectives which are now incorporated in our Work Center Safety Guide.

The WFF **Contractors Safety Council** (WCSC) revised its charter to provide more structure for conducting council meetings. WCSC is active in identifying issues that will impact multiple contractors and provides a forum for sharing information and raising issues for joint resolution or elevation to the ExSC level

# WFF Safety Committee & Councils

## How it Works



The Wallops Flight Facility Safety Program includes all civil service codes and contractors working together to accomplish Safety goals and objectives.

# Action Plans

## **Safety Awards**

In 2004 a new Safety Award was created by WFF which provides annual recognition for one individual and one group for outstanding safety achievement. The new award is in addition to the time-off award, GSFC Honor Awards, and QASAR award. Additionally, The SOH Group Lead has a standing action from the Executive Safety Council to cite individuals in the monthly meeting who demonstrate initiative in improving the safety posture of WFF

## **Manager/Supervisor Training and Accountability**

In 2004 the WFF Safety Office drafted a Work Center Safety Guide (WCSG) for distribution to managers, supervisors, and group leaders. The WCSG is a tool to assist the user in meeting their safety and health responsibilities. The WCSG provides information on: employee and supervisor rights and responsibilities; hazard recognition, evaluation and control; hazard reporting and abatement; hazard prevention and control; and training. The WCSG provides guidelines for preparing emergency plans, job hazard analyses, work area inspection checklist, and other plans as applicable to each Work Center. The WCSG contains a Work Center Score Card for line management accountability. The Score Card will be completed by each Work Center on a monthly bases and a status report presented at the monthly ExSC meeting. The guide also recommends the use of incentive awards to encourage participation in the safety program.



# Work Center Safety Guide

## SECTION 1. PURPOSE/OBJECTIVE

Introduction

GSFC's Safety Policy

Wallops Flight Facility's Safety Goals and Objectives

Roles, Rights, and Responsibilities

**WFF Safety goals and objectives have been posted and employees briefed**

## SECTION 2. WORK CENTER (INFORMATION – OVERVIEW – SAFETY PROGRAM)

About Us

Functional Statement

Organization Chart

Staffing Chart

Employee Safety Committee Representative

Work Center Safety Plan

Work Center Safety Goals & Objectives

Work Center Safety Awards

**Work Center Score Card**

**Work Center Safety Plan, Goals & Objectives established and updated annually**

**Safety Awards recommended or awarded this reporting period**

# Work Center Safety Guide

## **SECTION 3. HAZARD ANALYSIS, IDENTIFICATION, REPORTING, AND CORRECTIVE ACTIONS**

**Introduction**

**Number of JHA's – Needed – Completed, Reviewed or Revised**

**Job Hazards Analyses - Forms - Our Processes - Our JHAs**

**Hazard Reporting - Forms - Our Reports**

**Work Area Inspections - Forms - Our Inspections**  
**Work Area Inspections completed on schedule**

**External Assessment Findings**

**Mishap Reporting and Investigation, and Close Calls**

- Quick Reference
- Investigation
- Corrective Actions
- Tracking

**Hazards or close calls reported**

**Risk Assessment Codes**

**Hazard Abatement Plans**

**Hazards corrected within RAC time limit**

**Support Services**

# Work Center Safety Guide

## SECTION 4. HAZARD PREVENTION AND CONTROL

### Work Center Processes

**Hazardous Operations are identified and controls are in place**

### Hazardous Operations

- Hazards Communication Plan
- Chemical Hygiene Plan

**Work instructions available and current**

### Work Center Plans requiring preparation and/or implementation

- Work Center Emergency Evacuation Plans
- Severe Weather Preparedness Plan
- Respiratory
- Hearing Protection Plan
- Radiation Protection Plan

**Appropriate Plans are prepared and reviewed/revised annually**

### Personal Protective Equipment

- Types and Uses
- Training Requirements

**Workers have appropriate PPE as identified in the JHA for each activity**

**Workers have been instructed on the hazards associated with their work.**

# Work Center Safety Guide

## SECTION 5. SAFETY & HEALTH TRAINING AND AWARENESS

### Types of Training available and required

- New Hire Orientation
- Hazard Awareness
- Hazard Communication
- Monthly Training/Awareness
  - Employee Safety Committee Representative's Report
- Job Specific Training
- Resources

**Employee S & H training has been identified**

**A tracking mechanism is in place to ensure training is current**

### Forms

### Training Records

**Employee training is current**

**Monthly Awareness training conducted**

**Employee Safety Committee Representative report presented to work center monthly**

# Work Center Safety Guide

- APPENDIX A. WORK AREA INSPECTION CHECKLIST**
- APPENDIX B. WORK CENTER TRAINING MATRIX**
- APPENDIX C. SITE SPECIFIC HAZCOM TEMPLATE**
- APPENDIX D. JOB HAZARD ANALYSIS FORMS**
- APPENDIX E. SAMPLE EMERGENCY EVACUATION PLAN**
- APPENDIX F. RESOURCES (web pages etc)**
- APPENDIX G. RESOURCE CONTACTS (phone numbers)**