AST Safety Workshop
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Risk Management Presentation
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DISCUSSION ITEMS

• Safety and Health Resources
• Topics Review and the Safety Intranet
  – Emergency Preparedness
  – Safety
  – Industrial Hygiene
  – Security
  – Insurance
  – Environmental
SAFETY AND HEALTH RESOURCES

Risk Manager

✔ Engineer, safety, health, environmental, security, fire protection and AURA insurance

✔ Servicing the people of AURA, NOAO, Kitt Peak, NSO, and others

✔ Part of the senior management team

✔ Responsible for the overall performance of the business

✔ Responsible for risk management program development

✔ Viewed as a resource to the entire organization

✔ Inspires the organization to value safety and manage all risks in their area of responsibility
SAFETY AND HEALTH RESOURCES

NOAO internal Safety Website

www.noao.edu/noaolocal/safety/
• Manuals and Handbooks
• Checklists
• Insurance
• Job Hazard Analysis
• Laser Safety
• Contingency Plan Briefs
• Kitt Peak Shutdown Information
• Fun and Interesting Stuff
• Topics and Presentations
• Useful Links
SAFETY

• Management by walk around – building relationships
• Risk Management Manual
• Management and Physical Audits
• High Risk Task Training
• Test Your Safety Knowledge
• Accident Reporting and Investigation
SAFETY

Project Advisement for LSST, ATST, KPNO

• Risk Management Considerations for Projects
• System Safety, Health, and Environmental Project Plans
• Contractor Specifications
• Contractor Safety and Health Questionnaires
• Hazardous Waste Management Plans
• Working at the Site
SAFETY

Kitt Peak Shutdown Planning

- Yearly Safety, Health and Environmental Action Plan (SHEP)
- Energy Control Plans
- Critical Lift Plan
- Hot Work Plan
INDUSTRIAL HYGIENE

• Right to Know – MSDS Management
• Hazardous Materials Review
• Safe Work Advisement
• Ergonomic Assessments
EMERGENCY PREPAREDNESS

- Dial 911 or 9911 (Tucson)
- Tucson Emergency Procedures on the Web
- NOAO/NSO Contingency Plan
  - Open This First! And Plan Overviews
- Fire Detection – Pull Stations – Fire Protection
- First Aid Kits and AED’s
- Kitt Peak Emergency Manual
- Radios, Scanners and other communication devices
Open This First

Because you have opened this document, you have had the time to skirt the immediate hazard(s) of a disaster, crisis, or emergency. Now is the time for you to think about what’s next:

- Do you feel safe? Note that you may not recognize all hazards.
- Is your family safe? Determine if there is anything that you can do?
- Do the people around you appear to be safe?
- Do you need to provide or get medical attention?
- Assess your communication capabilities. Do your cell phone, television, land phone lines, computer/internet, radio, and hand-held radio work?
- Is this a community crisis? Try to determine what the authorities want people and businesses to do.
- Has the NOAO Risk Manager (Internal Communications Coordinator) contacted you?
- Have you tried to contact Charlie Grussyer, the NOAO Risk Manager? (work) 520-318-8211 or (cell) 520-203-6981
- Have you tried to contact your supervisor at NOAO NSF?

Is this a business crisis? If so, determine what team you are on: Strategic Management Team (SMT), Emergency Management Team (EMT), or First Response Team (FRT).

As time goes by, refer to the NOAO NSF Contingency Plan for more information, details, and checklists.

The Strategic Management Team is the team that plans, leads, organizes, controls, and guides the organization response and restoration. This team is a group of senior managers located away from the disaster site. Generally, this team is responsible for the following:

- Recognize there is a crisis
- Establish a leader
- Establish an internal communications coordinator (Risk Manager)
- Document the strategic aspects of the emergency
- Communicate with the Emergency Management Team, authorities having jurisdiction, staff (AURA and NSF), and the media
- Centralize the flow of information
- Provide strategic direction, guidance, and resource support to the EMT

Written by C. Grussyer 2008
SECURITY

• Keyscan Card lock system
• Key, Vehicle, and GSA - License Database
• Security Cameras
• Daytime Dial 911 and/or call Risk Manager
  – Tucson Police
• Night time hours (5:00 pm to 7:30 am)
  – Contracted Security Services
ENVIROMENTAL

- Underground storage tanks
- Asbestos management
- Hazardous material transportation (DOT)
- Hazardous waste disposal (RCRA)
- Hazardous waste transportation
- Universal waste recycling
INDUSTRIAL INSURANCE

- Workers Compensation, Auto, General Liability, Limited Property Insurance
- International Medical Assistance
- Chuck’s International Travel Checklist
- Auto Insurance Cards
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