



Subject: Safety Organization: **Safety Management System
Mission and Responsibility**

Section: II

Date: 11/26/2018 (rev. 2)

Page 1 of 3

The Health and Safety Management System, with all its elements, is administered by the Safety Organization, which consists of one or more Safety Representatives appointed by the Associate Director for Administration and a Steward Observatory Safety Committee. This Safety Organization, along with the U of A Risk Management Services, serves as an advisor to assist the line management and employees in fulfilling their requirements. All safety plans, procedures, equipment requirements, training, and program audits, are subject to approval by the Associate Director for Administration.

The Safety Committee is the mechanism for employees to voice concerns or observations on safety-related issues to the Observatory management. It is intended that there be a Safety Committee Member from each department or organization within the observatory.

The Safety Representative(s) are appointed by the Assistant Director, Business Services to assist with the development and implementation of the Steward Observatory Safety Management System. The Safety Representative(s) will be available to assist in safety Inspections, attend scheduled meetings, help maintain a Safety Awareness Program, and be an advisor to management on safety issues. In addition, its members shall:

1. Conduct yearly Bi-Annual Safety Committee Meetings and monthly Executive Safety Committee Meetings.
2. Post the provided Bi-Annual Safety Meeting minutes on the Steward Observatory Safety website as it becomes available, to assure the availability to all employees and each member of their department or organization.
3. Review all safety documentation and assist in the development of safety policy and safety procedures, including a Steward Observatory Safety Manual.
4. Assist with accident investigation and recordkeeping.
5. Conduct periodic safety audits/inspections.
6. Administer the Observatory safety programs and new employee orientation programs.
7. Assist in the preparation and review of safety plans.
8. Act as liaison between management and the Safety Committee.
9. Represent the Observatory in visits or investigations by outside government agencies and insurance agencies.
10. Be responsible for conducting or overseeing all safety training, safety footwear and eye wear programs.
11. Review all plans for new construction or renovation to ensure conformity with appropriate regulations and guidelines, when asked to do so by U of A Risk



The Safety Representative has the authority to stop any work activity if, in his or her judgment, continuation of such activity constitutes an imminent threat to personnel, site equipment, or property.

Each individual employee is responsible for performing assignments in a manner that will not endanger themselves or their fellow employees. Each employee is responsible for:

1. Following all of the Steward Observatory safety policies, programs, and procedures.
2. Utilizing all safety equipment in the proper manner.
3. Promptly reporting all unsafe conditions to their supervisor.
4. Promptly reporting all work related injuries, illnesses, and near misses to their supervisor.
5. Promptly seeking appropriate medical attention when injured on the job.

Implementation of the safety management system is a line responsibility. The ultimate responsibility for safe operations resides with each Telescope and Laboratory Director or Manager who are responsible for the following:

1. Implementation of the Steward Observatory and University of Arizona Safety Policies.
2. The conduct of a safety management system suitable for his or her area of responsibility.
3. Providing the Associate Director for Administration and/or his Safety Representative(s) with an assessment of the level of risk associated with their operations.
4. Ensuring that all necessary training has been provided prior to work assignment.
5. Providing all necessary safety equipment.
6. Selecting and employing work practices to reduce potential for accident or injuries.
7. Supervising staff performance to ensure that required work practices are employed.
8. Arranging appropriate medical attention for employees in the event of an injury.
9. Promptly reporting any accidents, injuries or near misses, according to established procedure.



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Page 3 of 3

OUTSIDE CONSULTANTS

The Observatory may, as needed, recommend the use of “expert” outside consultants to assist in determining safety policy.

CONTRACTORS

Contractors on University/Observatory property are expected to take all reasonable precautions in the performance of the work under his/her contract. Protect the health and safety of employees and the public. Minimize danger from all hazards to life and property and will comply with all health, safety and fire protection regulations and requirements (including reporting requirements) required by Federal, State or local authorities.