



Environment, Health,
& Safety Manual

2006 Annual Report



THE STEWARD OBSERVATORY ANNUAL SAFETY REPORT 2006





2006 Annual Report



Early in 2006, the Director, Peter Strittmatter and Associate Director, Jeffrey Kingsley of Steward Observatory decided that they needed a comprehensive safety program to complement the safety program offered by the University of Arizona, Risk Management Department. The first person contacted was Karen Kenagy, the longest continuous employee of the Mirror Lab who had demonstrated a passion for the safety of "her" employees at the Mirror Lab. Karen had developed an effective working relationship with the Risk Management Department, had established an intern safety and hygiene program and was well known for her efforts. The next person contacted by Jeff was Dale Webb, a former co-worker of Jeff at the National Radio Astronomy Observatory, an organization that was soon to close, but with a six year without a lost time accident record. Dale and Karen joined forces, each on a part time (20% to 30%) basis.

The first step was for Karen to establish a Safety Committee that would serve as an advisory group to Management and be responsible for safety equipment, and assist in maintaining a safety awareness program in their respective department or group.

The first Safety Committee Meeting was held February 20, 2006. After the introductions and descriptions of the organization and its facilities, the following power point slides were shown:

- Safety Committee Purpose
 - Mechanism for employees to voice concerns to management
 - Advisory group to Observatory Director
 - Responsible for safety equipment, personnel safety and maintaining safe work areas
 - Meets quarterly and issues minutes to be posted in *Sitescape* for all to see
 - Maintains Safety Awareness program
 - Assist in Safety Inspections and making decisions on technical questions
 - Immediate Tasks of the Safety Committee
 - Establish the organization and responsibilities
 - Write a safety policy
 - Write and approve a safety manual
 - Begin a process of regular, quarterly safety inspections at all facilities
 - Define or appoint persons in each area or department responsible for corrective action on safety infractions
 - Establish and approve reporting procedures for accidents, work illness, and near miss situations.
 - Set up procedures for keeping accurate records
 - Define what training is needed and for whom



Environment, Health,
& Safety Manual

2006 Annual Report



- Long Term Goals of the Safety Committee
 - Maintain a safe workplace that would welcome an OSHA surprise inspections
 - Develop a positive safety attitude in all employees
 - Develop comprehensive training programs in the following areas or other areas of determined by this committee:
 - Lockout Tagout Program
 - Antenna Safety
 - Laser Safety
 - Confined Space Program
 - Forklift Safety
 - Back Injury Prevention
 - Working at Elevation Program
 - Cryogenics Safety Program

- Where Do We Start?
 - Are there concerns from this group?
 - What are the least safe facilities?
 - Determine the Allocation of Personnel time
 - Writing Policy Statements and Manuals
 - Develop reporting procedures
 - Start making inspections
 - Open Discussion

Second Quarter Meeting - June 5:

Accomplishments

1. A Safety Policy was agreed to by the Safety Committee.
2. Safety Bulletin Boards were secured and set up.
3. SiteScape was set up for recording all safety reports.
4. A safety inspection guide was written and given to all who would be responsible for various facilities and several sites had been inspected.
5. A policy was established for transporting the injured.
6. Training included First Aid, CPR, and AED, Lockout-Tagout, Train the Trainer, Electrical Safety and safety awareness.
7. Three AED Machines were purchased.
8. A Safety Outreach Program was established.

Third Quarter Meeting – September 11, 2006

Accomplishments

1. Two rounds of safety inspections had been completed for all of the Steward facilities with 271 infractions cited and 119 of those items fixed by the end of the second inspection, a fix rate of 44%.
2. A Potty Poster program was implemented and it was quickly viewed as an effective tool of the safety committee to keep “Safety” on the minds of employees.
3. A noise monitoring program was established in the Steward Machine shop with final results and a PPE plan established.

Fourth Quarter Meeting - December 11, 2006:

The Theme for the Fourth Quarter was “Supervisor Safety Responsibility” There is strong evidence to support the fact that when Managers and Supervisors are dedicated to providing a safe workplace, injury rates go down or disappear, productivity goes up, morale goes up, and costs go down. This is the experience of the companies that partner with the National Safety Council in their efforts to make a safer work place.

Significant additional accomplishments for first (partial) year:

1. A Health and Safety Policy Statement was signed by the Director and Associate Director.
2. Tom Reeve performed a complete electrical safety audit of the facilities on Kitt Peak, Mount Lemmon, and the Sunnyside aluminizing facility.
3. The new Safety Shoe Program became operational.
4. The first six sections of the new Steward Observatory Safety Manual were written and sent to the Safety Committee and Risk Management for their review and comment.
5. A Near Miss policy and accident report form was completed.
6. Significant training activities were completed including a third round of First Aid, CPR, AED, a second round of electrical safety, Fall Protection, Ladder safety, Confined Space entry, Fire Safety, HOV driver training, Safe lifting/Back safety, Rigging training, Scissor lift and articulating boom training, Laser training, Respirator training, and hearing training.
7. An effort was started to obtain a comprehensive Fire Warning System on Mount Graham.
8. Efforts continued on the safety outreach program.
9. Newsletter articles were written to keep safety on the minds of employees.

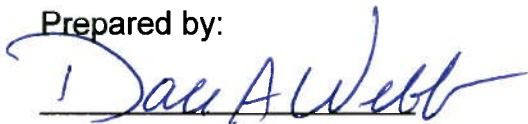
2006 Statistics According to Official U of A Data:

OSHA Recordable Accidents	14
• Injuries	26
• Illnesses	04
• Lost Time Accidents	03
• Total Lost Work Days	164

Goals for 2007:

- Write all necessary sections of the new Safety Manual
- Develop a more interesting and informative format for the Quarterly Safety Meetings
- Develop a program for Safety Training
- Continue safety inspections at all sites and reduce hazards

Prepared by:



Dale A. Webb
Safety Manager



Karen Kenagy
Assistant Safety Manager

Approver:



Jeffrey S. Kingsley
Associate Director