



March 2017 Issue – 71st Edition

## Environmental Energy Functional Review (EEFR) April 24-28, 2017

The NASA Headquarters (HQ) Environmental Management Division will conduct an EEFR of WFF during the week of April 24 – 28, 2017. The purpose of the EEFR is to assess WFF's compliance with environmental regulations and to gauge the health of its environmental program.

Everyone is an important part of the WFF Environmental Management System (EMS). A critical element of the success and health of WFF's environmental program is the GSFC Environmental Policy, GPD 8500.1C. This policy is located on the web at <http://sites.wff.nasa.gov/code250/docs/GPD8500-1C.pdf>. The most important portion of the policy is that we **consider the environment as we do our jobs**, since WFF is "our own backyard."

Developing high priorities annually, helps WFF implement the Environmental Policy. The 2017 WFF Environmental Priorities are:

- Natural Resources
- Environmental Planning

Everyone at WFF has the ability to influence the center's impact on the environment. The most common actions that all persons can take are:

- minimizing energy consumption by turning off lights and other electrical components when not needed;
- limiting the amount of trash generated (e.g., don't print items that can be quickly read on the screen, use the back side of documents for notes, use double-sided printing and copying); and
- recycling all materials included in the center's recycling programs (white paper, mixed paper, cardboard, cans, plastic and glass bottles, and printer cartridges).

Some organizations perform operations that can have additional influences on the center's environmental impact and regulatory compliance status. This includes operations that:

- use hazardous materials;
- generate hazardous wastes;
- operate sources of air pollution; or
- store or use oil products.

If your operations are subject to regulation, please review them prior to the EEFR. In preparation for the NASA HQ Audit team, please ensure that:

- work areas are orderly and clean;
- hazardous waste and hazardous material containers are closed and properly labeled;
- flammable storage lockers are in order;
- inspection logs, fuel burning equipment and paint booth use logs are current and complete; and
- the outside storage of hazardous materials is eliminated or minimal.

These are all practices which will be a focus of the inspection.

If you have questions, please contact TJ Meyer at x1987 or Shari Miller at x2327.



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## 11 Tips for Effective Workplace Housekeeping

To some people, the word “housekeeping” calls to mind cleaning floors and surfaces, removing dust, and organizing clutter.

But in a work setting, it means much more. Housekeeping is crucial to safe workplaces. It can help prevent injuries and improve productivity and morale, as well as make a good first impression on visitors, according to Cari Gray, safety consultant for the Ohio Bureau of Workers’ Compensation. It also can help an employer avoid potential fines for non-compliance.

The practice extends from traditional offices to industrial workplaces, including factories, warehouses and manufacturing plants that present special challenges such as hazardous materials, combustible dust and other flammables. Experts agree that all workplace safety programs should incorporate housekeeping, and every worker should play a part. In addition, housekeeping should have management’s commitment so workers realize its importance.

Here are 11 tips for effective workplace housekeeping:

1. Prevent Slips, Trips and Falls
2. Eliminate Fire Hazards
3. Control Dust
4. Avoid Tracking in Materials
5. Prevent Falling Objects
6. Clear Clutter
7. Store Materials Properly
8. Use and Inspect Personal Protective Equipment and Tools
9. Determine Inspection Frequency (daily, weekly, etc.)
10. Create Written Rules
11. Think Long-term

If you are unsure about whether something is safe or not, report it to the WFF Helpdesk at x. HELP (4357) or at 757-824-2466 from a cell phone.

## Upcoming Safety Training

**April 3-5:**  
NFPA Life Safety Code, 8:30 am-4:00 pm Bldg. E-104, Rm 310. Contact [Sharone Corbin](#) or x.1625 to register.

**April 4:**  
GSFC 300-PG Electrostatic Discharge (ESD) Control Operator Refresher (WFF), SATERN #: [85631](#), 8:30-11:00 am Bldg. E-104, Rm 310

**April 5:**  
WFF Portable Fire Extinguisher Training, SATERN #: [86298](#), 1:00-2:30 pm Bldg. B-129, Rm TBD

**April 5-6:**  
GSFC Crane Operator/Rigger 4 Year Training (WFF), SATERN #: [87812](#), 8:00 am-4:30 pm Bldg. E-104, Rm 214

**April 12:**  
WFF CPR/AED Training, SATERN #: [85204](#), 10:00 am-3:00 pm Bldg. E-104, Rm TBD

**April 18-21:**  
WFF OSHA 30-hour General Industry, SATERN #: [86930](#), 8:30 am-4:30 pm Bldg. E-104, Rm 214

**April 25:**  
GSFC 300-PG Electrostatic Discharge (ESD) Control Operator Refresher (WFF), SATERN #: [85632](#), 8:30-11:00 am Bldg. E-104, Rm 310

## Spring 2017 Safety Awareness Campaign

This years Safety Awareness Campaign is a full day event with the theme: “Stay Alert, Stay Alive”

**When:** Wednesday, May 3, 2017  
8:00 am—4:00 pm

**Where:** E-100 Auditorium and E-Buildings

Watch for full schedule of events coming soon.

