



Subject: Safety Policy: **Manual Update Procedure**

Section: III

Date: 04/30/2010

Page 1 of 2

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This Safety Manual is intended to be an on-line, web-based manual that utilizes hyperlinks to keep it current with the U of A Risk Management Services policies as well as OSHA Policies. The original manual contained 46 sections and was approved with signatures by the Management of Steward Observatory and the U of A Risk Management Services in July/August of 2008.

This manual may be updated when necessary for formatting, but not to changes in policy or procedure, unless a policy and/or procedure change is mandated by OSHA or U of A Risk Management Services.

A "Letter of Approval" form must be submitted to the Safety Committee to document all changes to the manual. Each time a revision or new section is added, an e-mail will be sent to the Steward Observatory Safety Committee, the Director of U of A Risk Management Services, and the Associate Director of Steward Observatory requesting their approval.

The e-mail to the safety committee will state, "This policy will be voted on by this committee at the next Tri-annual Safety Meeting provided there is a quorum, and will be open for at least one month prior to the meeting to give each committee member time to read and comment."

After approval by vote of the Safety Committee, an e-mail will be sent to the U of A Risk Management Services and Steward management requesting them to send a responding e-mail authorizing the change. Copies of those e-mails will be kept on file along with the original submitted documents requesting the change.

A record has been kept of all changes to this manual since that time and the revised sheet(s) will be indicated with the revision number (Rev #) after the title on the "Subject" line. The revised sheet(s) will also reflect the new "Date" of the revision.



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Page 2 of 2

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## LETTER OF APPROVAL

### Steward Observatory Safety Manual Changes

Date:

To: Jeff Kingsley, Steve Holland

From: Dale Webb and Karen Kenagy

Attached are copies of [name] sections for the Steward Observatory Safety Manual written in 2009. They have been approved by vote of the Steward Observatory Safety Committee and have been reviewed by at least one member of the U of A Risk Management Services.

If you approve of these sections, please respond with a written note stating that.

Thank You.....Dale and Karen