



Marshall Space Flight Center Safety, Health, & Environmental (SHE) Program

Safety, Health, & Environmental (SHE)
Program Visitor Awareness Training
(SHE 101V)



Emergency Phone Numbers

- Emergencies: Call 911
 - (Ambulance, Fire, Security, and Chemical Spills)
 - On a cell phone, identify immediately that you are on MSFC property
 - This is required to be transferred to MSFC 911 emergency personnel avoiding critical delays
- If there is an injury to personnel or damage to MSFC property, material, or equipment, the following shall be notified:
 - Safety Hotline, 544-HELP (Option 2)
 - Your sponsor



Non-Emergencies or Concerns

- Industrial Safety Branch (ISB) – 544-0046
- Occupational Health (EEOH) – 544-2390
- Environmental Engineering (EEOH) – 544-4246
- MSFC Medical Center, Bldg 4249 – 544-2390
- Chemical Management – 544-6007
- Hazardous Waste Disposal – 544-9578
- Security – 544-HELP (4357) Option 1



Safety, Health, & Environmental (SHE) Program Objective

- To establish and implement an industrial safety, occupational health, and environmental program that:
 - Prevents employee injuries, illnesses, and fatalities
 - Protects the environment through the ongoing planning, implementation, integration and management control of these programs
 - Reduces the number of incidents
- MSFC, as a governmental contracting agency, has a responsibility to assure work performed on MSFC meets our safety, health, and environmental standards



MSFC and OSHA Requirements

- MSFC is responsible for providing employees and visitors with a safe and healthful working environment free from recognized hazardous conditions in accordance with the Occupational Safety and Health Act (OSHA) of 1970 and Public Law 91-596
- MSFC developed Marshall Program Requirements (MPRs) and Marshall Work Instructions (MWIs) to define how work is performed at MSFC
 - Your sponsor can assist you in obtaining these copies or other documents applicable to the work you will perform



Organization Safety, Health and Environmental (SHE) Representative

- Each MSFC organization designates an employee to serve as their SHE organization Point of Contact (POC)
- Building Manager and SHE Points of Contact labels are posted in various locations in buildings and is available on the SHE Webpage under the “Who to Call” pull down tab
 - Label identifies representatives from all SHE organizations that are responsible for the building
- You will be made aware of your role and responsibility in the MSFC SHE Program while working at the Center



Training

- Your sponsor will instruct you in the recognition and avoidance of unsafe and hazardous conditions
- The regulations applicable to the work environment
- How to control or eliminate any hazards or exposure to illness or injury



MSFC Has Many Places That May Contain Asbestos

- Asbestos can cause cancer and lung disease and should not be disturbed unless proper precautions are followed
- Asbestos may be present in the following building materials at MSFC:
 - Spray applied insulation
 - Heating, ventilation, air conditioning and thermal system insulation
 - Floor tiles/adhesive, interior wallboard/exterior siding
 - Pipe insulation and gasket materials
- Avoid cutting, drilling, grinding, or otherwise damaging these materials or other building materials containing asbestos that can cause dust or fiber release and potential asbestos exposure
- Call EEOH at 544-HELP (4357) or 544-2390 if you have any questions



MSFC is a CERCLA Site

- What is a CERCLA (Comprehensive Environmental Response, Compensation, and Liability Act or Superfund) site?
 - Locations where releases of hazardous substances had occurred or might occur, and pose a serious threat to human health, welfare, or the environment
- What is the source of MSFC's CERCLA sites?
 - Due to historical engine development activities at MSFC, some chemicals were released to the environment (soils and groundwater)
- What should you be aware of?
 - Visitors should be aware of this fact and observe appropriate safety signs



If Chemicals or Hazardous Materials are Involved With Your Work

- Coordination with EEOH, 544-6007, when procuring or bringing hazardous materials onsite
- Your sponsor will provide information and training when working with chemicals or hazardous materials and inform you of the hazards involved when working with them



Hazardous and Controlled Waste Management & Disposal

- If your work generates hazardous waste, it must be properly disposed of
- Do not pour any chemicals or other hazardous materials down sinks, drains, or into the environment
- Contact Environmental Engineering at 544-9578 if you have any questions or to obtain the following:
 - To obtain waste collection containers
 - Turn in waste containers
 - Turn in empty product containers
 - Turn in unwanted or unclaimed chemicals

Recycling

■ Single Stream Recycling:

- Single stream recycling is a process in which materials are collected and mingled together with no sorting required by participating employees
- Cans and bottles can be recycled together with newspaper, cardboard, etc.
- Single stream recycling has been implemented to reduce the Center's solid waste disposal cost and to meet the solid waste reduction goals of the Executive Order 13514.



Single-Stream Recycling
You can now place all recyclables in one bin!

Save and Post!

Recyclables:

- Opened mail & greeting cards
- File folders
- Magazines, brochures & catalogs
- White or pastel office paper
- Newspapers & inserts (no bags)
- Phone Books
- Corrugated cardboard & paper bags
- Shredded Paper
- Paper-back books
- Paperboard boxes
- plastic bags
- #1-7 Plastic tubs & screw-top jars (no lids, no #7 PLA compostables, do not flatten)
- #1-7 Plastic bottles & jugs plastic lids & caps (do not crush or flatten)
- Cans (do not crush or flatten)
- Clean, balled aluminum foil (2" or larger) and pie pans
- Blueprints
- Loose metal jar lids & steel bottle caps
- Paper milk/ juice cartons (no foil pouches, do not flatten)

NO

- waxed paper
- hard-back books
- scrap metal
- Tyvek® envelopes
- plastic 6-pack holders
- needles or syringes
- frozen food, ice cream or frozen juice containers
- mirrors, ceramics or Pyrex®
- light bulbs, plates or vases
- drinking glasses, window glass
- hazardous or bio-hazardous waste
- plastics other than those listed
- tissues, paper towels, napkins
- stickers or sheets of address labels (affixed address labels and stamps ok)
- Kraft® (orange/brown) envelopes
- Styrofoam® or paper to-go containers
- Empty aerosol cans (no caps)
- Styrofoams & paper to-go boxes & cups

No need to remove: paper clips, stamps, address labels, staples, tape, wire, metal fasteners, rubber bands, spiral bindings, plastic tabs.

Empty and rinse all containers. Do not flatten containers.

Please follow these guidelines carefully.

Contact Info
For more information contact
Roger Bunnell
Recycling coordinator
256-544-0608
<http://recycling.msfc.nasa.gov>

Printed on recycled paper

Recycling Made Easy  **Single-Stream Recycling**



Recycling (con't)

- Toner Cartridges
 - Recycle toner cartridges in their boxes by placing them in the appropriately labeled recycling containers generally located in building hallways
 - To obtain a recycling container call 544-6094
- Cardboard
 - Place corrugated cardboard near normal trash collection locations within the building and designate as “trash”
 - To obtain a recycling container call 544-0608



EMS Awareness

- NASA-MSFC has an Environmental Management System (EMS) which allows the Center to systematically manage its environmental responsibilities
- NASA-MSFC EMS (MPR 8500.2, “MSFC Environmental Management System”)
 - Continually evaluates environmental performance
 - Involves all members of the organization, as appropriate
 - Actively involves Senior Management
- Environmental Policy: Enable Marshall's mission by providing environmental compliance and stewardship and a safe and healthful work place
- Proper management of chemicals, air emissions, wastewater/storm water, and land are integral parts of the NASA-MSFC EMS



MSFC Permits

- Some work requires MSFC Permits
- Contact ISB at 544-0046 for Hot Work Permits for:
 - Activities that produce an open flame such as oxy-fuel torches, portable furnaces, blow torches, gas or electric welding operations, flammable or combustible fuel heaters, etc.
 - Tar kettles and torch-applied roofing systems
- Contact 544-6759 or the Facilities Management Office (FMO) inspector for Digging Permit
- Contact EEOH at 544-2390 for Confined Space Permits
- Your sponsor will know if other permits are needed



General SHE Rules for ALL Employees

- Every employee has the authority to stop any operation if an unsafe act or condition exists; or if an activity has the potential to harm the environment. [29 CFR 1926.20 and MPR 8715.1]
- Report all safety and health problems, close calls, and mishaps to your sponsor
- Imminent Danger - Secure the area and call 911
- Identify with hazard warning sign(s) to prevent injury to others or damage to property
- Hazardous conditions shall be corrected before work is allowed to continue
- Become familiar with emergency procedures and follow them when necessary
- Wear Personal Protective Equipment (PPE) when the work requires it to be worn
 - Worksite shall be posted with signage stating the correct PPE required to be worn while in the worksite area



Traffic Rules

- To be granted access to drive a vehicle on MSFC, a valid state driver's license and proof of vehicle insurance is required
- Seat belts are required to be worn at all times while the vehicle is moving
- Cell phone use is prohibited on RSA/MSFC while operating a vehicle unless you use a hands-free device or speaker phone option
- Pedestrians have the right-of-way in “designated pedestrian crosswalks” except those that are not located at a roadway intersection. These crosswalks are identified by signs stating “Pedestrians Yield to Motorists” or similar signage to alert the pedestrian to yield to on-coming traffic



Traffic Rules

- When entering Redstone Arsenal gates during darkness, parking lights should be used
- Vehicles parked in unauthorized areas, or areas not designated for parking are subject to citation
- Slow moving vehicles shall not use Rideout or Martin Road during rush-hours
 - When a slow moving vehicle is on a MSFC road it shall:
 - Display a slow-moving vehicle emblem on the rear
 - Have red or amber flashing lights or beacon
 - Be escorted



Workplace Violence

- MSFC has zero tolerance for workplace violence
- Workplace violence and threatening behavior will not be tolerated
- Threatening behavior is a statement or “course of conduct” which could cause, or which actually causes, a person to believe that they are under threat of bodily injury or death
- Immediately report all acts of violence and any threatening behavior to Protective Services at
 - 544–HELP (4357) Option 1
- All work performed on MSFC is subject to MPR 1600.1, “MSFC Security Procedural Requirements”

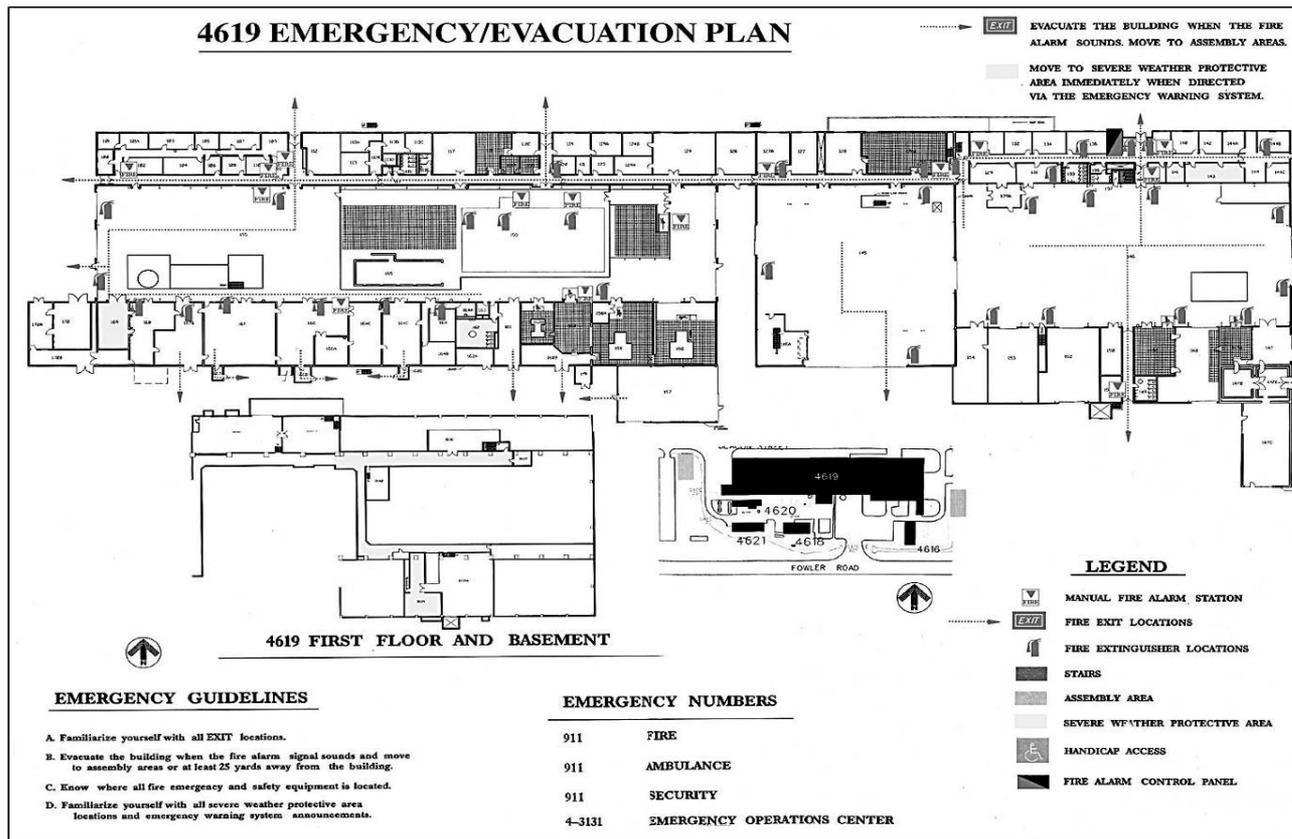


Severe Weather

- Threats of severe weather (lightning, thunderstorm watches/warning, tornado watches/warnings/sightings) at MSFC are announced over the MSFC Emergency Warning System (EWS)
- When emergency announcements are made over the EWS, all personnel shall follow instructions
- If directed to go to protective areas, go to the nearest building
 - An emergency/evacuation plan is posted in the building lobby showing the location of the protective areas within the building
- Your sponsor can assist in locating protective areas adjacent to your work site
- Your sponsor shall ensure that you are aware of what action to take in the event of severe weather or other emergencies

Emergency/Evacuation Plans

The Emergency/Evacuation plans are posted in MSFC building lobbies



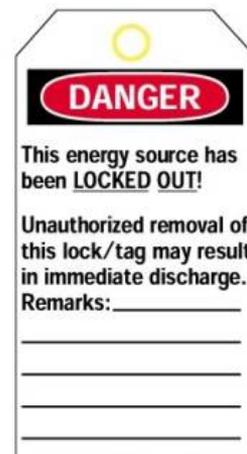


MSFC Standardized Lockout/Tagout Locks and Tags

Do Not Tamper with any Lock or Tag



FRONT



BACK