

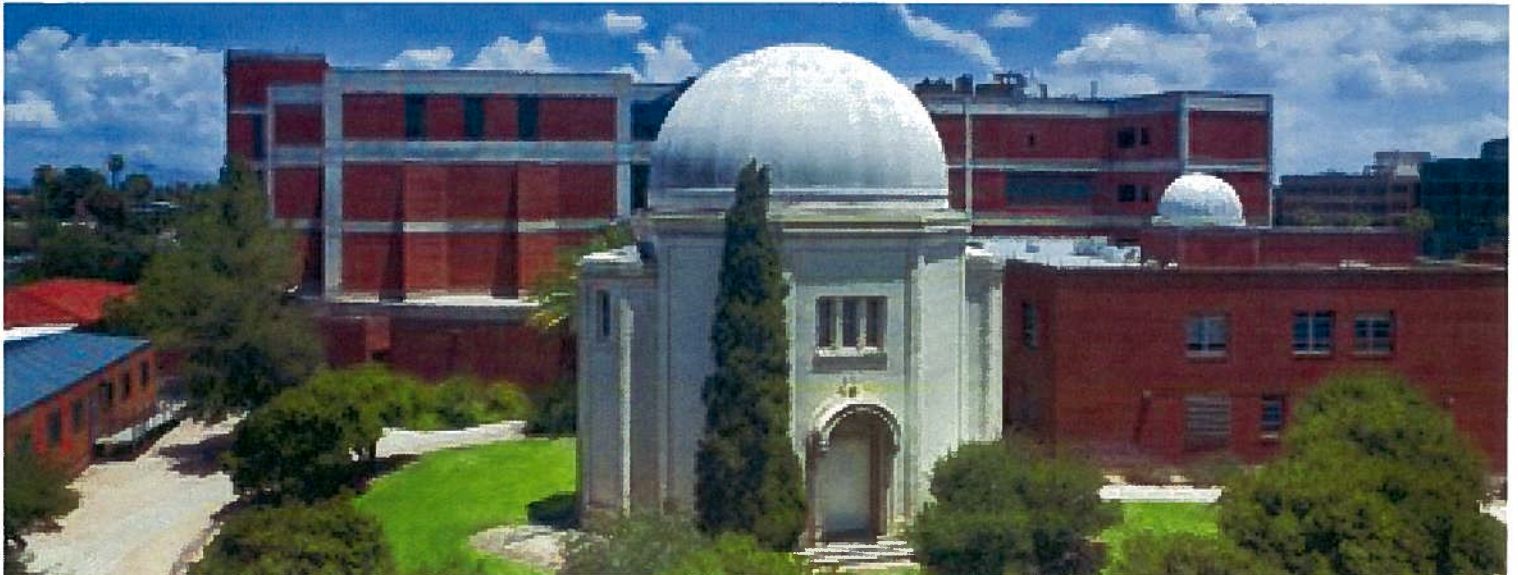


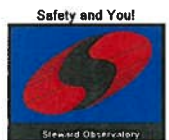
Environment, Health,
& Safety Manual

2007 Annual Report



THE STEWARD OBSERVATORY ANNUAL SAFETY REPORT 2007





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& Safety Manual

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As we entered the second year of having a formal Safety program, we enhanced the Quarterly Safety Committee Meeting format to make it more interactive and educational for members by bringing in outside speakers. The first outside speaker was Frank Demer of the Department of Risk Management and Safety. He discussed the Institutional Chemical Safety Committee and the efforts in establishing a chemical lab safety process.

By the end of the first quarter there were 14 of the proposed 45 safety manual sections written in draft form, but it was realized at this time, that to be effective, and always up to date, the manual had to include hyperlinks to both the University of Arizona Risk Management web site and the OSHA web site. Providing sections in a PDF format allows updates to be easily performed by our staff, as well as, automatic updates for the information provided by the hyperlinks.

Also at this time, Warren Davison had completed two safety related documents; one on crush potentials within the Observatory and the other on significant lifts. The Lift document was incorporated into a section of the Safety Manual. The other was sent to the safety committee for review and discussion on how to mitigate these hazards.

At the midpoint of the second year, the committee meeting included significant information on employee injuries, how they are recorded, new information and training on scaffolding, discussions on emergency preparedness and finally Safety Training. Cory Knop introduced the concept of on-line safety training, which could provide an opportunity to record and document all training automatically as it is completed on line. This would also allow for training to take place in down or spare time. Work began to put together a comprehensive on-line training program. Available funding and resources to manage the on-line training program halted progress.

The last Quarterly Safety Committee Meeting was held in December, 2007. The featured speakers were Chuck Gessner, Manager of Risk Management at NOAO, and Brian Seastone, Manager of Emergency Preparedness for the University of Arizona Police Department. This was our introduction to the fact that soon we would be preparing a document to outline procedures for Emergency Operations at each of the Steward sites.

Other major accomplishments not mentioned previously include the following:

1. Completion of the fourth inspection cycle with a total of 383 safety infractions noted and 267 of the previously noted 331 items having been fixed, a fix rate of 81%.
2. The 8m Handling Ring and Fall Arrest System was implemented and tested by Warren Davison.
3. A new Prescription Safety Eyewear Program was established and operational.
4. By year end there were 47 sections written for the safety manual. It was then up to the safety committee, Risk Management and other managers to review these sections and get them to their final approved state in the months to follow.
5. More progress had been made on the safety outreach program, other groups were attending our meetings and Dale and Karen were attending other safety activities.
6. Another major effort was put forth to begin special training for managers and supervisors. Mark Norton, the Assistant Director of the Arizona Department of Occupational Safety and Health made a presentation on Safety and the Supervisors responsibility. It was very well received. Then Mark was invited back in January to kick off the 2008 year.

Statistics According to Official U of A Data:

	2007	2006
OSHA Recordable Accidents	13	14
Injuries	25	26
Illnesses	02	04
Lost Time Accidents	01	03
Total Lost Work Days	07	164

Better, but not yet Zero!

Goals for 2008:

1. Obtain final approval from Steward Management and the Risk Management Department on the now complete interactive safety manual and get it on line for all to see.
2. Continue safety inspections to decrease safety hazards at all sites.
3. Develop a plan for management safety training.
4. Begin efforts to make safety performance a part of every employees job.
5. Continue efforts on the safety Outreach Program



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Prepared By:

Handwritten signature of Dale A. Webb in blue ink, written over a horizontal line.

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Jeffrey S. Kingsley
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