



Safety and Environmental Newsletter

May 2023 — 133rd Edition

Environmental and Energy Functional Review (EEFR)

June 5-9, 2023

The NASA Headquarters (HQ) Environmental Management Division will conduct an EEFR of WFF during the week of June 5-9 to assess WFF's compliance with environmental regulations and to gauge the health of its environmental program. This review is conducted once every 3 years and provides an assessment of how WFF is accomplishing its environmental responsibilities to support NASA's mission. The last EEFR was 2017.

ENVIRONMENTAL POLICY

The Goddard Space Flight Center (GSFC) Environmental Policy, [GPD 8500.1E](#) requires us to consider our impact on the environment as we do our jobs, and to submit planned projects into GSFC MOSI for [Environmental and Safety Review](#).

WFF's Environmental High Priorities are:

Natural and Cultural Resources
Site Restoration
Water Quality
Sustainability
Environmental Planning

Everyone at WFF can 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. If your organization uses hazardous materials, generates hazardous wastes, operates sources of air pollution, or stores or uses oil products, then your operations are subject to regulation. Please review those regulations prior to the EEFR.

In preparation for the NASA HQ Audit team, please ensure that:

- Work areas are clean and orderly.
- Hazardous material and hazardous waste 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.

The NASA HQ audit team will be interviewing the Environmental Office program managers and WFF employees throughout the week.

For information or questions, please email either T.J. Meyer at theodore.j.meyer@nasa.gov, or Code 250 at wff-dl-enviro@mail.nasa.gov or visit the Wallops Medical and Environmental Management Division site at <https://code200-external.gsfc.nasa.gov/250-WFF/>



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**DRIVING
DISTRACTED**

**DRIVING &
TEXTING**

Are you Due for a Driver's Ed Refresh?

- ◆ **It's time for a driver's ed refresh! Transportation-related incidents continue to be a common mishap and close call area at NASA.**
- ◆ **For many of us, driving is second nature, but that means it's easy to become complacent.**
- ◆ **To help, we've released new Transportation Safety materials.**

Check out

- ◆ **"Transportation Trivia": Test your knowledge — you may be surprised by some transportation factoids!**
- ◆ **"60-Second Safety: Pedestrians": In another video, we cover how to navigate the roads as a pedestrian.**
- ◆ **"Cheat Sheet: Driver's Ed Refresher": Review these quick tips for every driver.**
- ◆ **Driving Safely is Everyone's mission, Visit Transportation Safety Page for more information.**

"When it Comes to Safe Driving the Mission Never Ends"

Job Hazard Analysis Worksheet

Note: The format of this form may be changed to suit the user



Task/Job: Operating Motor vehicles	Code/Facility/Room: 390/All	Revision: A	Revision Date: 05/25/23
PPE: N/A	Completed By/Date: Jason Rabon- 10/16/2020		Approved By/Date:

SEQUENCE OF BASIC JOB STEPS	POTENTIAL OR EXISTING HAZARDS	RECOMMENDED CORRECTIVE MEASURES
1. Inspecting vehicle before use.	<ul style="list-style-type: none"> • Slips, trips, and falls to the same surface from uneven walking surfaces such as snow, ice, sand, gravel, and holes. • Crushing or pinching fingers, hands, or arms when closing or opening doors or hood. 	<ul style="list-style-type: none"> • Look at walking area before moving and stay aware of where you are placing your feet at all times. • Use suitable shoes or boots for the surface you are walking on. • Park in approved parking areas on surfaces in good condition. • Use established pedestrian paths such as sidewalks and walkways. If walking in a roadway is required walk facing traffic and use high visibility clothing. • Use door handles or hand holds to open and close doors. • Open and close doors slowly and always be aware of where you and others in the area are placing your hands and arms. • Be aware of adverse weather conditions such as high winds

	<ul style="list-style-type: none"> • Cuts, lacerations, or punctures from sharp edges from vehicle parts that maybe loose or damaged. • Oil, antifreeze, or brake fluid spills on skin and eyes when checking fluids. • Falls from height when checking fluids in higher vehicles. 	<p>that may cause doors to close pre-maturely.</p> <ul style="list-style-type: none"> • Do not drag or slide your hands over any parts of the car or truck. • Use leather gloves when handling parts or pieces that may be broken or loose. • Do not check fluids with engine running or while engine is hot. • Wear proper nitrile gloves and cloths to minimize skin exposure when cleaning up spills or wiping off parts such as the oil dipstick. • Use a step stool, ladder, or other device approved for stepping on to access areas out of reach. DO NOT climb on vehicle.
<p>2. Driving vehicle on roadways in various locations.</p>	<ul style="list-style-type: none"> • Vehicle damage from backing or driving into barriers, cars, or people. 	<ul style="list-style-type: none"> • Allow only properly licensed operators to drive vehicles. • Always look around before getting into the vehicle and be aware of items that you may back into or run into. • Sound horn before backing up in congested areas so that pedestrians in the area are made aware you are moving. • Have a passenger guide

	<ul style="list-style-type: none"> • Vehicle damage and/or personal injury from running into or being struck by another vehicle on the roadway • Losing control of vehicle and rolling over or running into another vehicle/object because of bad roadways, fatigue, poor weather conditions, or tire blowout. 	<p>(ground guide) you when your visibility is limited or the space is very small.</p> <ul style="list-style-type: none"> • All personnel in the vehicle shall fasten seatbelts (if equipped) anytime the vehicle is in motion • Adjust mirrors and seat to allow for best visibility and driver comfort. • Stay focused on the roadway and look for other vehicles on the roadway while driving. • Use proper signaling and check all blind spots before changing lanes. • Check all mirrors often while driving and watch for other drivers speeding past you. • Have passengers look to help make sure all other vehicles are clear before changing lanes or moving into traffic. • Watch for wildlife in or near roadways. • Adjust speeds for conditions. • Always drive vehicles within posted speed limits. • Allow adequate travel time for conditions
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		<ul style="list-style-type: none"> • Visually check tires regularly for proper air pressure, tire tread defects, or objects stuck in the tires. • Get adequate rest and travel with a passenger when possible during long trips. Stop when too tired to drive. • Stay focused on the roadway and avoid potholes, trash, or other roadway issues. • DO NOT use cell phones while driving. Cell phone "hands free" devices may be used for critical needs. • Avoid eating while driving.
3. Fill up vehicle with fuel	<ul style="list-style-type: none"> • Burns or vehicle damage from sparks starting fires from fuel fumes. • Chemical exposure from spilled fuel 	<ul style="list-style-type: none"> • Always turn off engine before filling vehicle with fuel. • Touch the outside of the vehicle (grounding) before touching fuel nozzle to reduce the chance of sparks from static electricity build up on the body. • DO NOT overfill fuel tanks. • For small spills avoid direct contact with fuel and use proper material for wiping up residual fuel. • For large spills shut off pump and contact local emergency response.
4. Stopping to address a vehicle emergency or	<ul style="list-style-type: none"> • Personal injury or vehicle damage from being struck 	<ul style="list-style-type: none"> • For emergency issues such as

<p>issue.</p>	<p>by another vehicle</p> <ul style="list-style-type: none"> • Burns from vehicle fires 	<p>a flat tire or engine problems, pull the vehicle into a safe space such as a parking lot or out of the lane of traffic as far as possible.</p> <ul style="list-style-type: none"> • If possible, DO NOT remain in a disabled vehicle in or near the roadway. Exit the vehicle and stand away from the roadway or behind a guardrail. • Always use your emergency flashers. • Look for other vehicles before opening doors and exiting vehicles near the roadway. • If available, place safety triangle (reflective triangle) at least 20ft behind the vehicle. • Call emergency numbers located in vehicle information log to report vehicle issues. • Call local emergency response immediately. • If available, use fire extinguisher in vehicle to put out vehicle fires if it is safe to do so. • Ensure you are trained in fire extinguisher use. • Inspect and clean vehicles often to reduce the amount of loose trash or other debris builds up in the engine or
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		<p>exhaust areas.</p> <ul style="list-style-type: none"> • Avoid parking in areas of high dry grasses or other combustible materials.
5. Park vehicle	<ul style="list-style-type: none"> • Vehicle damage from parking too close to other vehicles or objects. • Vehicle damage from vandalism or other people damaging vehicle. • Car rolling into other objects or vehicles when parking on uneven surfaces. 	<ul style="list-style-type: none"> • Park in proper parking spaces and allow enough room between your vehicle and other near you. • Park in defined parking spaces and be aware of people that are in the area when you leave your vehicle. • Park in well-lit parking areas when offsite. • DO NOT leave valuables out in the vehicle in view of people walking by. • Always inspect the vehicle before use. • When parking on a hill, use of emergency brake and/or wheel blocks and use of hand turning the wheel against a curb



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Pets give us comfort, friendship, and unconditional love. Our connection to them can be among the strongest relationships in our lives. But pets can cause fires. We need to be careful with pets in the home.

SAFETY TIPS

- Pets are curious. They may bump into, turn on, or knock over cooking equipment. Keep pets away from stoves and countertops.
- Keep pets away from candles, lamps, and space heaters.
- Always use a metal or heat-tempered glass screen on a fireplace and keep it in place.
- Keep pets away from a chimney's outside vents. Have a "pet-free zone" of at least 3 feet (1 meter) away from the fireplace. Glass doors and screens can stay dangerously hot for several hours after the fire goes out.
- Consider battery-operated, flameless candles. They can look and smell like real candles.
- Some pets are chewers. Watch pets to make sure they don't chew through electrical cords. Have any problems checked by a professional.

SMOKE ALARMS

- Have working smoke alarms on every level of the home. Test your smoke alarms at least once a month.
- If the smoke alarm sounds, get out and stay out.
- Never go back inside for pets in a fire. Tell firefighters if your pet is trapped.

Pets and Wildfires

Make sure pets are included in your family's wildfire evacuation plan. Build an evacuation kit for each pet in your household. Ensure each kit is a size and weight that can be quickly and easily loaded into a vehicle when packing to evacuate.



FACT

Pets or wild animals have a part in starting about 750 home fires per year. These involve cooking equipment, fireplaces and chimneys, space heaters, lamps, bulbs, wiring, and candles.



NATIONAL FIRE PROTECTION ASSOCIATION
The leading information and knowledge resource on fire, electrical and related hazards

Your Logo



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Fire Safety in Manufactured Homes

If buying or renting a manufactured home is in your future, make sure you keep fire safety in mind. By following a few tips and knowing the facts and the safety requirements for manufactured homes, you can help keep your family safe.

SAFETY TIPS

- » CHOOSE a home built after 1976 that has the HUD label certifying that it meets certain minimum safety standards.
- » Be sure your home has enough smoke alarms. You need a smoke alarm inside each bedroom, outside each sleeping area and in or near the family/live room area(s). For the best protection, interconnect all smoke alarms so when one sounds, they all sound.
- » TEST smoke alarms at least once a month.
- » HAVE a home fire escape plan that includes two ways out of every room and an outside meeting place. Make sure all ways out of the home are easy to use. Practice your fire drill at least twice a year.
- » If smoke alarms sound when you are cooking, consider moving the alarm further from the kitchen area or install a photoelectric type alarm which is less sensitive to cooking.
- » NEVER remove or disable a smoke alarm.
- » CONSIDER having a licensed electrician inspect the electrical system to be sure it is safe and meets the applicable National Electrical Code® requirements.
- » Always stay in the kitchen when frying on the stovetop.
- » Have smokers smoke outside the home. Provide large, non-tip ashtrays and empty them frequently. Douse butts with water before throwing away.

FACT

Smoke alarms are missing in half of all manufactured home fires. Since they are required to be sold with smoke alarms, this may mean people are removing them.

HEAT SENSE

Keep space heaters at least three feet away from anything that can burn. Buy space heaters with automatic shut-off switches. Turn off portable space heaters before falling asleep or when leaving a room.

Never leave a lit candle unattended. Blow out candles when you leave the room or go to sleep.

Keep gasoline, charcoal lighter and other flammable liquids locked in an outdoor shed. Never store items under the home. Store firewood away from the home.



Name of Organization Here

Contact Information Here



Your Source for SAFETY Information

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