



## **GENERAL AND INTERRELATED SAFETY REQUIREMENTS**

The Steward Observatory Health and Safety Program consists of several interrelated components. These individual programs, together with the policies and procedures outlined in this manual and on the U of A Risk Management Services website, comprise the entire Health and Safety Program. In all cases, the U of A Risk Management Services will have final say over any safety matter.

The Steward Observatory Safety Program is based on the U of A Risk Management Services Program together with the following standards:

### **Standards**

- Occupational Safety and Health Administration 29 CFR 1910
- NFPA Volume 1 through 12 (Includes National Electric Code, Sprinkler System Code, Life Safety Code and other parts of the National Codes)
- Standard Practice for the Fire Protection of Essential Electronics Equipment, U.S. Department of Commerce, RP-1
- International Building and Fire Codes, International Code Conference
- National Fire Prevention Code ARIZONA

### **Arizona Division of Occupational Safety and Health Inspections**

The Arizona Division of Occupational Safety and Health (ADOSH) operates under an approved plan with the U.S. Department of Labor and OSHA to retain jurisdiction over occupational safety and health issues within Arizona. All Steward Observatory facilities are subject to inspection by an ADOSH compliance officer, in accordance with the provisions of OSHA 1910. Inspections will normally be made during regular working hours. Unless authorized by the Secretary of Labor or designee, advance notice of the inspection will not be given. U of A Risk Management Services will be notified immediately if a compliance officer requests an interview and inspection.

The compliance officer will be escorted without delay to the office of the Associate Director for Administration, where he or she will present credentials. The compliance officer will conduct an opening conference at which time he or she will explain the purpose of the visit, outline the scope of the inspection, provide the employer with copies of applicable laws, regulations, standards, etc. He or she will also furnish copies of any complaints submitted to OSHA by employees and ask for a designated employer representative to walk around with them. The employer representatives will normally be the Site Safety Representative and a designated member of U of A Risk Management Services. The employer representatives will accompany the Compliance Officer during the site inspection.



Following the opening conference, the compliance officer will conduct the inspection. Inspections are performed on a priority system as listed:

- Priority 1 – Catastrophe or fatality
- Priority 2 – Employee complaints
- Priority 3 – Occupational health and environmental control
- Priority 4 – Target industries
- Priority 5 – Random cross section

The compliance officer may:

- Privately talk with or question any employee
- Question any employee in the area being inspected
- Sample air, water, dust, chemicals, and other environmental conditions
- Photograph any area
- Examine records
- Request and copy specific medical records and monitoring data
- Request immediate correction of a violation if there is an imminent danger

Upon completion of the inspection, the compliance officer will confer with the Associate Director for Administration and U of A Risk Management Services representative and advise the following:

- Disclosure of violations noted
- Recommendations of citations and penalties for each violation
- Within a reasonable timeframe after the termination of the investigation, the employer shall receive, by certified mail, the notification of penalty including the period of abatement
- The employer, upon receipt of said notice, has fifteen (15) working days within which to notify the Secretary that he wishes to contest the citation of the proposed assessment

The safety provisions in this manual and in the specific safety procedures of each site are based on Federal and State regulations and on industry consensus standards. This manual is intended to provide employees with minimum acceptable standards for the protection of life and health. Employees who would like more details on specific safety provisions are encouraged to contact the Site Safety Representative for additional information.

For more information and the official University of Arizona documentation on this subject please go to:

<http://risk.arizona.edu/>