



AST Safety Workshop

April 14, 2009

Risk Management Presentation

Chuck Gessner

AURA Insurance Program Administrator

NOAO Risk Manager

Assistant Facilities Manager



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



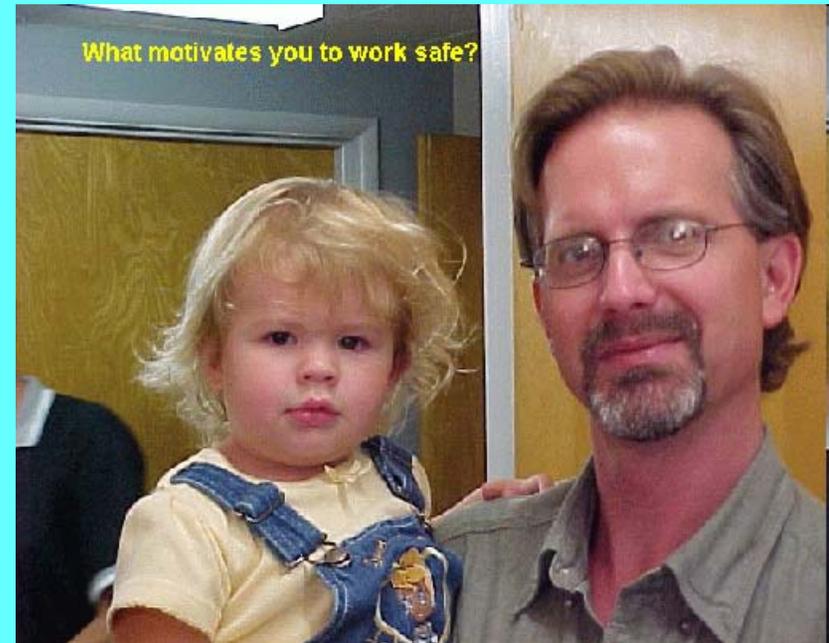


SAFETY AND HEALTH RESOURCES

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





Risk Management Manual



Risk Management Manual



Table of Contents	
Table of Contents	2
INTRODUCTION	4
INDUSTRIAL HYGIENE	5
SAFETY AND HEALTH POLICY	6
SAFETY AND HEALTH LEGISLATION AND REGULATIONS	7
SAFE WORK	7
UNDERSTANDING THE RISK (Proactive Safety)	8
CARDINAL RULES	9
SAFETY MEETINGS	9
DEFINITIONS	10
ABRASIVE WHEEL EQUIPMENT GRINDERS CHECKLIST	11
ACCIDENT, INCIDENT REPORTING AND INVESTIGATING	11
BLOODBORNE PATHOGENS CHECKLIST for First Responders, EMTs, and Facilities Maintenance Personnel	11
CHEMICAL SAFETY	12
COMPRESSED GAS CYLINDERS CHECKLIST	13
COMPRESSORS AIR RECEIVERS CHECKLIST	14
COMPRESSORS AND COMPRESSED AIR CHECKLIST	14
CONFINED SPACES	15
CONFINED SPACES CHECKLIST FOR ENTERING	19
CONTROL OF HARMFUL SUBSTANCES BY VENTILATION CHECKLIST	20
CRYOGENIC LIQUIDS	20
DEMARICATION	22
ELECTRICAL SAFETY	22
ELECTRICAL CHECKLIST	23
ELEVATED SURFACES CHECKLIST	25
EMERGENCY FIRST AID AND MEDICAL SERVICES	25
EMPLOYER POSTING CHECKLIST	27
ENVIRONMENTAL CONTROLS CHECKLIST	27
EXIT DOORS CHECKLIST	29
EXITING OR EGRESS CHECKLIST	29
EYE AND FACE PROTECTION	30
FALL PROTECTION	32
FIRE PREVENTION AND PROTECTION	32
FIRE PROTECTION CHECKLIST	33
FIRE EXTINGUISHER - HOW TO OPERATE	34
FIRST AID CHECKLIST AND MEDICAL SERVICES	34
FIRST AID SUPPLIES	35
FIXED LADDERS	36
FLAMMABLE AND COMBUSTIBLE MATERIALS CHECKLIST	36
FLOOR AND WALL OPENINGS CHECKLIST	37
FOOD SAFETY	38
FOOT PROTECTION	42
FUELING CHECKLIST	43
GENERAL WORK ENVIRONMENT CHECKLIST	43
HAND AND PORTABLE POWERED TOOLS	44
HAND TOOLS AND EQUIPMENT CHECKLIST FOR MANAGERS OR SUPERVISORS	45
HAZARDOUS CHEMICAL EXPOSURE CHECKLIST	46
HAZARDOUS SUBSTANCES COMMUNICATION CHECKLIST	46
HOIST AND AUXILIARY EQUIPMENT CHECKLIST	47
HOUSEKEEPING	48
HYDRAULIC SYSTEMS	49
INDUSTRIAL TRUCKS - FORKLIFTS CHECKLIST	50
KEEP YOUR BACK INJURY FREE	51
LADDER SAFETY	51
LASERS	52
LIFTING GEAR, BOOMS AND CRANES	53
LOCKOUT / TAG OUT PROCEDURES CHECKLIST	54
LOCKOUT, TAG OUT, TRYOUT, FOR YOUR PROTECTION	55
MACHINE GUARDING CHECKLIST	56
MACHINE SAFETY	57
MATERIAL HANDLING CHECKLIST	58
MEANS OF EGRESS	59
MOBILE EQUIPMENT AND FORK TRUCKS	59

MOTOR VEHICLE SAFETY	60
NOISE - HEARING PROTECTION	63
NOISE CHECKLIST	64
PERSONAL PROTECTIVE EQUIPMENT (PPE)	64
PERSONAL PROTECTIVE EQUIPMENT (PPE) AND CLOTHING CHECKLIST	65
PIPING SYSTEMS CHECKLIST	65
PORTABLE LADDER CHECKLIST	66
PORTABLE (POWER OPERATED) TOOLS AND EQUIPMENT CHECKLIST	67
POWDER-ACTUATED (EXPLOSIVE) FASTENING TOOLS	68
POWDER-ACTUATED TOOLS CHECKLIST	68
POWER DISTRIBUTION SAFETY	68
RECORDKEEPING CHECKLIST	75
SAFE WORK	75
A SAFE WORK ENVIRONMENT	76
SAFETY AND HEALTH LEGISLATION AND REGULATIONS	77
SAFETY AND HEALTH POLICY	77
SAFETY AND HEALTH PROGRAM CHECKLIST Managers	78
SANITIZING EQUIPMENT AND CLOTHING CHECKLIST	78
SECURITY	78
SMOKING POLICY	79
SPRAYING OPERATIONS CHECKLIST	80
STACKING AND STORAGE	80
STAIRS AND STAIRWAYS CHECKLIST	81
TIRE INFLATION CHECKLIST	81
TIRE SERVICE	82
TRANSPORTING EMPLOYEES AND MATERIALS CHECKLIST	82
VENTILATION	83
WALKWAY CHECKLIST	84
WALKWAYS, ELEVATED SURFACES, FLOOR AND WALL OPENINGS, STAIRS AND STAIRWAYS	84
WELDING, CUTTING AND BRAZING	85
WELDING, CUTTING AND BRAZING CHECKLIST	88



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

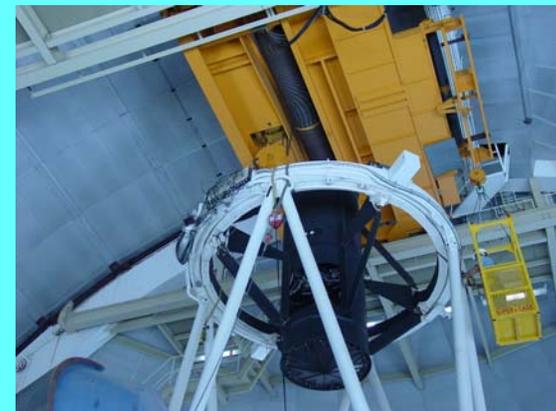




SAFETY

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) made contact with you?
- Have you tried to contact Chuck Gessner, the NOAO Risk Manager?
(work) 520-318-8211 or (cell) 520-203-6981
- Have you tried to contact your supervisor at NOAO/NSO?

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/NSO 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



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



ENVIRONMENTAL

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



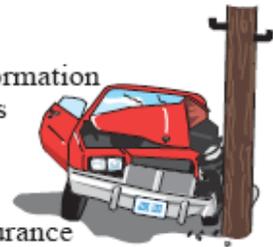


INDUSTRIAL INSURANCE

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

In the Continental U.S.
Automobile Accident Reporting Information
for: Owned and Rented Autos

Employer: AURA
Policy # 72 UENGM 8080
Insurance Company: Hartford Insurance
Notify: Chuck Gessner, 520-318-8211
If an emergency and after hours:
CALL: 1-800-327-3636 24 hours/day 365 days/year
(Hartford Insurance Co.)





Chuck Gessner

AURA Insurance Program Administrator

NOAO Risk Manager

Assistant Facilities Manager

318-8211

gessner@noao.edu

